

**Sample Letter Requesting Entrance into
Preliminary Administration Services Internship Program**

(Date)

Department Chair
Administrative Internship Program
Department of Educational
Leadership & Policy Studies
California State University
6000 "J" Street
Sacramento, CA 95819-6079

(Dear)

(Name of School District/Agency) requires that California State University, Sacramento, Department of Educational Leadership & Policy Studies, accept (Name of Candidate) into the Preliminary Administrative Services Internship Program for the academic year (200 - 200). (Name of Candidate) is the (Title of Position - at 50 percent or more time) at (Named School/District/ Agency). This is an administrative position (at 50 percent or more time) requiring the Preliminary Administrative Services Credential.

We understand that (Name of Candidate) needs to be released for seven Wednesdays per semester during each semester he/she continues as an intern.* He/she will be released for his/her duties on the necessary dates, at no loss of salary or need for compensating time, to cover this absence. We understand that the district must provide supervision for (Name of Candidate). No intern's salary may be reduced by more than 1/8 of its total to pay for super-vision, and the salary of the intern shall not be less than the minimum base salary paid to a regularly certificated person (EC 44462). If the intern salary is reduced, no more than eight interns may be advised by one district support person. Institutions will describe the procedures used in assigning supervisors and, where applicable, the system used to pay for supervision. (Name of Candidate) has our full support and approval to participate in the Preliminary Administrative Services Internship Program.

Attached is a copy of his/her job description and verification of at least three years of full-time teaching and/or pupil personnel experience. The district also certifies that (Name of Candidate) has not and will not displace certificated employees. The placement of (Name of Candidate) will enable the district to meet a (gender, ethnic or shortage) of qualified certificated persons holding the credential.

Thank you for your consideration.

Sincerely,

(Signature of Superintendent or Designee)
School District/Agency

attachments

*Please see Item 5 on Guidelines for Admission to the Preliminary Administrative Internship for information on the number of visitations required during specific semesters (attached).

Department of Educational Leadership & Policy Studies

**GUIDELINES FOR ADMISSION INTO THE
PRELIMINARY ADMINISTRATIVE SERVICES INTERNSHIP PROGRAM**

This program has been initiated to enable school districts and other educational agencies to place candidates with leadership potential in positions of responsibility requiring certification as an administrator prior to the completion of administrative credential requirements. Students admitted to the program may obtain the University recommended **Preliminary Administrative Services Internship Credential** for a maximum of two years. Following the completion of all requirements, interns are then eligible to apply for the **Preliminary Administrative Services Credential**. Both credentials authorize A. . .services as a superintendent, associate superintendent, deputy superintendent, principal, assistant principal, supervisor, consultant, coordinator, or in an equivalent or intermediate-level administrative position. Requirements and procedures for admission to the program follow.

1. Requests to enter the program must originate in writing from the district superintendent or his/her designee and state that the candidate is in a position, or being offered a position (for the duration of at least one year) which requires the authorization of an administrative credential. An official job description of the position that lists the candidate's administrative duties, verification of at least three years full-time teaching experience, possession of a valid teaching or pupil personnel services credential, and a statement releasing the candidate for Wednesday visitations (See Item 4.) must accompany the request.
2. All candidates must have taken and passed the California Basic Educational Skills Test (CBEST).
3. Following receipt of the letter of request, job description, verification of teaching experience, verification of passing the CBEST, completed departmental application, resume, copies of teaching credential(s), two letters of reference and transcripts, an interview will be arranged with members of the Department. Criteria for program acceptance include academic and administrative potential and capacity to facilitate and form humanistic relationships with others. Candidates must demonstrate the ability to complete all credential requirements in no more than two years.
4. Interns must devote at least 50 percent of their time to administrative responsibilities and be released for up to seven required visitations during each semester that he/she continues as an intern. Visitations are conducted about two Wednesdays a month throughout the semester. School districts/agencies making such requests must agree, in writing, to release the student without loss of salary or need for compensating time to cover the schedule of visitations.
5. Time of entry into the intern program will determine the pattern of visitation interns must be released to attend. Most interns who begin the program with no previous administrative coursework will complete the requirements, making them eligible for the **Preliminary Administrative Services Credential**, in four semesters.

Interns beginning the program in the **Fall** semester will attend: **1st Fall** semester, seven Wednesday visitations; **1st Spring** semester, seven Wednesday visitations; **2nd Fall** and the **2nd Spring** semester, four visitations each semester, which are scheduled with the field supervisor.

Interns beginning the program in a **Spring** semester will attend: **1st Spring** semester, seven Wednesday visitations; **1st Fall** semester, seven Wednesday visitations; **2nd Spring** semester, and **2nd Fall** semester, four visitations each semester, which are scheduled with the field supervisor.

Following acceptance into the Preliminary Administrative Services Internship Program, candidates will be assigned a faculty advisor to assist them in planning their academic program. All correspondence concerning the Preliminary Administrative Services Internship Program should be directed to:

Coordinator, Administrative Services Intern Program
Department of Educational Leadership & Policy Studies
California State University
6000 J Street, Eureka Hall, Room 437
Sacramento, CA 95819-6079
(916)278-5887 or (916)278-5388

Department of Educational Leadership & Policy Studies

<p><i>Preliminary Administrative Services Internship Credential</i> APPLICATION FORM</p>

Name: _____ Date: _____
 (last) (first) (middle)

Date of Birth: ____ / ____ / ____ Sex: ____ F ____ M Social Security No: ____ - ____ - ____

Home Address: _____
 (number) (street)

 (city) (state) (zip) Evening Phone: (____) _____

Present Position: _____ How long? _____
 (school site/agency) (district)

 (number) (street) (city) (state) (zip) Day Phone: (____) _____

(E-mail)

Degrees Earned: (List degree, date, and institution.)

California Credentials: (List **exact** title of each credential.)

Career Goals: (Respond to the following. Attach additional sheets if necessary.)

1. What is your ultimate objective in Educational Administration?

2. What steps and/or intermediate positions do you plan for achieving these objectives?

SELF-ASSESSMENT SCALE

Directions: Please assess yourself in the areas listed below.

Performance Indicators	1 Inadequate	2 Marginal	3 Satisfactory	4 Very Competent	5 Outstanding
1. <u>Awareness of Self</u> : Describe my strengths, am honest about my own weaknesses; readily express values, feelings, and own characteristics.					
2. <u>Self-Concept</u> : Perceive myself as worthy, healthy, and generally a happy person; can laugh at myself.					
3. <u>Initiative--Self-Assertive</u> : Take a stand on issues; risk job, security, and/or peer approval for a cause; am resourceful; take action when needed.					
4. <u>Interest in People/Societal Concern</u> : View education as an instrument of social and personal change; express a commitment to resolution of societal problems broader than school or class-room.					
5. <u>Openness to Learning</u> : Am anxious to learn new ideas beyond job requirements; debate issues; read widely; philosophize.					
6. <u>Leadership Experience/Potential</u> : Know about, through experience or observation, the roles/ functions/expectations of administrators/leaders.					
7. <u>Planning/Decision Making</u> : Show evidence of planning, problem-solving capabilities; can express strategies/alternatives for problem solution/ implementation.					
8. <u>Situational Flexibility</u> : Describe alternative strategies based on changing needs; can assume another's point of view.					
9. <u>Parent And Community Involvement</u> : Evaluate your level of involvement.					
10. <u>Relationship With Professional Colleagues</u> : Evaluate your level of involvement.					
Total Score:					

Department of Educational Leadership & Policy Studies

REPORT ON GRADUATE APPLICANT
Intern Credential

Name of Applicant: _____

Soc. Sec. #: _____ Phones: _____

To the applicant: The *Family Educational and Privacy Act of 1974* gives students the right to inspect letters of recommendation written in support of applications for admission or fellowship. The law also permits students to waive that right if they choose, although such a waiver cannot be a condition of admission or award. If you wish to waive your right to examine this letter of recommendation, please sign the wavier below.

I WAIVE MY LEGAL RIGHT TO INSPECT THIS LETTER OF RECOMMENDATION.

Date: _____ Signature: _____

To the recommender: This candidate has applied for admission as a graduate student in the Department of Educational Leadership & Policy Studies, California State University, Sacramento, and has given your name as a reference. Please complete the Supervisor's Rating of Candidate form on the reverse, and return it to the Department no later than one week past the application deadline, enabling the applicant to have as complete a file as possible by the date of his/her interview.

- 1. Assuming that you had an opening for a person with the applicant's characteristics, would you be willing to employ this applicant?
 Yes No If yes, please indicate by a checkmark, the degree of your desire to employ this individual: Eagerly Willingly With hesitation

If no, please give reasons under item 2 below.

- 2. **Remarks:** Use this space for any additional information, comments, evaluation, interpretation, or explanation of your rating that you may wish to add. Thank you for your cooperation and assistance. (If more space is needed, please feel free to attach comments written on your letterhead.)

Recommenders Signature

Date

Recommenders Printed Name and Position

School, Agency, or Company

SUPERVISOR'S RATING OF CANDIDATE

Directions: Please evaluate the applicant in the areas listed below and indicate strengths of applicant on each item. Total your ranking and enter in space below.

Performance Indicators	1 Inadequate	2 Marginal	3 Satisfactory	4 Very Competent	5 Outstanding
1. <u>Awareness of Self:</u> Describes own strengths, is honest about own weaknesses; readily expresses values, feelings, and own characteristics.					
2. <u>Self-Concept:</u> Perceives self as worthy, healthy, and generally a happy person; can laugh at self.					
3. <u>Initiative-Self-Assertive:</u> Takes a stand on issues; risks job, security, and/or peer approval for a cause; is resourceful; takes action when needed.					
4. <u>Interest in People/Societal Concern:</u> Views education as an instrument of social and personal change; expresses commitment to resolution of societal problems broader than school or classroom.					
5. <u>Openness to Learning:</u> Is anxious to learn new ideas beyond job requirements; debates issues; reads widely; philosophizes.					
6. <u>Leadership Experience/Potential:</u> Knows about, through experience or observation, the roles/functions/expectations of administrators/leaders.					
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Total Score:					

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1. Assuming that you had an opening for a person with the applicant's characteristics, would you be willing to employ this applicant?
___Yes ___No If yes, please indicate by a checkmark, the degree of your desire to employ this individual: ___Eagerly ___Willingly ___With hesitation

If no, please give reasons under item 2 below.

2. Remarks: Use this space for any additional information, comments, evaluation, interpretation, or explanation of your rating that you may wish to add. Thank you for your cooperation and assistance. (If more space is needed, please feel free to attach comments written on your letterhead.)

Recommenders Signature

Date

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Total Score					

College of Education
Department of Educational Leadership & Policy Studies

PETITION FOR ENROLLMENT:
FIELD STUDY OR ADMINISTRATIVE INTERNSHIP PROGRAM

****Must pay fees
by your My Sac
State Payment
Due Date or it will
jeopardize your
enrollment****

Semester: _____

Name: _____
(Last) (First)

SACST ID: _____

Home Address: _____
(Street)

(City) (Zip)

Phone: _____

E-mail: _____

Current Position: _____
(Title)

Business Phone: _____

(School/Administrative Unit)

(District/Agency)

(Address)

(City)

(Zip)

Field Supervisor Last Semester: _____

A. ADMINISTRATIVE INTERNSHIP COURSES: (Interns must enroll in both On-the-job Experience and Supplemental Internship Experience, e.g. EDLP 401 and EDLP 201 and 255)

- 1. First Semester Interns: EDLP 401-201 and 255 _____
- 2. Second Semester Interns: EDLP 402-201 and 255 _____
- 3. Third Semester Interns: EDLP 403-413 _____
- 4. Fourth Semester Interns: EDLP 404-414 _____

B. FIELD STUDY COURSES:

- 1. PRELIMINARY ADMINISTRATIVE CREDENTIAL: EDLP 495: _____
**(Prerequisite: EDLP 255)*
- 2. PROFESSIONAL ADMINISTRATIVE CREDENTIAL: EDLP 498: _____
**(Prerequisite: Must have completed 6 units of coursework)*

DIRECTIONS TO JOB SITE USING CSUS AS A POINT OF ORIGIN:



CALIFORNIA STATE UNIVERSITY, SACRAMENTO
OFFICE OF ADMISSIONS AND RECORDS

PETITION TO CARRY IN EXCESS OF 21 UNITS

University Policy sets the maximum semester course load at 21 units. Students who wish to enroll in more than 21 units must establish their need to carry an overload, and must have an overall grade point average of 3.25 or better at the time of submitting your petition.

Petitions require the signature of the student's major advisor, department chairperson, and college dean. Submit approved petitions to the Admissions and Records Service Counter (Lassen Hall lobby). **NOTE:** Approval of courses on this petition does not add you into the courses. You must register in all courses in the usual manner.

NAME _____ SAC STATE ID NUMBER: _____
ACADEMIC MAJOR: EDUCATION (EDLP)
SEMESTER: FALL _____
 SPRING 20 _____
 SUMMER _____
OVERALL GPA: _____
OVERALL UNITS COMPLETED TO DATE: _____

LIST COURSES AND UNITS to be attempted (at CSUS and other institutions):

Course	Units	Course	Units	Courses	Units
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

TOTAL UNITS REQUESTED: _____

REASON FOR REQUEST: (Explain your need and ability to attempt an overload)

Student's Signature: _____ Date: _____

I approve this student's request to enroll in _____ units.	
Advisors Signature: _____	Date: _____
Department Chair's Signature: _____	Date: _____
Dean's Signature: _____	Date: _____