

**NIAGARA UNIVERSITY  
DEPARTMENT OF EDUCATIONAL LEADERSHIP  
MENTOR INTERNSHIP GUIDE**

**ELCC**

The Niagara University Educational Leadership Program is based on the ELCC Standards. A copy is attached. All activities and evaluations must relate and align to the ELCC Standards.

**GOAL**

Our goal is to assure that the candidate/intern has a well rounded intense administrative experience that provides experiences in each of six ELCC Standards.

**HOURS**

The candidate/intern is responsible to log each administrative activity in which he/she engages and categorize the activity in one of the ELCC Standard sub-element areas. The candidate/intern must log a minimum of 300 hours at the building level for building level certification, and 300 hours at the district level for district level certification. There are special provisions if the candidate is seeking only one type of certification.

**LOGS**

Logged hours must be intensive. That is, they must reflect actual administrative work in which the candidate/intern is responsible for the outcome. Observation of other administrators at work does not count as intensive administrative activity. Our goal is to make the internship as authentic as possible, within the constraints of the circumstances. You are asked to meet with the intern after each 100 hours and discuss the quality of the experience and the learning that has transpired. At the conclusion of the meeting the candidate/intern will request that you initial their log as verification of the accuracy of the log and that a meeting took place.

**SKILLS ATTRIBUTES**

During the internship you will be asked by the candidate/intern to complete a skills inventory survey. This inventory is designed to generate a discussion between you and the candidate/intern regarding his/her skills. This is an excellent time to be a "critical friend" and provide wisdom and guidance relative to the candidate/interns professional growth. Again, you are asked to sign the form as evidence that the task has been completed.

**ACTIVITIES BY STANDARDS**

At or near the conclusion of the internship the candidate/intern will provide you with a summary of his/her activities by ELCC Standard. This provides you with an immediate snapshot view of what the candidate/intern has completed in each of the ELCC Standard areas. You are asked to complete an evaluation of the candidate/intern based upon the activities accomplished within each standard.

**FINAL EVALUATION**

You have been provided with an evaluation form that requests that you score the performance of the candidate in each of the ELCC Standards. The score is based on a 1-5 score rubric. A copy of the rubric is attached herewith. This evaluation should be completed at the end of the internship. You are asked to discuss the scores with the candidate/intern. A copy should be provided to the Supervisor of Educational Leadership (Dr. Mills) at the final meeting.

## **NIAGARA UNIVERSITY PROGRAM EVALUATION**

You have been provided with a program evaluation form related to your evaluation of the Niagara University Educational Leadership Program. We ask that you complete this form providing us with feedback regarding your perception of the program and your experience working as a partner with us.

### **MEETING WITH THE SUPERVISOR OF EDUCATIONAL LEADERSHIP**

There are three required meetings for each phase of the internship experience. An initial, introductory meeting, a mid session progress meeting, and a final close-out meeting. It is the responsibility of the candidate/intern to schedule these meetings at a mutually convenient time for you as a mentor, the Supervisor of Educational Leadership, and the candidate/intern. These sessions involve discussion between you and the Supervisor of Educational Leadership with the candidate/intern present and then with the candidate excused.

### **PROBLEMS AND ISSUES**

The Niagara University Department of Educational Leadership has very high expectations of the interns in the Niagara University Program. It is our expectation that problems and issues with our candidate/interns will be minimal. However, you are asked to communicate any issue or concern to the Supervisor of Educational Leadership at the earliest possible stage or awareness. We pledge to work with you diligently to resolve and problems or issues that may arise.

### **TUITION WAIVER**

As a very small token of our appreciation for your role and participation in serving as a mentor to one of our candidate/interns it is our intent to provide you with a three credit hour- graduate school tuition waiver at the completion of the internship and upon approval of the Dean of the College of Education, Niagara University.

### **QUESTIONS**

This brief guide is not intended to answer all questions that may arise. Please feel free to send an e-mail to the Supervisor of Educational Leadership with any inquiry you may have.

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