# APPENDIX D: INTERNSHIP APPLICATION

Dear Internship Site Supervisor:

The intern presenting this letter to you is requesting that you provide professional guidance as site supervisor for his/her internship in the George Mason University College of Education and Human Development Education Leadership Program. It is our hope that this arrangement will be mutually beneficial, as we require interns to address “real life” experiences and situations at their assigned sites.

The requirements and protocol for Education Leadership interns are explained in the Internship Manual, which your assigned intern can share with you. As the site supervisor, we ask that you review your intern’s plan very carefully and indicate your approval to the intern. We also require that you complete the evaluation of student intern form (Appendix G in the Manual) after your intern has fully implemented his/her internship plan. This evaluation should be shared with and given to the intern. It will be included as part of each intern’s Collective Record of internship activities.

One of the purposes of the internship program is to provide opportunities for our students to apply their skills and knowledge in authentic situations under the leadership of experienced professionals. Your willingness to participate in this aspect of our licensure program is extremely important to the future success of our interns, our schools, and the children we serve. I encourage you to nurture a mentoring relationship with the intern under your supervision to make the experience as rich and rewarding as possible. Making yourself available to the intern on a regular basis is a big part of that process. Meeting with your intern once or twice a month would be most appreciated; weekly would be ideal.

If you agree to serve as site supervisor, please sign and date the intern’s Education Leadership Internship Application Form. We sincerely appreciate your assistance in helping us to develop outstanding candidates for school leadership positions. We invite your review and comments regarding any phase of the internship as we continue to revise our programs to meet the needs of the individuals and school divisions in our region. Please feel free to contact me any time via e- mail (alohse@gmu.edu) or by telephone (703.993.5699).

Thanks again for your help with the internship experience. Sincerely,

Anne-Marie Balzano, Ed.D.

Assistant Professor, Program Coordinator

**EDUCATION LEADERSHIP INTERNSHIP APPLICATION FORM**

**GEORGE MASON UNIVERSITY   
College of Education & Human Development**

Ms./Mr.

Last First Middle

Fall 20

Spring 20

Summer 20

Home Address: Street, City, State & Zip Home Telephone

Work Address: Street, City, State & Zip Work Telephone

E-Mail Address: @gmu.edu

Intern’s Mason ID# G\_

Primary Site\*:

Name of Site Telephone

School Division/district: \_\_\_\_\_\_ \_\_\_\_

School Address:

Dr. Site Mr. Supervisor: Ms.

Street City & State Zip Code

Name (Please print) Work Telephone

Position E-Mail Address

Signature Date

Intern:

Signature Date

University Supervisor:

Name (Please print)

Signature Date

\*Please list all additional internship sites on the back of this form.