UNIVERSITY of ALASKA SOUTHEAST | SCHOOL OF EDUCATION

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Superintendent Graduate Certificate

Internship Mentor Identification Form

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

Unless you are the superintendent, your district superintendent must be willing to be your mentor for the internship, as the coursework is interwoven with your district activities and artifacts. You must meet with your superintendent to inform them of the responsibilities they will be assuming as your mentor, and they must agree to be your mentor for both fall and spring internships.

Students are to keep an internship log and to devote an average of 10 hours per week (for a total of 150 hours per semester) to district and class assignment related activities. This will include a minimum of one meeting per week between the mentor and intern to discuss endorsement assignments and activities. This will also require the mentor's assistance in planning and monitoring internship projects.

In addition to the weekly meeting, your mentor is encouraged to involve you in all aspects of the district's operations, including sharing why they make decisions and all the elements that they consider when making their best judgment.

Please identify the person who has agreed to be your mentor for the internship and participate in the activities described above. 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 Superintendent Interns Previously Mentored**
Mentor Email address	**Mentor Phone number**
School District Where Internship Will Occur	