



## Internship in Executive School Leadership Orientation (MED 593/GADM 826)

**To:** Cooperating Administrator

**From:** Dr. Patrick Otto, Chair of the Graduate School of Education, Oral Roberts University

**Re:** ORU Graduate Student Request for Post-Assignment Collaboration

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Dear Sir/Ma'am:

Thank you for your consideration of our graduate candidate's request to collaborate with you on her/his Internship in Executive School Leadership. We need your help to prepare outstanding leaders in the field of education. Your partnership with this candidate, and the Graduate School of Education, is truly appreciated. Thank you.

Dr. Kim Boyd, Dean of the College of Education, and myself, Dr. Patrick Otto, Graduate Chair of the College of Education, would like to welcome and introduce you to the Internship in Executive School Leadership Course. Please click here for our video [YouTube | 5:45].

### **Introduction to the ETS® Performance Assessment for School Leaders (PASL)**

This internship fulfills a unique design in the candidate's program, as it asks the candidate to collaborate with you, as well as the faculty, staff and students at your site, to complete the three tasks required for the ETS® Performance Assessment for School Leaders (PASL).

The PASL tasks assess proven best practices in administration and are designed to be completed within the context of normal school operations. The 3 tasks require your intern to submit to ETS® 19 artifacts, one 15-minute video and the responses to 70 questions in 22.5 pages or less. We are asking you to provide the time, access, and guidance to enable your intern to successfully complete the following three PASL tasks.

### **PASL Tasks**

**Task 1:** Your intern will work with you to identify a problem or challenge, research the issue, and develop and implement a plan that will affect instructional practice and student achievement.

**Task 2:** Your intern will work with you and a team of colleagues with different levels of experience to develop a list of significant professional development needs. Once the group decides on the priority area for professional development your intern will facilitate the professional development and analyze its effectiveness with walk-through observations and a feedback survey.

Task 3: Your intern will work with you to identify a team of 3-5 colleagues with varying levels and kinds of experience to develop a collaborative team. Your intern will then provide leadership of the collaborative team by facilitating the development of a plan to improve instruction, student learning, and the school culture. Your intern will be required to submit a 15-minute video demonstrating the facilitation and colleague feedback of the plan.

## Intern Evaluations

In addition to collaborating with the Intern to complete the PASL tasks we would like you to evaluate your intern at the middle and end of the internship using the McREL evaluation tool found in the internship handbook.

## Documents

For more details on your responsibilities, your intern's responsibilities, PASL and the evaluation tool please see review the internship handbook with the candidate that contains the links, examples or exact copies of every document that is required.

## Next Steps

Before agreeing to collaborate please take the time to review the Internship Handbook with the candidate. Click [here](#) for the Internship Handbook. If you are aware of, and accept, the responsibilities for this exciting initiative please take the time sign the internship application form that the intern will provide. Then, set aside time for your intern to meet with you to do an in-depth review of the three task requirements and develop a plan to accomplish the work within the timeline for PASL submission to ETS®.

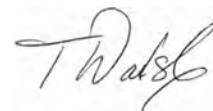
## Director of Graduate Internships

Our director of graduate internships will be in touch with you once the internship application has been submitted to answer any questions you may have and check on the progress of the candidate.

We are here to help every step of the way. If you have any questions, please don't hesitate to call or e-mail myself or the director of graduate internships.

A handwritten signature in cursive, appearing to read "Otto".

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A handwritten signature in cursive, appearing to read "Walsh".

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