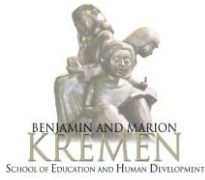


Appendix 3
CALIFORNIA STATE UNIVERSITY, FRESNO



Kremen School of Education and Human Development

Educational Leadership and Administration Program
Administrative Fieldwork and Internship Agreement

The Educational Leadership and Administration Program can more successfully prepare candidates for leadership roles when there is active collaboration between schools and the university. To that end, the following agreement seeks to ensure that candidates receive adequate guidance, mentoring, and assistance from the candidate's mentor as well as from the university fieldwork or intern supervisor, and course instructors, aligned with the standards of the California Commission for Teacher Credentialing.

For fieldwork candidates, the school district agrees to:

1. Select a site for the candidate that is conducive to learning the skills of educational and instructional leadership,
2. Designate a certified administrator at the candidate's site who has successful leadership experience as a mentor to provide support and counseling to the candidate and to evaluate the candidate's performance in collaborative efforts with the university supervisor,
3. Provide reasonable release time to attend orientation and training sessions for supervisors provided by the Educational Leadership and Administration Program,
4. Review and provide input into Educational Leadership and Administration Program fieldwork materials, activities, assessments, and procedures,
5. Complete any and all fieldwork assessments of the candidate in a timely manner,
6. Provide opportunities for the candidate to experience responsibilities that are closely related to the job performance requirements of administrators,
7. Provide resources to the candidate to perform the fieldwork activities agreed upon by the supervisor and the candidate,
8. Meet with the university fieldwork supervisor as needed to discuss the candidate's progress and professional development needs,
9. Have an adequate understanding of the California Professional Standards for Educational Leaders (CPSELs), and
10. Participate in the assessment of the candidate's performance on an ongoing basis.

For fieldwork candidates, the Educational Leadership and Administration Program of California State University, Fresno agrees to:

1. Provide a university supervisor that will periodically visit the site, candidate and/or the candidate's supervisor; observe and discuss pertinent issues; and hold seminars related to the fieldwork experience and program courses.
2. Provide orientation and guidance as needed for the candidate's supervisor.
3. Provide guidance to the candidate to complete all fieldwork requirements.
4. Recommend the candidate for the Preliminary Administrative Services Credential upon successful completion of all program requirements.

For administrative interns:

All of the agreements of the school district and the Educational Leadership and Administration Program for candidates in fieldwork apply to administrative internships, with the following additions:

1. The school district and the Educational Leadership and Administration Program recognize that the administrative intern has been placed in a regular administrative position and agree to provide an intensive level of orientation, guidance, mentoring, and support,
2. The district and the Educational Leadership and Administration Program also recognize the need for an intense level of collaboration and communication to support the candidate throughout the internship, and
3. The district understands that the candidate must receive this intensive level of support from the district and the university along with the regular coursework for each semester of the Educational Leadership and Administration Program.
4. The district understands that the candidate must have completed three years of successful teaching experience in order to obtain the Administrative Intern Credential.

Both parties agree to all terms of this Administrative Fieldwork and Administrative Intern partnership agreement:

by:

District Superintendent

Date

Educational Leadership and
Administration Program

Date