

University of Alaska Southeast
Alaska College of Education
11066 Auke Lake Way
Juneau, AK 99801



**Superintendent Endorsement Area
Internship Mentor Identification Form**

In order to prepare you for the challenges and opportunities inherent in assuming a role as a superintendent of an Alaskan school district, you will participate in an on-site internship in a district setting for the fall and spring semesters of the program.

Your district superintendent will ideally be your mentor for the internship, but you will need to meet with them to inform them of the responsibilities they will be assuming as your mentor for the internship. In addition they must agree to be your mentor for both fall and spring internships.

Students are to keep an internship log and to devote an average of 10 hours per week (for a total of 150 hours per semester) to district and class assignment related activities. This will include a minimum of one meeting per week between the mentor and student to discuss endorsement assignments and activities. This will also require the mentor's assistance in planning and monitoring internship projects.

Should your district superintendent be unavailable to be your mentor, you will need to find another superintendent mentor. This will require written permission from the superintendent of the district you are currently working in. Any mentor identified on this form who is not your district superintendent will be scrutinized carefully and approval will be at the discretion of the Dean of Education and Graduate Studies at UAS.

Please identify a person on the next page of this form who has agreed to be your mentor for the program internship and is willing to participate in the activities described above. We understand that circumstances change over time, and that the person you identify as a mentor now may not be available by the time the internship takes place. Contact the UAS School of Education immediately if this occurs so we can discuss potential solutions.

Applicant Name

Mentor Name

Mentor Position

Mentor Email address

Mentor Phone number

School District Where Internship Will Occur

**Send or E-mail to:
Above address or
e.g@alaska.edu**