

FAU

**FLORIDA ATLANTIC
UNIVERSITY**

MEMORANDUM

TO: Mentoring Administrator of _____

FROM: FAU Department of Educational Leadership, School Leaders Program

SUBJECT: Mentoring Orientation

DATE: August, 2009

This memorandum is to thank and welcome you to our program and for sponsoring the above-named Florida Atlantic University (FAU) Educational Leadership (EDL) student seeking Level 1 Certification in School Leadership.

You and your intern are joining a challenging learning experience. While doing 150+ hours of internship activities under your guidance over each of the required three semesters, your intern will be completing a university program leading to educational leadership certification at FAU. As a part of the internship, interns will be attending seminars to engage in learning designed to expose them to school managerial and leadership knowledge. You will be contacted by the adjunct professor of your intern to discuss this program.

FAU's EDL has a website that will serve to keep participants informed and contains all the documentation and handbooks needed by all the participants in this program. All documentation will be posted on the web and we encourage you to access it there. The mentor handbook, and specific forms that you will need, are already on-line. The website can be viewed at:

http://www.leadership.fau.edu/principal_internship.htm

As a mentor, your role in this program will be crucial to your intern's success. As a seasoned veteran in the field, your guidance will help to prepare the intern for the transition from teacher leader to administrator. We are extremely grateful for your participation and are excited about your involvement in this internship program. Please feel free to contact the Department of Educational Leadership should you have any questions concerning this program. It is our hope that together we will meet the leadership needs for your school district and your intern have a successful experience that will allow you both an opportunity to grow professionally and that she or he, once finished with the program, will be a strong candidate for a leadership position in your school or district.