

Bloomsburg University of Pennsylvania

College of Education Department of Exceptionality Programs

Supervisor of Special Education Internship: Course Description and Guidelines

Introduction

The Supervisor of Special Education Internship is a field-based practicum experience completed within a public school setting. This process is designed to serve as the culminating activity within this special education leadership training program. This internship provides the supervisory candidate with the opportunity to gain direct experiences in the administration of special education programs and services within a realistic context. The goals of this process are for the intern to develop a functional awareness of the competencies necessary to be an effective supervisor of special education, develop beginning administrative skills, and apply concepts of administrative theory to practice.

This internship is structured to provide supervisory interns with the opportunity to observe and actively participate in the typical daily functions of a special education supervisor. The intern will work under the direct guidance of a certified Supervisor of Special Education, who is assigned the responsibility of supervising special education programs within a school, institution or intermediate unit setting. This internship is established at a mutually agreed upon site, providing the intern with supervisory experiences that match their career direction and preference. Faculty from the Department of Exceptionality Programs will be responsible to assist in the initiation, implementation and supervision of the internship experience.

Note: The Internship Application form at <http://internships.bloomu.edu/Form++509.pdf> and other required documents must be completed and submitted to the Graduate Special Education Coordinator, the semester prior to enrolling in the SPECED 595 Internship course. This will need to be submitted during the semester prior to the one in which you plan to enroll in the internship. The internship application is due by **April 1st** for Summer or Fall semester and by **November 1st** for Spring semester).

Internship Requirements

This internship requires on-site administrative experiences for a minimum of 300 hours. The duties required of the intern should mirror those of the cooperating mentor. Addressing identified competencies within the following domains of administration are required:

1. Curriculum
2. Special Education Law
3. Finance
4. Personnel
5. External Relations
6. Leadership and Supervision
7. Facilities
8. Diversity (see end note)

Interns, in collaboration with the internship mentor and university faculty, will develop a series of internship objectives within each of the seven domains. Objectives will be developed individually to meet the needs of specific intern candidates. After approval, the objectives will serve as the focus of this internship experience.

Internship Responsibilities

Individuals central to the provision of a quality internship experience include the University Supervisor, the Cooperating Mentor and the Supervisory Intern. Their individual roles and responsibilities are described in the following.

University Supervisor

This individual will assist in coordinating the initial placement of the supervisory intern within the internship setting. They will clarify the expectations and parameters of this experience with all individuals involved in the process. Time logs and a portfolio structure will be provided for the intern to maintain throughout the experience. Evaluative criteria will be outlined and forwarded to all parties. The University Supervisor will meet/contact the mentor and intern to provide feedback and necessary guidance.

Cooperating Mentor

This individual is responsible for providing direct supervision to the supervisory intern throughout the internship. They assist in facilitating the range of experiences and supervisory duties the intern is required to complete. The Cooperating Mentor provides professional guidance and feedback to the intern. Daily or weekly conferences are scheduled to review progress toward identified internship objectives. The cooperating mentor should view the intern as their “apprentice” and provide a practical and functional perspective of their role. The Cooperating Mentor will communicate information regarding intern progress or performance concerns to the University Supervisor.

Supervisory Intern

This individual is responsible for the completion of all general internship requirements listed below. The requirements may be adjusted for each individual based upon the content of their internship objectives. The requirements include:

1. Completion of the internship application packet. This packet includes the Application for Internship form (RO Form 509 at <http://internships.bloomu.edu/Form++509.pdf>), the Internship Agreement, the Job Description of the Cooperating Mentor, Internship Objectives, and Disposition Checklist, Self-Evaluation. The University Supervisor will attach a summary of evaluation criteria to this packet. This packet must be completed prior to the initiation of the internship experience.
2. Completion of all tasks and duties assigned by the Cooperating Mentor and University Supervisor during the 300-hour internship experience. The tasks will evolve from the identified domains of administration and address the stated internship objectives directly. As well, the Supervisory Intern is required to include a diversity objective in administration/supervision. Internship objectives may be altered during the course of the internship with approval from the University Supervisor and Cooperating Mentor.
3. Completion of an internship time log. This log will summarize the dates, times, duties and objectives addressed during the time period. The time log will be included in the Supervisory Internship Portfolio for submission to the University Supervisor and while completing the internship hours, the log must be submitted every four weeks (summer semester: every two weeks).
4. At the completion of the internship experience, the Supervisory Intern will submit an Internship Portfolio as documentation of his/her efforts in completing the internship objectives. Documentation will include work samples, materials designed, communications written, training received, duties completed, etc. This portfolio should contain a range of artifacts supporting the completion of each internship objective. The concluding section of this portfolio should include a brief (2-3 page) self-evaluation and reflective summary, a 2 page reflection related to the diversity objective, and the evaluation and disposition forms completed by the site supervisor (Evaluation of Graduate Practicum/Intern; Disposition Checklist).
5. An exit conference with the University Supervisor must occur for review of the portfolio project and internship process.

Note: Diversity as defined by the College of Education includes the following.

Diversity Descriptions:

1. ESL: School **district** that includes an ESL population
2. Exceptionalities: **School** that is defined as inclusive where students have been identified as: needing physical, cognitive, or emotional assistance, having a speech and/or communication disorder, and/or gifted/talented
3. Gender: **Classroom** with both male and female students
4. Race/Ethnicity: 20% or more non-white students in **classroom**
5. Socio-Economic Status: 20% or more students in **school** registered for free/reduced lunch