

Howard University
School of Education, Dept. of Educational Administration & Policy
Application Procedures for a Master's Practicum or a Doctoral Internship

- Receive written confirmation from your advisor or program coordinator of eligibility for the practicum or internship and if determined eligible, schedule a conference with Dr. Harrison-Jones (Room 207 – ASA Bldg.) the semester prior to the semester in which the experience occurs. You will be given an Application Form to be completed and returned to her.
Target dates: October 31 for the Spring semester
April 15 for Summer semester
May 1 for the Fall semester

- The following will be discussed/determined during the initial conference:
 - a. The area of concentration (*elementary school, middle school, high school, district office, or some other educational organization*)
 - b. The timeframe for the practicum/internship experience,
 - c. Duties and responsibilities,
 - d. Evaluation criteria, and
 - e. Any preference that you may have for a site selection.

- The application *and* advisor's approval form should be completed and returned to Dr. Harrison-Jones' office.

- The candidate is expected to identify site(s) for practicum or internship which must be approved by Dr. Harrison-Jones. The candidate should make the initial contact with the prospective field supervisor and take with him/her a copy of the application and a letter of introduction provided by Dr. Harrison-Jones. *The letter includes the purpose of the practicum/internship, the duration and the role and responsibilities of the candidate and field supervisor.* The quality of the application (*i.e., appearance, writing skills, scholarship*) greatly influences acceptance or rejection of the candidate.
 - a. If accepted, the candidate must obtain a signed contractual agreement with the field supervisor *on the form provided by Dr. Harrison-Jones.*

 - b. The candidate returns the signed contract (*by the candidate and the field supervisor*) to Dr. Harrison-Jones' office.

 - c. The practicum or internship is for a full Howard University academic semester and all evaluation documents are due on or before the due dates.

 - d. A summer practicum or internship is not encouraged but allowed on a case-by-case basis and only in schools with Academic Summer Programs that cover a period of no less than four weeks or with organizations with summer activities.

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Candidate _____ Date _____

This candidate is eligible to take:

Check one: _____ EDAP 384: Practicum _____ EDAP 584: Internship

Signed _____ Date _____
Faculty Advisor or Program Coordinator

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Prerequisites for EDAP 584: Internship in Educational Leadership
(Doctorate Level)

The candidate must have successfully completed all course work and passed the Preliminary Examination before the internship is taken.

Prerequisite Courses for EDAP 384: Practicum in School Administration
(Master's Level)

Any five of the following prerequisite courses must have been successfully completed before the practicum is taken. Place a *checkmark* after the courses that you have successfully completed and an *X* after the course(s) in which you are currently enrolled.

- 254-284 Public School Administration
- 254-285 Administrative behavior and Theory
- 254-382 Conceptual Cases in Administration
- 254-385 Legal Aspects of School Administration
- 254-386 School Finance and Information Management Systems
- 254-280 Supervision of Instruction
- 254-435 Human Resource Management
- 254-455 Ethics in Decision Making