***Submitting the Internship Application and the Graduation Application***

## Is it true that I have to submit two different application documents?

Yes, you need to submit two applications:

* + Graduation Application- You will need to work with your advisor to complete a Final Program of Study. You will then upload this document into your LOUIE Milestone and apply for graduation online by following the step by step instructions. Submit your request for a Final Program of Study by September 15th for a Spring Internship and April 15th for a Fall Internship. This is two weeks ahead of the internship application deadline.

Verification of your graduation application submission is part of your internship application. You will not be registered for the internship without this step completed.

Detailed, step-by-step instructions are at the end of this document.

* + Internship Application- Submit your completed Principal Internship Application packet (including the graduation application) by October 1st for a Spring Internship and May 1st for a Fall Internship.

## Is it true that these two applications need to be sent to two different people?

Yes, be sure to submit your applications to the correct parties:

* + Work with your advisor to obtain the final approved Program of Study (POS). Using the instructions at the end of this document, upload the final POS into your LOUIE Milestone and apply for graduation online.
	+ Submit your completed Internship Application packet to the EDL department (EDL@nau.edu) via email.

## How and when will I hear if my request for a Final Program of Study has been received, and if I am able to graduate during the semester I do my Internship?

* + Your academic advisor will review the required documentation, email your Program of Study to the EDL Coordinator and copy you on the email. You will receive a “Final” signed document for upload.
	+ After you have applied for graduation, you will receive another email from your advisor that will address your next steps, remaining coursework, commencement information/resources, degree posting information and timelines regarding the receipt of your diploma.
	+ *If you do not meet graduation requirements, your advisor will contact you.*

## How and when will I hear if my internship application has been received, and if I am able to intern during the semester for which I applied?

* + The EDL office will email you a confirmation that your application has been received within 3-5 business days of your submission.
	+ Internship application audits will take place during the month after the submission deadline, when all potential interns have submitted their applications (i.e., during October for Spring interns; May for Fall interns).
	+ Expect to receive an email from EDL@nau.edu either stating that you have been registered for the internship **or** requesting additional information. You should expect this email by end-October (Spring internship applicants) or by end-May (Fall internship applicants).

## If anything is missing/Incomplete regarding my internship application, will I be notified?

Yes. Internship applications are audited in alphabetical order so please watch your email for any requests to submit further documentation. Please remember the timelines listed above.

## What if I don't currently work at a K-12 school? Are there any schools that NAU can connect me with in order to orchestrate my Internship?

It is the responsibility of each intern to request an internship opportunity within a school. If you are not a current K-12 employee, locate a school near your home and ask to see the principal to request an internship opportunity.

## May I Intern at multiple schools? Do I need to do anything additional?

Yes, you can intern at multiple schools. There are additional steps; namely, an application page and an agreement letter from each school must be part of your internship application.

## May I Intern at a school other than the one I currently work at?

Yes. There are students every term who want to intern at a school other than where they work, in order to experience a different type of school environment.

## May I Intern at a private school? How about a charter school?

Yes. The requirement is that your internship mentor holds a principal endorsement on his/her teaching license even if your mentor is not the current principal.

## I sent a copy of my valid Teaching Certificate and a copy of my Program of Study (POS) when I applied for the program. Do I have to submit another one with my Internship application?

* + Your assigned advisor will forward a copy of your Final Program of Study as a part of applying for graduation. PLEASE DO NOT SUBMIT ONE DIRECTLY to the EDL office.
	+ Yes, please include a copy of your teaching certificate with your internship application packet to EDL@nau.edu

## I live out-of-state. I plan to enroll in EDL 629: The Principalship either during the semester before my internship OR during the semester of my internship. It is an in- person class?

* + If you are an out-of-state student, please contact your advisor.
	+ If you are in a rural area within Arizona and it is difficult to attend this class, your best option is the hybrid delivery section of EDL 629 which is mostly online and has two Saturday meetings in Flagstaff, typically from 9:00am to 4:00pm.
	+ You will be required to attend both meeting dates in person so travel arrangements should be considered. Contact your advisor regarding enrollment details.

## If my superintendent is not available to sign the form needed for my application, is there someone else who I am able to use for the signature?

You may use the assistant superintendent. For audit purposes, the internship director wants record that the superintendent is aware that the internship is taking place.

## Does my mentor need to be a State Certified Principal? What if my mentor does not hold this certification?

Yes, your mentor must be a State Certified Principal. If your mentor does not hold this certification, they would not be eligible to mentor you. You must select another mentor.

## What if I don't have 3 years of full time teaching experience by the time I want to start my Internship?

If you are half way into your third year of teaching and it is reasonable that you will be completing your third year of teaching by the time you finish your internship you will be approved to proceed.

## What if I have a provisional Teaching Certificate at the time I want to begin my Internship?

If the dates on your teaching certificate convey that you will be eligible for a "standard" certificate by the time you finish the internship semester, you will be approved for the internship.

## What if I must change internship mentors or school location after my internship has been approved?

You will need to:

* + Complete a new internship application page providing the updated school or mentor information.
	+ Obtain a new, signed agreement letter on school letterhead to submit to Jennifer.Offutt@nau.edu with the updated application page as soon as possible.
	+ Report the change of mentor and/or location to the NAU Internship Faculty Supervisor to whom you have been assigned.

## How can I tell if I have applied for graduation?

In your LOUIE Student Home page, in the “Academic Progress” tab you can click on “View my graduation status” under the Graduation heading. You will be directed to a page that outlines both your status and the student information you submitted online via your Graduation

Application.

# The Actual Internship

## What is the start date and end date of the Internship? Is it a normal full semester class?

* + Internships begin slightly ahead of the semester. You will receive notification of your registration as well as contact information for your NAU Faculty Supervisor. Your Faculty Supervisor will be in contact to schedule the initial meeting. **You must attend one zoom meeting prior to the start of your internship semester.**
	+ Interns are allowed to begin logging up to 30 internship hours prior to the Mandatory Internship meeting. This process begins early due to a six month internship requirement sited by Arizona Board of Regents and CAEP (our governing body and accreditation group, respectively). This allows NAU to clear you out of the internship by the end of your actual internship semester.

## How do I enroll for EDL 696: Internship?

Students cannot self-enroll in EDL 696. Approved applicants will be enrolled by the EDL office after all the applications have been audited and approved.

## Is there more information available about what is actually entailed during the internship?

Yes. Further detail is provided at the mandatory meeting with your NAU supervisor as well as the Internship syllabus that is emailed to you with supervisor information.

## Do I have to complete the internship in one semester or may I take more time to complete it?

If your internship requirements are incomplete at the end of your internship semester you will be issued an “in progress” (IP) grade until your NAU faculty internship supervisor requests that your grade be change to “pass”. If your internship takes more than one semester to complete, you will need to apply for graduation again. Please email GradGraduation@nau.edu to request that your graduation application be moved to the next semester. If your internship requirements are not completed by the end of your degree deadline (6 years in total) you will have to re-register and pay for the internship credits again.

## What if I am not able to finish the internship in one semester? Do I “drop” the course like I would any other course?

See answer to question #4, above.

## In addition to the principal at the school where I am interning, will I work with an NAU faculty member as well? When will I know who I am working with?

Yes. You will be notified of your NAU internship faculty supervisor’s name and contact information via your NAU email when you have been registered for the internship.

## Should I wait to receive my Institutional Recommendation (IR) before I take the State administrative exam?

You may take the state exam prior to or following completion of your internship semester. For more information, please visit [www.azed.gov](http://www.azed.gov/) .

# Post Internship

## 1. Will I receive an institutional recommendation (IR) or do I just need a copy of my official transcript to bring to ADE? When am I able to get the IR?

After your internship grade (P) is posted for the semester, the Educational Leadership Department will email to your student email address an Institutional Recommendation (IR). You will use this form when you contact the Arizona Department of Education for your administrative certificate. For more information, please visit [www.azed.gov](http://www.azed.gov/) .

## I’ve been notified by the Graduate College that my graduation application was WITHDRAWN due to failure to earn a grade of “P” in my internship (I currently have an “IP” grade), what do I do?

* + Please contact your assigned Faculty Internship Supervisor immediately regarding your grade.
	+ Please email [GradGraduation@nau.edu](file:///C%3A%5CUsers%5Cjld275%5CDesktop%5CCertification%5CGradGraduation%40nau.edu) to request that your graduation application be moved to the next semester.

## *3.* Can you help me obtain a letter of verification that I'm currently enrolled in Arizona State Board approved administrator certification program? I'm in the process of applying to receive my interim administration certificate.

*One of the requirements is: "Letter of verification, signed by the dean or department chair of a college of education, indicating enrollment in an Arizona State Board approved alternative path to administrator certification program, or an Arizona State Board approved administrator preparation program."*

Please email the verification request to EDL@nau.edu.