Teachers College, Columbia University
2018 Institutional Endorsement Form

Date:

Institutional Endorsement for ________________ concerning Internship Participation for

___ student’s name ___

the Summer Principals Academy at Teachers College, Columbia University.

As principal of ____________ School, I hereby grant permission for _________________

___ student’s name ___

to complete the Summer Principals Academy’s Administrative Internship at

_____________________________ _____________________.

___ student’s current place of employment ___

By allowing ____________ to undertake the Administrative Internship at his/her sponsoring

___ student’s name ___
school, we agree to provide the intern with leadership opportunities in order to satisfy the
requirements of the Administrative Internship. These requirements conform to New York State
Education Department requirements for a 450-hour supervised field placement in order to qualify
for certification as a School Building Leader (SBL) and receive six (6) graduate points of
coursework at Teachers College.

We acknowledge that in order to satisfy completion of the 450-hour field-work requirement in
conjunction with the intern’s current teaching obligations, the internship may assume a variety of
forms and the final format will be determined in consultation with the Summer Principals Academy
Internship Coach. At the start of the 2018 – 2019 academic year, each student will have pre-
advising explaining the purpose and various configurations for an internship. After a meeting with
the Internship Coach and cooperating administrator, each student must submit an initial
Memorandum Of Agreement (MOA) detailing the structure of the internship, outlining how s/he
proposes to complete the field work and related internship requirements (as outlined in the course
description) over the intervening school year. This memorandum must be signed and dated by the
intern, cooperating administrator, and the Teachers College Internship Coach, which we provide.

In addition to the above memorandum, students will be required to provide documentation of their
internship experience during the intervening year, with appropriate endorsements from their
Internship Coaches and cooperating administrators. These procedures and requirements are
specified in detail in the Summer Principal Academy’s Internship Manual, to be distributed to
admitted graduate students in July 2018. Failure to supply the required materials by the identified
deadlines may negatively affect the student’s certification by New York State.
Summer Principals Academy Mandatory Sessions

To the best of our knowledge, these dates represent the 2018 – 2019 SPA schedule. However, we reserve the right to change or modify dates.

<table>
<thead>
<tr>
<th>Date</th>
<th>Session</th>
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<tbody>
<tr>
<td>April 28 – 29, 2018</td>
<td>New Student Orientation</td>
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<tr>
<td>June 24, 2018</td>
<td>Summer Orientation</td>
</tr>
<tr>
<td>June 25 – July 29, 2018</td>
<td>Summer Course Intensive</td>
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<tr>
<td>Fall 2018</td>
<td>Three Principal Shadowing Days</td>
</tr>
<tr>
<td>January 12 – 13, 2019</td>
<td>Callback Weekend</td>
</tr>
<tr>
<td>TBD</td>
<td>Summer Orientation 2019</td>
</tr>
<tr>
<td>TBD</td>
<td>Summer Course Intensive 2019</td>
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</tbody>
</table>

Signature below affirms the obligation of the cooperating administrator to provide the intern with opportunities to complete the requirements outlined above.

__________________________________________________  ________________________________
Cooperating Administrator’s Name  Cooperating Administrator’s Signature

______________________________________________
Date