**Lehman College of the City University of New York**

**Department of Counseling, Leadership, Literacy, and Special Education**

**INTERNSHIP APPLICATION**

***DEADLINES:*** *Lehman clinical faculty or EDL advisor will discuss with candidates.*

**DATE OF APPLICATION:**

**SECTION 1: PERSONAL INFORMATION** *Complete the information requested in this section: name, address, EMPLID, phone number, e-mail address and cell phone number, if one is available.* (***Print or type clearly.)***

Name EMPLID:

(Last) (First) (MI)

Complete Address

(Street) (City) (State) (Zip Code)

Cell Phone E-mail Address

**SECTION 2: PROGRAM / COURSEWORK INFORMATION**

Check the program in which you are currently enrolled: SBL \_\_\_\_\_\_\_\_\_\_ SDL \_\_\_\_\_\_\_\_\_

Anticipated date of graduation (month and year)

**SECTION 3: ONSITE SUPERVISOR & SCHOOL/DISTRICT SITE INFORMATION**

*In completing this section, keep in mind that you are permitted to fulfill your leadership experience at your current work site, as long as:*

1. *your onsite supervisor is a New York State certified school/district administrator*
2. *the school principal/district leader approves your use of the school/district for your leadership experience;*
3. *the site provides the appropriate experience that you need to get certified in the specific level of leadership certification for which you will be recommended;*
4. *the site is within reach for a Lehman supervisor to visit you; and*
5. *Lehman College approves your requested site.*

Onsite Supervisor Contact Information: This person is responsible for signing your official logs and completing your evaluations.

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: Phone:

Internship Site Information

School Name (SBL) OR School District (SDL): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School (SBL) OR District (SDL) Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If this is a school site, indicate the grade range:

Telephone # Fax #

Principal or School District Leader (if this person is not your internship supervisor)

**SECTION 4: DOCUMENTATION REQUIRED WITH APPLICATION**

***Make sure that your application form has all the required documentation attached to this application:***

1. \_\_\_\_\_\_\_ Acknowledgement of the SBL/SDL Internship Experience Requirements (signed by candidate and onsite supervisor)
2. \_\_\_\_\_\_\_ List of Possible SBL/SDL Leadership Tasks & Activities (signed by candidate and onsite supervisor)

3) \_\_\_\_\_\_\_ Report card(s) and/or supporting material (school/district demographics, test scores, etc.) of cooperating school/district where you are requesting to do your leadership experience. (If it is a NYC public school/district, you should be able to print copies from the NYC DOE web site. If it is a school/district located outside of NYC, you probably can get copies from the district web site. Otherwise, you will need to speak with the school’s principal/ assistant principal or district leader to get copies.)

*NOTE: You are responsible for ensuring that the following documentation is noted in your TEACH Account. You DO NOT HAVE TO PROVIDE COPIES.*

* Fingerprinting Verification
* Child Abuse and Violence Prevention Workshops Verification
* Bullying Prevention Workshop (DASA)

Upload your **completed** Internship Application to Taskstream as **TWO** separate files:

1. Signed application
2. The school’s/district's most recent Report Card (or comparable document).

SECTION 5 (SBL ONLY):

ACKNOWLEDGEMENT OF THE INTERNSHIP EXPERIENCE REQUIREMENTS

The required **400 hours** of leadership experiences must include the following:

1. **325-350 hours[[1]](#footnote-1)\* – spent working with the day-to-day activities and tasks of school building leaders, which MUST include 200 hours in the following settings:**

* **ES – Elementary School** setting: minimum 20 hrs
* **MS – Middle School** setting: minimum 20 hrs
* **HS – High School** setting: minimum 20 hrs
* **LS – Large School** setting(roughly 800 students or more): minimum 20 hrs
* **SS – Small School** setting(roughly fewer than 800 students): minimum 20 hrs
* **DIV – Diverse Populations** in a school: minimum 20 hrs
* **CS – Counseling Program** in a school: minimum 20 hrs
* **COM – Community Leader or Outside Community:** minimum 20 hrs
* **SPED – Special Education Program** in a school: minimum 25 hrs
* **BUD – Budgets** in a school: minimum 15 hrs

1. **50-75 hours – spent developing an equity focused Educational Improvement Plan.**

**\*NOTE:** A maximum total of 100 hours of internship hours, completed between May – August, prior to taking EDL 710 or EDL 711, can be applied. However, the following applies*:*

* these 100 hours may not be from a period longer than six months prior to being enrolled in EDL 710 or EDL 711;
* these prior 100 hours **may not be** leadership experience hours that you used to fulfill other course requirements;
* you must receive approval from your advisor or program coordinator; and

1. **National Educational Leadership Preparation (NELP) Standards:** Candidates must also satisfy each of the NELP Standards, which include:

#1 – Mission, Vision and Improvement

#2 – Ethics and Professional Norms

#3 – Equity, Inclusiveness, and Cultural Responsiveness

#4 – Learning and Instruction

#5 – Community and External Leadership

#6 – Operations and Management

#7 – Building Professional Capacity

**I have read and understand the expectations for successful completion of the Lehman College EDL School Building (SBL) Internship Experience. By signing below, I am also certifying that I hold a valid NYSED SBL license or the equivalent.**

Onsite Supervisor Name: ­

Signature:

EDL/SBL Intern Name:

Signature:

**SECTION 6 (SBL ONLY):**

**LIST OF POSSIBLE INTERNSHIP EXPERIENCE TASKS & ACTIVITIES**

**Directions:** Interns and Onsite Supervisors should collaborate to identify a list of three possible activities that the intern can complete over the course of the Leadership Experience for each of the Special Settings. These should be stated in brief (e.g. “conduct classroom observations” or “order materials for science department”). This list is intended as a starting point; additional activities/tasks should be completed.

|  |  |  |
| --- | --- | --- |
| **Special Settings** | **Brief Description of Possible Tasks & Activities** | **Indicate ONE NELP Standard per task** |
| **ES** | 1.  2.  3. |  |
| **MS** | 1.  2.  3. |  |
| **HS** | 1.  2.  3. |  |
| **LS** | 1.  2.  3. |  |
| **SS** | 1.  2.  3. |  |
| **DIV** | 1.  2.  3. |  |
| **CS** | 1.  2.  3. |  |
| **COM** | 1.  2.  3. |  |
| **SPED** | 1.  2.  3. |  |
| **BUD** | 1.  2.  3. |  |

Onsite Supervisor Name: ­

Signature:

Intern Name:

Signature:

SECTION 5 (SDL ONLY):

ACKNOWLEDGEMENT OF THE INTERNSHIP EXPERIENCE REQUIREMENTS

The required **200[[2]](#footnote-2)\* hours** of leadership experiences must include the following:

1. **200 hours – spent working with the day-to-day activities and tasks of school district leaders, which MUST include hours in the following areas of district-level work:**

* **ES – Elementary Schools**: minimum 20 hrs
* **MS – Middle Schools**: minimum 20 hrs
* **HS – High Schools**: minimum 20 hrs
* **DIV – Diverse Populations**: minimum 20 hrs
* **CS – Counseling Programs**: minimum 20 hrs
* **COM – Community Leader or Outside Community:** minimum 20 hrs
* **POL – Policy-making structures**: minimum 20 hrs
* **SPED – Special Education Program**s: minimum 30 hrs
* **BUD – Budgets**: minimum 15 hrs
* **HR – Human Resources:** minimum 15 hrs

1. **Where applicable, students who did NOT graduate from the Lehman College SBL program must complete an additional 200 hours developing an equity focused district-wide Educational Improvement Plan.**
2. **National Educational Leadership Preparation (NELP) Standards:** Candidates must also satisfy each of the NELP Standards, which include:

#1 – Mission, Vision and Improvement

#2 – Ethics and Professional Norms

#3 – Equity, Inclusiveness, and Cultural Responsiveness

#4 – Learning and Instruction

#5 – Community and External Leadership

#6 – Operations and Management

#7 – Building Professional Capacity

**I have read and understand the expectations for successful completion of the Lehman College EDL School District Leadership (SDL) Internship Experience. By signing below, I am also certifying that I hold a valid NYSED SDL license or the equivalent.**

Onsite Supervisor Name: ­

Signature:

EDL/SDL Intern Name:

Signature:

**SECTION 6 (SDL ONLY):**

**LIST OF POSSIBLE INTERNSHIP EXPERIENCE TASKS & ACTIVITIES**

**Directions:** Interns and Onsite Supervisors should collaborate to identify a list of three possible activities that the intern can complete over the course of the Leadership Experience for each of the Special Settings. These should be stated in brief (e.g. “conduct school walkthrough” or “order science curricular materials”). This list is intended as a starting point; additional activities/tasks should be completed.

|  |  |  |
| --- | --- | --- |
| **Special Settings** | **Brief Description of Possible Tasks & Activities** | **Indicate ONE NELP Standard per task** |
| **ES** | 1.  2.  3. |  |
| **MS** | 1.  2.  3. |  |
| **HS** | 1.  2.  3. |  |
| **DIV** | 1.  2.  3. |  |
| **CS** | 1.  2.  3. |  |
| **COM** | 1.  2.  3. |  |
| **POL** | 1.  2.  3. |  |
| **SPED** | 1.  2.  3. |  |
| **BUD** | 1.  2.  3. |  |
| **HR** | 1.  2.  3. |  |

Onsite Supervisor Name: ­

Signature:

Intern Name:

Signature:

1. \* SBL candidates MUST complete between 125-150 non-EIP internship hours DURING EDL 710 (spring semester).The total number of non-EIP internship hours will depend on the total number of EIP hours logged (50-75 hours). [↑](#footnote-ref-1)
2. \* SDL candidates who graduated from Lehman’s SBL program **only need to complete the 200 district level internship hours in the Special Settings outlined above** and **are NOT required to complete an EIP**. [↑](#footnote-ref-2)