



# School Administrator Commitment Letter

Dept. of Educational Leadership & Research Methodology  
School Leaders Program  
Masters and Specialist w/ Cert. Programs

**INSTRUCTIONS:** This is to be filled out by the applicant and their sponsor. Sponsors are defined as the Principal-level (head of school) administrator who will commit to recommending the applicant to the program and supporting them in their program learning, especially in the experiential components. Besides meeting general admissions requirements, admission to the School Leaders programs is contingent upon the student having a sponsoring principal who will enable the student to fulfill the mentored/coached internship requirement.

- Applicants:** Fill out Section A below. Then present this form to an acting school principal who will be sponsoring you for this program. Once completed by your sponsor, scan and upload this form to your FAU application in the designated space.
- School Administrator:** Read Section B below. If you agree to the terms of this commitment, please read and fill out Section B below, including your signature and the date you signed this form. Then return this to the applicant.

## SECTION A – APPLICANT INFORMATION

**First Name:** \_\_\_\_\_ **Middle Initial:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**School Email:** \_\_\_\_\_ **Name of Sponsoring Principal:** \_\_\_\_\_

**Name of Sponsoring Principal’s School:** \_\_\_\_\_

**District:** \_\_\_\_\_ **School Type:** Public Private Charter Parochial **School Level (Grades):** \_\_\_\_\_ to \_\_\_\_\_

## SECTION B – SPONSOR INFORMATION AND COMMITMENT

The above-named applicant is being considered for admission to FAU’s School Leaders Master’s or Specialist Degree program, that includes three semesters of internship. The internships require the student to do “hands-on” administrative activities during each semester. The activities are specific school leadership activities, normally assigned to assistant principals, and centered on the Florida Educational Leadership Exam (FELE) Competencies and Skills. It is expected that the student administrative intern will complete the required activities and engage in reflective dialogue with their mentor in order to complete the program.

Sponsoring administrators are committing to engaging in coaching and mentoring professional learning, providing reflective feedback, evaluating their interns based on the FELE Competencies and Skills, and supervising and evaluating their interns’ performance. Your signature below indicates that you will facilitate that these course requirements be met:

- You (or an assistant principal you assign) will take on the role of supervisor/coach/mentor *during the three semesters* that the student is taking his/her internship coursework.
- You will provide school-wide data that will enable the intern to conduct a root-cause analysis of school performance.
- You will provide (a) opportunities to perform the required activities (usually performed during their preparation time or before and after school, as well as during weekends so as not to interfere with the intern’s job responsibilities - it should be noted that none of these activities relieve the student from fulfilling obligations of the School District’s employment contract); (b) regular constructive feedback on their performances; and (c) e-mail communications with the FAU professor of record. It is recommended that you meet with your intern on a weekly or bi-weekly basis to discuss and comment on the activities that have been performed.
- You will verify the student’s hourly log of activities. Specific activities are required for each semester of internship, and these activities correspond to the school administrative calendar. Forms/paperwork needed will be provided to you by your intern.
- Complete assessment surveys of the student’s overall performance as well as evaluations of each activity performed.

*I have read and understood this information, and agree that I will make the commitment to the best of my abilities that the above-named individual can do their internship at my school. I also commit to fulfill the requirements listed above.*

\_\_\_\_\_  
(Signature of Principal)

\_\_\_\_\_  
(Name of Principal)

\_\_\_\_\_  
(Principal’s e-mail)

Check here if the Mentor working directly with the Intern is not the sponsoring principal. Please provide his/her name, position, and email on the back of this form.