



Internship Information | *Educational Leadership with Principal Certificate*

SAMPLE SYLLABUS

What to know about the Educational Leadership with Principal Certificate Internship Courses:

- The Principal Certificate Internships (EDUC 660 – EDUC 665) MUST be taken in order.
- Most, if not all, coursework should be completed before starting the internships.
- Principal Certificate Internships can only begin in Fall session 1 of each year. Students are required to open and close a school year.
- Students are responsible for setting up their own internships and securing their own mentors.
- Students must fill out an Application for Admission to Principal Internship by **June 15th** for the Fall 1 start date for review and approval before they will be permitted to enroll in the first internship course.
**Students are required to follow their District's process to secure their internships.*
<https://inside.ewu.edu/educgrad/princ-cert-internship-app/>
- Mentors must be a certificated administrator with at least 3 years of experience to serve as a mentor. Once internships are approved mentors will be given a handbook of expectations.
- Students will enroll in a total of six separate internship courses in six separate six week sessions. Students will complete a total of 540 hours of internship activities/experiences. 50% (270 hours) must be completed during the academic school year when students and/or staff are present. 50% (270 hours) can be completed doing activities such as scheduling, serving on interview teams, curriculum evaluation, data analysis for program improvement, etc.
- **Please note that the internships are all 2 credits. If you are receiving financial aid it will not kick in until second session if you are not enrolled for at least 4 credits first session (for example – if for session 1 you are only taking the 2 credit internship then you will have to pay out of pocket for those two credits until the beginning of the second session then your financial aid will be released and you will be “reimbursed” for those 2 credits for the first session and then given the rest of your aid at that time.)*