Principal Certification Internship

Please check your degree audit in **<u>Degree Works</u>** to see if you are close to doing your internship and check your **<u>Program Plan</u>** 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.

- All course work **must** be completed before you can start the internship.

- Internships are cohort based. You are required to start and end a school year. Internships will only begin in the Fall and will continue until spring.
  There are six required internships – EDUC 600-665 and must be taken in order.
  *If you are not ready by Fall session 1 then you will have to wait until the following fall to start your internship.

- Must complete 540 hours of internship of experiences/activities: 50% (270 hours) must be completed during the academic schoolyear when students and/or staff are present. 50% (270) can be completed doing such activities as scheduling, serving on interview teams, curriculum evaluation, data analysis for program improvement, etc.

- We do require that you are responsible for setting up your own internship location and mentor.
  o Identify where you would like to do your internship.
  o Identify your mentor – mentor must be a certified administrator with at least 3 years' experience.
  o Arrange with your School District – almost all school districts require you to apply within your district to start an administrator internship. These generally are around February or March
  o Submit your **Principal Internship Application** by May 15th to be eligible for the internship that following fall.

Students starting the Principal Internship will get separate communication from the Program Coordinator for Principal Certificate regarding specifics to the internship as you complete your coursework.

Please be checking your EWU email for that communication.