

Appendix 4

SAMPLE ADMINISTRATIVE INTERN LETTER FOR DISTRICTS PLEASE USE DISTRICT LETTERHEAD

The *Employing* School District agrees to:

1. Submit the name of the administrative internship candidate along with this formal agreement to the Kremen School of Education and Human Development, California State University Fresno.
2. Ensure that the candidate submits a formal university admission application immediately and otherwise be qualified and acceptable as a graduate student in the university.
3. Provide assurance that the candidate holds a current teaching certificate in California and has a minimum of three years successful teaching experience.
4. Ensure that the candidate has passed the CBEST and possess a CTC identity clearance certificate.
5. Provide experience in a position that does not displace certified employees in the district.
6. Assign the administrative intern to administrative duties, a majority of which will be comparable to those of certified personnel in similar positions.
7. Designate a certified administrator at the school site as a mentor to provide support and counseling to the administrative intern and to evaluate that person's performance in collaborative efforts with the university supervisor.
8. Terminate the internship agreement at any time, if it is found that it's continuation would be detrimental to the children at the site involved; consider terminating the agreement at the end of one semester if the school site supervisor and the university supervisor report that the administrative intern apparently does not have the ability to become an excellent administrator.

The Candidate (Administrative Intern) Agrees to:

1. Perform all faculty duties assigned, including those preparatory to the beginning of school, to the same degree as do fully certified administrators in the same school and/or district.
2. Enroll for six or more units of instruction in the Educational Leadership and Administration Program during each the regular semesters enrolled in the administrative internship preparation period and enroll in additional courses, if necessary, to complete all credential requirements during this period.
3. Not hold other employment during the preparation period.

4. Meet the ethical, legal, and other professional standards expected of regularly credentialed administrators.

The Kremen School of Education and Human Development at California State University, Fresno, through the Educational Leadership and Administration Program agrees to:

1. Assure that the administrative intern continuously attends courses designated as appropriate to the program.
2. Provide a university faculty member as a supervisor that will periodically visit the site, administrative intern, and district representatives; observe diagnose difficulties, prescribe remedial measures as required, and provide any other support necessary as related to the administrative internship.
3. Recommend the intern for the Preliminary Administrative Services Credential at the completion of the program.

(District Designated Signature and Date)

(Student Signature and Date)

(University Designee)