

The Citadel School of Education
Secondary School Administration

APPLICATION FOR ADMINISTRATIVE INTERNSHIPS

Candidates must complete a separate form and register for each internship.

Due Dates for Application: *August 15* –for Fall Semester Internship
 December 1 –for Spring Semester Internship
 March 1 –for Summer Semester Internship

Note: Indicate below whether you have: (a) completed and passed the Praxis II prior to registering for the first Internship and (b) completed **all coursework, with the exception of two classes, before starting the internship.** Yes _____ No _____

Name: _____ CWID #: _____

Cell Phone: _____ Work Phone: _____

Home Address: _____
 (City) (State) (Zip)

E-mail Address: _____

EDUC 663 –Internship in Secondary Administration _____
 Fall, Spring, or Summer

EDUC 664 –Internship in Secondary Administration _____
 Fall, Spring, or Summer

Certification Area: Secondary School Administration

Praxis Score _____

★ *Attach a copy of score to this application*

School in which you are doing your Internship: _____

Name of School Administration Supervisor: _____

Address of School: _____

Phone: _____

Note: No administrative work experience prior to registration of course is acceptable.

Signature: _____ Date: _____

This form must be completed and returned to your advisor. It is the advisor's responsibility to approve or disapprove this application and forward it to the Citadel Graduate College.

Registration for internships can not be completed until this form is in the CGC Office.

_____ Approved _____ Disapproved Signature of Advisor _____

Secondary Administration Program of Studies – Major Field
Core requirements - 9 semester hours (ALL CORE REQUIREMENTS MUST BE COMPLETED PRIOR TO OR CONCURRENT WITH REGISTRATION FOR ANY OTHER COURSE WORK)

Note: School Administration and Supervision applicants for Ed.S. or M.Ed. Degrees may transfer a **maximum of six credit hours** for graduate courses taken at another institution. Courses accepted for transfer must be **from an NCATE accredited institution** and parallel to courses within the School of Administration and Supervision programs at The Citadel.

Course Number	Title	Hours	Grade	Completed Term	Office Use Only
EDUC 512	Data Collection and Analysis	3			
EDUC 514	The Exceptional Child in the School	3			
EDUC 522	Critical Education Issues - Multicultural Society	3			

Professional Requirements - 30 semester hours

EDUC 524	Techniques of Supervision	3			
EDUC 527	Finance and Business Management	3			
EDUC 528	School Administration	3			
EDUC 529	Micro Computers and School Management	3			
EDUC 532	Principles of Secondary Curriculum Development	3			
EDUC 601	School Law	3			
EDUC 602	Staff Personnel Administration	3			
EDUC 616	The Political Process of Public Education	3			
EDUC 663	Internship in Secondary Administration (F/Sp/S)	3			
EDUC 664	Internship in Secondary Administration (F/Sp/S)	3			
		39	hours		

I understand that changes in the courses to be taken must be approved by: 1) Advisor and 2) Dean, School of Education.

 Student Signature

 Date Submitted

 Advisor Signature

 Date Approved