

## Educational Leadership Internship



Please check your degree audit in [\*\*Degree Works\*\*](#) to see if you are close to doing your internship and check your [\*\*Program Plan\*\*](#) to see when internships are being offered.

*Internships are meant to be done towards the end of your program after most of your foundation courses have been completed.*

**Here is important internship information:** we ask that you review the following information when preparing for your internship.

- Your internship can and might be done outside of a K12 school. The required forms are going to be geared towards K12 internship – please just fill out the forms as best as you can if you are setting up your internship outside of a K12 school.
- **IF** you are in a K12 school please note that all school districts are different. While we have steps you must take to start your internship it does not cover the steps you might need to take with your school district to be approved to do your internship. We advise all students to check with their district that you are following the proper procedures for setting up the internship at your school. Please do not overlook this step as we do not want angry school districts calling us up because people did not check in with them.
- We do require that you are responsible for setting up your own internship location and mentor.
  - Identify where you would like to do your internship.
  - Identify your mentor – this would be someone working in the position that you would ideally want to be doing.
  - Once you have someone who you can work with then submit your Internship Verification Form to the EWU School of Education.

### Information you will want to share with your mentor:

The internship is more of an informal internship experience. Each internship will be six weeks - you will receive an assignment/task each week. Ideally you would have a project in mind that you would like to work with your mentor getting the experience you need to be successful doing the job you ultimately would like to do.

The time working with your mentor will vary depending on the task for the week. The expectation is that you will be spending about 10 hours a week on your internship requirements. Those 10 hours do include your reading, writing, prep time, etc. The actual time working with your mentor averages out to be around 2-3 hours a week. It is not a huge time commitment on your mentor.

The responsibility of your mentor is that of guidance and support as you work through your tasks.

## Required forms for EWU:

- It is required for students to submit their Internship Verification Form. We ask that you submit this form at least **6 weeks prior** to starting your internship so that we can get a contract in place with your internship location. Again, this form is geared towards K12 internship locations so please fill out as best you can.
- You will be unable to register for your internship course if this form is not submitted. The registration hold cannot be lifted until a contract is in place. Please do not wait until the last minute to submit your form or you will not be able to register for the internship.
- The form is found here: [\*\*“Field Experience and Internship & Building Verification Form”\*\*](#) \**your mentor needs to be set up before this form can be filled out.*
- Once this form is received and processed then you will be permitted to enroll in your internship course.

