

Western Governors University

Teachers College

Educational Leadership Candidate Case Study and Practicum Site Agreement

_____, an applicant for admission (the Applicant) to the Master of Science in Educational Leadership program at Western Governors University (the University), is entering into this agreement with the University and the _____ school district or organization (the District) for the purposes of pursuing a program of study in Educational Leadership leading to recommendation for the School Principal licensure.

The District agrees to serve as a case study site for the applicant's program of study in Educational Leadership. The applicant will be permitted to conduct interviews and observations with District administrators during the course of the applicant's enrollment in the program, with reasonable and timely notice given to members of District administration.

The District further agrees to serve as a Practicum (internship) site for the applicant. The Applicant will complete 450 hours of administrative tasks, under the leadership of a District-assigned Administrator, during the final six-month term of the applicant's enrollment at the University. These tasks are assigned by both the Administrator and the University and will take place in both Elementary (K-6) and Secondary (7-12) settings. The District will provide appropriate direct and indirect supervision for the Applicant at the school site, and will assist in evaluating Applicant performance during the six month Practicum. The University will provide support and assistance to the District, Administrator, and Applicant as necessary, and will provide the District-assigned Administrator with an honorarium payment upon completion of the Practicum experience.

The Applicant agrees to treat all data regarding the District as confidential in nature and solely for use in completing University assessments related to the Master of Science degree program in Educational Leadership. The Applicant agrees to conduct him- or herself in accordance with the ethical and professional standards of care appropriate to the field of Educational Leadership, and agrees not to perform tasks or actions that could be construed to be in technical or actual violation of ethical, professional, or legal standards. The Applicant will provide the district with copies of reports generated for the completion of the degree program upon reasonable and timely request of the District administration. During the Practicum, the Applicant agrees to document at least 450 hours of administrative activities at the site in both Elementary (K-6) and Secondary (7-12) settings, perform activities that are in the benefit of the site institution that also allow for the fulfillment of Practicum requirements, and generate documented tasks that will enter into an electronic Portfolio.

The University is responsible for ensuring that this Agreement meets the requirements of the Master of Science program in Educational Leadership that, in turn, provides a quality field-based series of experiences indicative of a culminating activity towards degree completion and certification standards. The University also acts as the official liaison between the Applicant and the District where necessary. The Applicant is ultimately responsible for the negotiation, documentation, and implementation of all elements of this Agreement. Furthermore, the Applicant is required to carry out all facets of this Agreement in accordance with the institutional requirements of the District , University, and the accepted professional standards and regulations within the field of Educational Leadership.

Applicant

Date

School District Official and Title

Date

School District Name and Mailing Address

School District Official contact phone number and e-mail address