

**Western Governors University**  
**Single Site Declaration: Teacher Education MSEDLSTE and MSEDLSTS Programs**  
**Educational Leadership Candidate Case Study and Practicum Sites Agreement**

\_\_\_\_\_, (referred to as ‘the Candidate’) is seeking admission to the Master of Science in Educational Leadership State-Elementary (referred to as ‘MSEDLSTE’) or the Master of Science in Educational Leadership State-Secondary (referred to as ‘MSEDLSTS’) at Western Governors University (referred to as ‘the University’). The Candidate is entering into this agreement with the University, the \_\_\_\_\_ School District (referred to as ‘the District’) and the supervising state licensed school building principal/assistant principal (referred to as ‘the Administrator/Clinical Supervisor’) for the purposes of completing this program in Educational Leadership and requirements necessary to lead to recommendation for licensure or endorsement of a school building principal. The information below further details the general applications and requirements of the Case Study Site, the Practicum and Sites, and the WGU Code of Ethics.

**Case Study Site:** The District agrees to serve as the case study site for the Candidate, allowing one K-12 physical building school site where students and faculty are present to be utilized by the Candidate for all coursework and school building-based activities that are to be completed prior to the registration, engagement and completion of the practicum course and experience. The capstone, as applicable by program enrollment, will utilize this same case study site for capstone course completion. The Candidate will be permitted to conduct interviews and observations with district administrators, staff, and applicable parties during the course of the Candidate’s enrollment in the program, with reasonable and timely notice given to members of the district administration, staff, and applicable parties.

\* \_\_\_\_\_(Candidate Initials) For all candidates, please note that residential treatment facilities, prisons, home schools, colleges, universities, Department of Defense sites, schools physically located outside the Continental U.S., Alaska, Hawaii, US Territories & Commonwealths, and virtual settings do not meet the requirement for admission or continued engagement of the case study site for any portion of the program.

**Practicum Experience and Field Sites:** All Educational Leadership candidates working in a case study site must complete the entire ground-based practicum in one Elementary (K-8) physical building or one Secondary (7-12) physical building during the academic school year. The declared elementary placement, grade ranges K-8, is completed in an eligible elementary school or middle/junior high/intermediate school. The school may not contain a grade range above grade 8. The declared secondary placement, grade ranges 7-12, is completed in an eligible high school or middle/junior high/intermediate school. The school may not contain a grade range below grade 7. All activities are to be in the model of the daily role, activities, and actions of a K-12 school building principal and are assigned by the Administrator/Clinical Supervisor and the University.

\* \_\_\_\_\_(Candidate Initials) For all Educational Leadership candidates, residential treatment facilities, prisons, home schools, colleges, universities, Department of Defense sites, and schools physically located outside the Continental U.S., Alaska, Hawaii, US Territories & Commonwealths, and virtual settings do not meet the requirement for admission or continued engagement of the practicum sites for any portion of the program.

The Candidate will complete a practicum experience of a minimum 300 hours (depending on factors including the Candidate’s state of certification, certification route necessary and WGU program requirements) during the academic school year, including school hours when students and/or faculty and staff are present and other school environments as applicable. The practicum hours by the Candidate will occur weekly during each month of the entire final two practicum terms registered. The two required practicum courses must be taken sequentially and consecutively within one or two terms and cannot be taken concurrently. The practicum will not conclude early if the total hours are recorded prior to term endings, and the Candidate may not accelerate through the practicum. These practicum hours, tasks, and activities occur weekly during the final term(s) of the Candidate’s enrollment at the University and not sooner under the leadership of the Administrator/Clinical Supervisor.

During the ground-based practicum the Candidate agrees to engage in and document the required number of K-12 school building principal hours, tasks, and activities that are aligned to the Candidate experience, the benefit of the practicum school sites, and meet the National Educational Leadership Preparation (NELP) school building-level leadership preparation standards which are the foundation of the program. The Candidate will generate documented tasks that will enter into a final electronic portfolio to the University. The Candidate agrees to treat all data regarding the District as confidential in nature and solely for use in completing the University assessments

related to the MSEDLSTE or the MSEDLSTS. The District, in collaboration with the Administrator/Clinical Supervisor will provide appropriate direct and indirect supervision for the Candidate at the practicum school sites and will assist in evaluating the Candidate's performance during the practicum. The University will provide support to the District, the Administrator/Clinical Supervisor, and the Candidate.

In addition to base tuition, the Candidate will be required to pay a program and resource fee, as well as pay, schedule, and pass the administrator/principal licensure exam(s) as required by the state and WGU for program completion and recommendation for licensure or endorsement. The Administrator/Clinical Supervisor will receive an honorarium payment by WGU upon completion of the practicum experience.

**Code of Ethics:** The Candidate agrees to conduct himself/herself in accordance with the ethical and professional standards of care appropriate to the field of Educational Leadership and as outlined by the WGU Student Code of Ethics 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 Candidate will provide the District with copies of any reports generated for the completion of the MSEDLSTE or MSEDLSTS program upon reasonable and timely request of district administration.

The University acts as the official liaison between the Candidate and the District where necessary. The Candidate is ultimately responsible for the negotiation, documentation, and implementation of all elements of this agreement. Furthermore, the Candidate 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.

Candidate First Name and Last Name	
X _____	
Candidate Signature	Date
State Licensed School Principal/Asst. Principal Name	Official Title
X _____	
State Licensed School Principal/Asst. Principal Signature	Date
Principal/Asst. Principal Phone Number	Email Address
School District	Name of School
District (or) School Mailing Address (Please Print on this line and below as needed)	
_____	