

FAQs for the EDUC 699-1 Internship

<i>Question</i>	<i>Answer</i>
What field experiences are required for licensure?	<p>Below are the licensure requirements for field experiences:</p> <ul style="list-style-type: none"> • Minimum of 320 cumulative clock hours of field experiences divided into 120 course-embedded early field experiences before EDUC 699 and 200 hours of internship during EDUC 699. • Exposure to five settings (elementary, middle, high school, central office, and agency). Exposure to the five settings typically occurs during the 120 course-embedded early field experience hours. If exposure to five settings did not occur during the early field experiences, this requirement must be met during EDUC 699. Central office exposure may be activities, meetings, interviews of district office personnel. In a private school, this might involve exposure with the head of school or superintendent office. Agency exposure may be met by attending a city, county, state, or private school board meeting. • Exposure to diverse student populations. This diversity might involve urban, suburban, and rural settings with students of low, middle, and upper socio-economic status. It should include learning exceptionalities, special needs students, cultural diversity, talented/gifted, English language learners, etc. • Focus on instructional leadership and learning for all students. • EDUC 699 must occur in a public school or accredited nonpublic school.
May I complete my internship during summer school?	<p>Yes. However, many summer school sessions do not add up to the required 200 hours. You will need to calculate how many hours you can earn during the summer and then plan to complete the hours you would lack during the spring semester BEFORE your summer internship. As you plan your summer internship, remember the following:</p> <ul style="list-style-type: none"> • The licensure regulations require the majority of internship hours (more than half) to be completed during the school day while students are present. • You are permitted to complete up to 120 hours of the 320 cumulative field experience hours before the 200-hour minimum internship (EDUC 699-1). • We do offer EDUC 699-1 over the summer and realize that most summer schools are not in session all summer long. Therefore, as long as you can accumulate the required number of hours explained above, a summer school internship is acceptable.
How do I complete the internship if I'm a classroom teacher?	<p>If you are a classroom teacher, you must request some release time from your school administrator. The licensure regulations require the majority of internship hours (more than half) to be completed during the school day while students are present. The licensing agency has specifically stated that strictly counting on using your planning period and your lunch time is insufficient. Below is a list of ideas to arrange some release time so that you may complete over 100 clock hours of your internship during school hours:</p> <ul style="list-style-type: none"> • Could you trade places with an assistant principal for half a day once a week? • If you have a homeroom, study hall, or lunch duty, ask if someone could relieve you of these for one semester.

	<ul style="list-style-type: none"> • If your district provides you with professional days, ask if you can take all of them during the semester of your internship. • Instead of going to a conference, which is typically what professional days are for, see if it is acceptable to use the professional days to complete internship hours at your school or at another school. • Would it be possible to use some of your sick or personal leave days as internship days? • Are there any class periods throughout the semester when you do not have students because they are on field trips with another teacher? • Are there any support staff members who could relieve you on a regular basis? • Are there any inservice days when you can go to another school that might be in session? • Would your administrator agree to hire a substitute once a week or at least a few days to relieve you from class?
<p>When do I submit my early field experience hours?</p>	<p>You are permitted to complete up to 120 hours of the 320 cumulative field experience hours before the 200-hour minimum internship (EDUC 699-1). These may be course-embedded and correspond with benchmark assignments. If so, your course instructor may require you to complete the Field Experience Summary (FES). All the hours, both early field experience hours and internship hours are logged on the same Field Experience Summary form, which is submitted in the portfolio at the end of the EDUC 699-1 internship.</p>
<p>How do I fill out the Field Experience Summary Form?</p>	<p>The top part of the form is for early field experience hours (120 hours maximum). These may have been embedded in your coursework. All early field experience hours must have been accumulated while you were enrolled in Liberty’s program. You cannot count hours before your enrollment at Liberty, even if you were employed as an administrator at an accredited school.</p> <p>You may enter the date span in the date column and enter the total hours in the appropriate column. Enter a description in each applicable column to describe the types of diversity of locations and experiences you have had.</p> <p>This top part should reflect exposure to five different settings (elementary, middle, high school, central office, and agency). Any setting not reflected in the top part of the form must be reflected in the bottom.</p> <p>The bottom part of the form is for the internship itself (200 hours minimum).</p> <p>As long as you’ve met the following requirements, your form will be acceptable:</p> <ul style="list-style-type: none"> • The early field experience hours in the top of the form add up to no more than 120 hours. • The EDUC 699-1 internship hours in the bottom of the form add up to a minimum of 200 hours. • Exposure to five settings (elementary, middle, high school, central office, and agency) is reflected in the 320 total hours. • All hours were accumulated while enrolled at Liberty. • Diversity of location and student populations is evidenced by descriptions in the columns. • The cumulative hours at the bottom totals at least 320.

<p>How many settings must I be exposed to in my 320 cumulative field experience hours?</p>	<p>According to licensure requirements, your internship must include exposure to five settings (elementary, middle, high school, central office, and agency). You are encouraged to engage in the five settings during the 120 course-embedded hours. Then you can focus on a single setting during EDUC 699-1. Any of the five settings not addressed during the 120 early field experience hours must be met during EDUC 699-1.</p>
<p>In Part A of the portfolio template it states that I am to give a reflective essay-worldview. What is this in reference to?</p>	<p>In EDUC 645 you discussed how worldview affects everything you do personally and professionally. You may incorporate your benchmark assignment into this essay or write a new worldview paper that states how your personal philosophy of life impacts your approach to and philosophy of educational leadership.</p>
<p>Part E says to attach benchmark assignments for only some classes. Do I not need to submit the benchmarks for all my classes?</p>	<p>Only certain benchmarks are needed for Part E. You may include other course benchmarks in Part C, which is an opportunity for you to use a variety of evidence that shows your competence in the various standards. In Part C you may use not only course projects but evidence from your field experience.</p>
<p>Must I keep a journal log or create a notebook during my internship and submit it for credit?</p>	<p>No, you do not need to maintain a journal or notebook throughout your internship. <i>Just complete the portfolio.</i> The Part D Program Experience Essay will suffice as a reflective journal. It need not be broken down into weekly or daily entries. A simple reflective essay of how the program experiences impacted your professional growth will be sufficient.</p>
<p>How do I know when to use attachments or to copy-and-paste in the portfolio?</p>	<p>Parts A, B, & D: For the resume and the two reflective essays, it is best to copy and paste.</p> <p>Parts C, E, F, G, & H: For the competency section, course benchmarks, and culminating projects, use attachments with a narrative in the textbox to introduce what attachments are in each section, why they are there, and how they serve as evidence for the standards.</p>
<p>What if my state doesn't require the SLLA? What do I post in section H of the portfolio?</p>	<ul style="list-style-type: none"> ○ ALL CANDIDATES for preK-12 principal or assistant principal must pass the SLLA exam for the Virginia passing score requirement. The only Virginia candidates exempt from the SLLA are those seeking a license strictly for district office service.