



ELPS 606 Internship in Educational Leadership
General Information for Principal Field Supervisors

Students in ELPS 606 engage in field-based experiential learning activities related to school leadership and administration. ELPS 606 is a “hands-on” course where students practice administrative and leadership skills under the guidance of a practicing administrator (the field supervisor). The course fulfills a requirement for M.A./Ed.S. degrees as well as for the Principal License in the State of Colorado.

<i>Hours</i>	Interns complete a total of 360 clock hours of leadership activities, aligned with the Colorado Principal Quality Standards, over the course of three semesters.
<i>Colorado Principal Standards</i>	By the end of the internship, interns will complete activities aligned with a minimum of three elements (but ideally all elements) of each of the Colorado Principal Quality Standards. Note that a single activity may align with multiple elements or multiple standards.
<i>Field Supervisors</i>	Interns complete activities under the supervision of a field supervisor. The field supervisor may be a principal, AP, or other administrator in a principal-like position. Interns and field supervisors collaboratively plan a series of activities for each of the four standards and their elements.
<i>Record Keeping</i>	Interns keep a running log of their activities, organized by standard and element, and collect artifacts representing their work in each of the four standards. The activity log and artifacts will be submitted as part of the intern’s portfolio in the final semester. The portfolio will also include the intern’s written reflections on each of the Colorado Principal Standards, the intern’s self-evaluation, and the field supervisor’s evaluation of the intern’s performance (see below).
<i>Field Supervisor Progress Reports</i>	The university supervisor will contact the intern and field supervising principal once each semester the intern is enrolled in internship credits (typically twice during the intern’s program) to check in the intern’s progress.
<i>Evaluation</i>	In the final semester of the internship, the field supervisor will complete an evaluation of the intern’s performance included in the Principal Internship Manual. The intern will provide the field supervisor with form near the internship experience and upload the completed field supervisor evaluation form with their portfolio when they turn it in.