Internship in Administration and Supervision
Examples of Activities to meet ELCC Standards

ELCC Standard I – Vision – Interns/Candidates who complete the program are educational leaders who have the knowledge and ability to promote the success of all students by facilitating the development, articulation, implementation, and stewardship of a school vision of learning supported by the school community.

1. Develop a Vision
2. Articulate a Vision
3. Implement a Vision
4. Steward a Vision
5. Promote Community Involvement in the Vision

Examples:
- Design a process for the development, articulation and implementation of a vision and have it critiqued by the mentor. (Performance)
- Participate with the principal in reviewing the school mission and vision with the faculty. (Performance)

ELCC Standard II - Creating a culture of teaching and learning – Interns/Candidates who complete the program are educational leaders who have the knowledge and ability to promote the success of all students by promoting a positive school culture, providing an effective instructional program, applying best practices to student learning, and designing comprehensive professional growth plans for staff.

6. Promote a Positive School Culture

Examples:
- Conduct an assessment of the degree to which the school culture promotes diversity within the school. (Performance)
- Review the school’s climate survey results and identify areas of strength and weakness. (Performance)
- Review the school mission and vision with a faculty team, parent group, or community group. (Performance)

7. and 8. Provide an Effective Instructional Program Utilizing Best Practices

Examples:
- Present to the faculty or department information obtained from research on the use of best practices. (Performance)
- Present recent curriculum changes to the faculty or department. (Performance)
- Present to the faculty or department technological strategies for promoting student learning. (Performance)
- Present information to the faculty or department related to student learning requirements. (Performance)
- Provide instructional supervision to teachers and assist the teachers in developing professional development plans. (Performance)
9. Design Comprehensive Professional Growth Plans

**Required Activity:** As part of the internship, every intern will participate in a clinical supervision activity. The intern will work with a novice teacher at their present assignment.

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**ELCC Standard III – Management** – Interns/Candidates who complete the program are educational leaders who have the knowledge and ability to promote the success of all students by managing the organization, operations, and resources in a way that promotes a safe and effective learning environment.

10. Manage the Organization and Resources

**Examples:**
- Lead or participate with a school improvement team in analyzing school data, using the data to make decisions and developing strategies for the improvement and assessment of school performance. (Performance)
- Develop a plan for school improvement which focuses both human and fiscal resources on a specific school improvement initiative. (Performance)
- Develop a school budget which supports the school improvement plan. (Performance)

11. Manage Operations

**Examples:**
- Complete an assessment of the plant with respect to the degree to which it supports instructional and safety needs of students. (Performance)
- Conduct a disciplinary conference with a student in concert with the school administrator. (Performance)

12. Manage Resources

**Examples:**
- Work with the school improvement team to align material, fiscal, and human resources with the goals and objectives of the school. (Performance)

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**ELCC Standard IV - Collaboration and Diversity** – Interns/Candidates who complete the program are educational leaders who have the knowledge and ability to promote the success of all students by collaborating with families and other community members, responding to diverse community interests and needs, and mobilizing community resources.

13, 14, and 15. Collaborate with Families and Other Community Members to Respond to Community Needs and Mobilize Community Resources
Examples:
  o Develop an interagency strategy involving diverse elements of the community to support the school improvement initiative. (Performance)
  o Develop a plan to involve the whole community in the school improvement process. (Performance)

ELCC Standard V - Ethics and Law – Interns/Candidates who complete the program are educational leaders who have the knowledge and ability to promote the success of all students by acting with integrity, fairness, and ethics.

16, 17, and 18. Acts with Integrity, Fairly, and Ethically

Examples:
  o Attend a student disciplinary conference when a parent is in attendance, and analyze the conference in terms of legal, ethical, and fairness issues (Performance)
  o Conduct a Special Education IEP meeting. (Performance)
  o Develop a plan to ensure both student and teacher confidentiality with respect to disciplinary matters. (Performance)
  o Develop a statement of the intern’s code of ethics with respect to leadership/administrative matters. (Performance)
  o Develop an honor code or code of conduct for students in collaboration with stakeholders. (Performance)

ELCC Standard VI - Larger Context – Interns/Candidates who complete the program are educational leaders who have the knowledge and ability to promote the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.

19, 20, 21. Understand, Respond to, and Influence the System Context of Leadership

In this category’s activities, the intern must demonstrate competence with respect to the following:

Examples:
  o Attend a Board of Education meeting and develop an analysis of the political, economic, and legal considerations in selected items that came before the board. (Performance)
  o Interview a planning and zoning specialist who works with population projection regarding discrepancies between county and school systems projection for the school at which the internship is being conducted. Assuming the intern is the principal of the school, develop a plan to address these discrepancies with an immediate superior. (Performance)
  o Interview a politician regarding educational issues, and develop a plan to address the political issues related to education cited by the politician. (Performance)
  o Participate in county-wide committee on education. (Performance)
For additional examples, please refer to the **Instructions to Implement ELCC Standards** resource (PDF file, pp.25-28). Please note, the examples provided in that resource align with the old ELCC standards which have since been updated, however, most examples still will apply to the new standards.

For sample activities for NETS-A, please refer to the [NETS-A Program Book](#), which is a required text in the internship course.