

University of Alaska Southeast  
Alaska College of Education  
11066 Auke Lake Way  
Juneau, AK 99801



**M.Ed. Educational Leadership Program  
Internship Mentor Identification Form**

In order to prepare you for the challenges and opportunities inherent in assuming a role as an educational leader in Alaskan public schools, you will participate in an on-site internship in a school based setting for the fall and spring semesters of the program.

During your internship, you will be working with a principal mentor for the full school year based on a schedule that you set collaboratively. Your internship activities should involve a minimum of 150 hours per semester including time spent planning for the year and finalizing the year. This should average between five to ten hours a week on site.

Your mentor is expected to meet with you on a weekly basis, and is encouraged to involve you in all aspects of the school's operations, including sharing why they make decisions and all the elements that they consider when making their best judgment.

Please identify a person who has agreed to be your mentor for the program internship and participate in the activities described above. We understand that circumstances change over time, and that the person you identify as a mentor now may not be available by the time the internship takes place. However, we find that students who identify a mentor early on are more prepared to identify a new mentor should the need arise.

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**Applicant Name**

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**Mentor Name**

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**Mentor Position**

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**Mentor Email address**

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**Mentor Phone number**

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**School District Where Internship Will Occur**