

DESCRIPTOR TERM: Instructional Program	Millard District Policy File Code: 4210 Approved: 02-14-19
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ADMINISTRATIVE INTERNSHIPS

A. Purpose

It is the intent of the Millard School District to promote and support administrative internships within its facilities. Millard School District is committed to working with its employees to optimize their educational experience as they train to become administrators.

B. Definitions

1. **Acceptable professional experience** – A successful, full-time experience in a school setting in an area for which certification is required for employment in Utah public schools.
2. **Administrative license area of concentration** – The initial credential issued by the Board which permits the holder to be employed in a position which requires administration or supervision of elementary, middle, or secondary levels within the public education system.
3. **Administrative Internship** – An on-site supervised experience in an accredited public school for the purpose of obtaining an administrative license. An internship consists of a minimum of 400 hours of supervised clinical experience to include a minimum of 200 hours in each of an elementary and secondary school setting which offers the opportunity of working with licensed principals, students, faculty, classified employees, parents and patrons.
4. **District Internship Committee** – a district committee consisting of the Superintendent of Schools, the Director of Student Services, an elementary principal and a secondary principal.
5. **Level 2 license** – a Utah professional educator license issued after satisfaction of all requirements for a Level 1 license have been met and three years of successful education experience within a five-year period in a Utah public or accredited private school have been completed.
6. **Millard District Clinical Experience** – a comprehensive administrative internship experience of no less than 200 hours that is completed outside an intern's regular school assignment. This experience is completed in the Millard School District and is part of, not in addition to, the 400 hour administrative internship required by Utah State law.

7. **On-site supervisor** – An administrator selected to coach, counsel, supervise and evaluate an administrative intern’s performance.

C. Administrative License Area of Concentration Requirements

1. An applicant for the Administrative license area of concentration shall have successfully completed or received all of the following:
 - a. A Utah Level 2 teaching license or the equivalent from another state/country; a master’s or more advanced degree; an education administrative program; and a Board-approved administrative test.
 - b. Not fewer than three years of acceptable full-time professional experience in an education-related area in a public or accredited private or parochial school. Appropriate experiences that may be substituted for up to one-half of this requirement include:
 - (1) alternative school or similar type professional experience;
 - (2) community college, trade-technical college, or other post-secondary professional experience;
 - (3) district-level administrative experience;
 - (4) headstart or preschool professional experience;
 - (5) college of education or state education agency professional experience; or
 - (6) professional experience in academic departments of colleges or universities if there has been sufficient involvement with public school programs and supervision.
2. In addition to the above requirements, an applicant for the Administrative license area of concentration shall successfully complete an administrative internship. The internship shall:
 - a. Consist of a minimum of 400 hours of supervised clinical experiences, excluding additional hours required by a university;
 - b. Include a minimum of 200 of the required hours in each of an elementary and secondary school setting which offers the opportunity of working with a properly licensed principal, students, faculty, classified employees, parents and patrons;
 - c. Include the remainder of the required internship hours in school district offices, the USBE or other USBE-approved and appropriate agencies or school settings;

- d. At least half of the school-level supervised experience during the regular school day shall be concentrated in a minimum of two hour blocks when students are present;
- e. Include involvement in extracurricular activities;
- f. Include experiences at both elementary and secondary school levels;
- g. Have clinical experience in a different school than where the intern may be employed as a teacher;
- h. Provide opportunities for the intern to demonstrate application of knowledge and skills gained through the higher education experience in school settings; including the opportunity to:
 - (1) understand the school community;
 - (2) understand the school culture and its importance to the student;
 - (3) experience managing a safe, efficient learning environment;
 - (4) collaborate with families of diverse students;
 - (5) support ethics and fairness in the school setting; and
 - (6) participate in the larger political, social, economic, legal and cultural school context.

D. District Specific Requirements

1. Administrative Interns must submit the *Millard School District Administrative Internship Clinical Experience Program Request* form to the District Internship Committee at least one month preceding the desired clinical intern experience. After reviewing the form and counseling with the intern, the committee will assign a district placement. Administrative internship placements are not to be made by the prospective intern.
2. Schools will be limited to no more than one administrative internship assignment at any given time unless specifically approved by the school district. Multiple administrative internship assignments at a single location tend to detract from a school administrator's ability to complete contract expectations and must not be allowed.
3. Administrative internships should broaden an intern's administrative experience; therefore, placement at an intern's current school location is highly unlikely.

4. On-site supervisors will submit to the Human Resource Department an intern's performance evaluations once the intern has completed his/her internship at the school location.
5. A major portion of the internship, including, but not limited to 400 hours, must be completed outside an intern's regular school assignment (refer to C2b and C2d through C2h above).
 - a. To complete this requirement, administrative interns will be assigned a two 200 hour Millard District Clinical Experiences. The schedule and duration of the Millard District Clinical Experience (i.e. four hours per day for fifty days, eight hours per day for twenty-five days, etc.) will be determined by the District Internship Committee with input from the intern and district administrators. A clinical experience that is the least disruptive to the educator's current assignment, yet maximizes the administrative encounter, is the district's ultimate goal.
 - b. The monetary cost of the Millard District Clinical Experience will be borne equally by the district and by the administrative intern. The cost of the Clinical Experience will be calculated at one-half of a long-term substitute's daily salary for a fifty day period or the equivalent of 300 hours (300 hours during school time and 100 flexible/project hours). FICA taxes will be added to this calculation.
 - c. The cost of the Millard District Clinical Experience, or equivalent of the long-term substitute's pay as detailed in 6b above, may be:
 - i. paid to the Millard School District by the administrative intern (payment may be received in full or by installment); or
 - ii. deducted from the intern's regular monthly pay over a period of time - not to exceed twelve months.
6. Before a candidate can be considered for employment as an administrator in the Millard School District, he/she must have a current administrative license or be near completion of all the requirements necessary for the license.
7. First time administrators in the Millard School District shall complete a three-year mentoring experience established and supervised by the Millard School District.

References

Utah Code Ann. §53A-6-101(1); 53A-6-101(2); 53A-1-401(3) – Administrative Rules
USOE R277-505 – Administrative License Areas of Concentration and Programs
(effective July 1, 2012)

Forms

Millard School District Administrative Internship Clinical Experience Program Request

Millard School District Administrative Internship Clinical Experience Program Request

“Administrative Internship” means 450 or more hours of supervised experiences. This includes a minimum of 200 hours in a “Millard District Clinical Experience” in a school setting which offers the opportunity of working with licensed principals, students, faculty, classified employees, parents, and patrons as required by [Administrative Rule R277-505-4](#).

**This plan must be submitted to the Millard School District Human Resource Department.
Applicants must not solicit clinical opportunities by contacting a principal or school directly.
Priority Deadline for application is April 1st in the School Year preceding the Clinical Intern Experience**

Name:	Home Phone:	Cell Phone:	Email Address:
Institution Name (College or University):		Major:	Cumulative GPA:
Name of Collegiate Supervising Professor:		Supervisor Phone Numbers:	Supervisor E-mail:
Are you currently employed by Millard School District? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what is your current position title and responsibility:			
Approximate date you would like to begin your Millard District Clinical Experience:		Estimated Clinical Experience Completion Date:	
Preferred Schools and Assignments where you would like to complete internship activities, including the Millard District Clinical Experience:			
Outline your request for completion of the Millard District Clinical Experience (a minimum of 200 hours) within both elementary and secondary school settings:			
Outline the schedule you propose to complete your clinical experience. Specify the time periods you will be available (i.e. 7:30-11:30 or 11:30 -3:30 for 50 days; 7:30-3:30 for 25 days, etc.).			
Outline the other administrative assignments/projects you will be involved with to complete the 400 hour internship.			
Explain how you will continue to meet your current employment obligations as you participate in the activities outlined above.			
APPLICANT AGREEMENT: I understand the information disclosed on this form is critical to the success of my administrative internship experience. Upon completion of this application, I will submit it to the District Internship Committee for their consideration. A meeting will be scheduled with the committee within ten days of receipt of this application to review its contents. At that time I will be assigned a Millard District Clinical Experience. I understand that failure to comply with the terms, limits, or conditions of this agreement or District Policy may be grounds for disciplinary action up to and including termination of employment.			
Signature:			Date:
Office Use Only			
Upon review of the above application and in consultation with the administrative intern's request the following determinations have been made:			
Millard District Clinical Experience Location:	Millard District Clinical Experience Supervisor:	Beginning and Ending Date of Clinical Experience:	
Daily Schedule for Clinical Experience:	Name of Substitute Teacher Hired for Absence:	Clinical Experience Payment Plan:	
Committee Member Signature:	Date:	Committee Member Signature:	Date:
Committee Member Signature:	Date:	Committee Member Signature:	Date: