SEATTLE UNIVERSITY
PRINCIPAL INTERNSHIP APPROVAL FORM

Please return to: Educational Administration Program, Seattle University
901 12th Ave., PO Box 222000
Seattle, WA, 98122

SU ID #: ______________ SU Email: ________________________
Applicant's Name ________________________________ Phone ________________________
Address_/ City/ Zip ______________________

The applicant requests an internship as follows:

School Name ________________________________ Principal ________________________
Address/ City/ Zip ______________________
Dates of Practium: ________________________________ Phone ________________________

Applicant's Signature ________________________________ Date ________________________

Because the administrative internship is a key element in the training of future principals, the collaboration between university and school is very important. This agreement constitutes the contract under which the above named student and the university supervisors will work together with local school personnel to assure the learning required under the Washington Administrative Code and the mission of the College of Education at Seattle University.

The Educational Administration program for principals qualifies successful candidates for the Washington State principal certificate. To achieve that certificate requires specific tasks of the intern and access to key information in the school setting (e.g., budgets, sample contracts, policymaking processes, administrative procedures, and relevant experience with governance structures).

The internship itself begins only when the following conditions have been met:
1. Intern has successfully completed a diagnostic assessment of the competencies for the internship.
2. Intern has developed a worksite analysis from observations and other data.
3. On-site supervisor, intern, and university supervisor have agreed to tentative plans for projects and administrative tasks required in the internship.
4. Local arrangements for access to appropriate records and policies have been made by the appropriate officials.

Approval at this time means (1) the opportunity for an internship will be available for the dates shown, and (2) the appropriate building principal will provide supervision of the internship in cooperation with the Seattle University supervisor.

_____ We will provide the internship under the conditions described above.
_____ We will provide the internship subject to these additional conditions:
_____ We request that the intern postpone the experience until ______________________

In addition, ______ We assert that the supervising principal meets the WAC requirement of a certified practitioner who is performing in the role for which certification is sought (WAC 181-78A-264).

________________________  ________________________
Supervising Principal       School       Date

________________________  ________________________
Email                      WA State Certification #