UNIVERSITY of ALASKA SOUTHEAST | SCHOOL OF EDUCATION

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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. Educational Leadership faculty are available to collaborate with you and administration in your school district on the selection of a mentor from your school district who has the knowledge, time, and commitment to engage you in a rich set of experiences that enable you to develop your leadership competencies.

Preferred qualities of an effective mentor include the ability to:

- Provide regular, honest, and direct feedback
- Model continuous growth and learning
- Structure opportunities for interns to solve a range of school problems, first through observing and participating and then by actually leading a school improvement team in identifying, implementing and evaluating improvement interventions

Please identify a person who has agreed to be your mentor for the 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. Please be advised that your mentor for the internship will be subject to approval by the program advisor, and you will need to postpone your participation in the cohort if you are unable to find an approved mentor.

Applicant Name

Mentor Name

Mentor Position

Years in Current Position

Years as a School Administrator

Number of Principal Interns Previously Mentored

Mentor Email address

Mentor Phone number

School District Where Internship Will Occur