



FLORIDA ATLANTIC UNIVERSITY

School Administrator Commitment Letter
Department of Educational Leadership (EDL)
School Leaders Program
Masters, Certification, and Specialist w/ Cert. Programs

INSTRUCTIONS: This is to be filled out by the applicant and his/her sponsor. Besides meeting general admissions requirements, admission to the School Leaders Masters, Certification, and Specialist with Certification programs is contingent upon the student having a sponsoring principal who will enable the student to fulfill the mentored internship requirement.

- 1. 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 and signed by your sponsor, submit this form to the EDL Office in Boca.
2. 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 – STUDENT INFORMATION

APPLICANT NAME: \_\_\_\_\_ Z NUMBER: \_\_\_\_\_

PROGRAM APPLYING FOR: \_\_\_\_\_

FAU EMAIL: \_\_\_\_\_ SCHOOL EMAIL: \_\_\_\_\_

NAME OF SPONSORING SCHOOL PRINCIPAL: \_\_\_\_\_

NAME OF SPONSORING PRINCIPAL’S SCHOOL: \_\_\_\_\_

DISTRICT: \_\_\_\_\_ TYPE: Public Private Charter Parochial LEVEL (Grades): \_\_\_\_\_

SECTION B – SPONSOR INFORMATION AND COMMITMENT

The above-named applicant is being considered for admission to FAU’s School Leaders program. A part of this program includes taking three semesters of internship. These internships, in addition to requiring attendance at seminars where the student will discuss their experiences and case studies, require the student to do 150+ hours of “hands-on” administrative activities during each semester. The activities are generic but specific administrative 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 his/her mentor in order to complete his/her program of studies.

Sponsoring administrators are committing to engaging in reflective feedback with their interns, evaluating their interns based on the FELE Competencies and Skills, and supervising and evaluating their interns’ performance. Should you agree to sponsor the above- listed student, your approval indicates that you will facilitate that these course requirements be met:

- 1. You (or an assistant principal you assign) will take on the role of supervisor/mentor during the three semesters that the student is taking his/her internship coursework.
2. You will (a) provide the student with 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) provide the student with regular constructive feedback on her/his performances; and (c) participate in e-mail communications with the FAU professor of record when needed. It is recommended that mentors meet with their interns on a weekly or bi-weekly basis to discuss and comment on the activities that have been performed.
3. You will verify the student’s hourly log of activities. Specific activities are required for each semester of internship, and these activities correspond with the general school administrative calendar. The forms and paperwork needed will be provided to you by the interning student, and are available to you at www.leadership.fau.edu under the School Leaders page.
4. 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 FAU student can do her/his 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.