Teachers College, Columbia University
2019-2020 Institutional Endorsement Form

Date: _________________________

The following institutional endorsement concerns internship participation for admitted students at the Summer Principals Academy at Teachers College, Columbia University.

As principal, I hereby grant permission for ________________________
(student’s name) to complete the Summer Principals Academy NYC Administrative Internship at _____________________________
(school name).

By approving the aforementioned staff member’s participation in the Administrative Internship at his/her sponsoring school, the administrative team and I agree to provide the prospective intern with leadership opportunities that will satisfy the requirements of said internship. These requirements conform to New York State Education Department requirements for the 450-hour supervised field placement, a qualification for certification as a School Building Leader (SBL) and the basis of six graduate points of coursework at Teachers College. We acknowledge that in order to satisfy completion of the 450-hour fieldwork requirement in conjunction with the intern’s current teaching obligations, the leadership activities associated with the internship may assume a variety of forms.

At the start of the 2019 – 2020 academic year, each student will participate in a session detailing the purpose of the internship and how related experiences will inform the deliverables associated with their internship coursework. After a meeting with their assigned internship coach and cooperating administrator, each student submits a Memorandum of Agreement (MOA) detailing the structure of the internship and 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 assigned internship coach. In addition to the above memorandum, students will be required to provide documentation of their internship experience during the intervening year in the form of monthly time logs. These procedures and requirements are specified in detail in the Summer Principal Academy’s Internship Manual, to be distributed to admitted students in July of 2019. Failure to supply the required materials by the identified deadlines may negatively affect the student’s certification by New York State.
SPA NYC 2019 Cohort Mandatory Sessions

Please be advised that all admitted students must be present at the Teachers College campus for all dates listed below and all activities held during these times.

April 27-28, 2019: New Student Orientation

June 22 – July 27, 2019: Summer I

January 11-12, 2020: Callback Weekend

June 21 – July 25, 2020: Summer II

Your 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: ______________________________