

**Howard University**  
**Department of Educational Administration and Policy**  
**Administrative Practicum Application**  
*(Due by mid-semester of the semester prior to the Practicum)*

Semester of Planned Practicum \_\_\_\_\_ Year \_\_\_\_\_

**PART I**

Name \_\_\_\_\_

Address \_\_\_\_\_  
(Street or P.O. Box) (City) (State) (Zip code)

Preferred personal phone # \_\_\_\_\_ Work # \_\_\_\_\_

Fax # \_\_\_\_\_ Email address \_\_\_\_\_

**Area of Administrative/Supervisory Concentration** (Check appropriate area(s):

- \_\_\_\_ Elementary School
- \_\_\_\_ Middle School
- \_\_\_\_ High School
- \_\_\_\_ District or Central Office
- \_\_\_\_ Educational Organization
- \_\_\_\_ Higher Education
- \_\_\_\_ Other (Specify) \_\_\_\_\_

**Preference of school, school district or other location, including the name of the prospective field supervisor, address, telephone and any other contact information.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## PART II

1. **Please confirm all the prerequisite courses that you have successfully completed by attaching a copy of your transcript.**
  
2. **Please list all courses in which you are currently enrolled:**

<u>Name of Course</u>	<u>Course #</u>	<u>Instructor</u>

## PART III

1. **Rate yourself in the following areas on a scale of 1-10, with 10 as the highest:**

<input type="text"/> <b>Reading skills</b>	<input type="text"/> <b>Writing skills</b>
<input type="text"/> <b>Perceptual skills</b>	<input type="text"/> <b>Human relations skills</b>
<input type="text"/> <b>Analytical skills</b>	<input type="text"/> <b>Technological skills</b>
<input type="text"/> <b>Budgetary skills</b>	<input type="text"/> <b>Overall content knowledge</b>

2. **What do you consider the strongest attributes that you bring to the internship?**

**3. What area(s) of your administrative skills would you like to further develop?**



**Signed** \_\_\_\_\_  
*(Candidate)* \_\_\_\_\_  
*(Date)*

**Approved for Placement** \_\_\_\_\_  
*(Faculty Advisor)* \_\_\_\_\_  
*(Date)*

**Approved for Placement** \_\_\_\_\_  
*(Department Chair)* \_\_\_\_\_  
*(Date)*

**Name of Department Coordinator** \_\_\_\_\_

**Comments:**