

## **S996: ELOE SCHOOL LEADERSHIP PATHWAY (SLP) SPRING FIELD EXPERIENCE**

### **LEARNING CONTRACT AND POLICIES**

**This course is exclusively for students in the ELOE Program who are enrolled in the School Leadership Pathway (SLP).** SLP requires that all students in the track take this 4 – credit course both in the fall and spring semesters, for a total of 8 credits. The course is taken SAT/No Credit. The course does not offer a letter grade.

**Licensure Track:** Students pursuing Massachusetts School Principal/Assistant Principal licensure will intern both semesters for at least 250 hours per semester with a Massachusetts licensed, experienced building principal. A roster of school leaders will be available for you to review and contact.

**Non-Licensure Track:** Students not intending to obtain licensure will intern for at least 250 hours per semester with an experienced school leader from independent, private, faith-based, or public schools. A roster of school leaders will be available for you to review and contact.

The goal of this course, in partnership with the other required courses of ELOE SLP, is to prepare you for the joys and challenges of school leadership. As a practice-based course, you will draw on your experiences, skills, and learning to effectively lead people, learning, change, and organizations.

Your fieldwork experiences will be enhanced by the support of a school leader (known as Site Leadership Mentor) and an experienced SLP coach who will provide support and guidance.

You will participate in 3 three-way meetings each semester. These meetings will include your site leadership mentor, your coach, and you. You are responsible for scheduling and preparing agendas for these meetings.

**An S996 Seminar class will meet weekly. The schedule of the meetings will be posted on the course Canvas site.**

You will keep and submit logs and reflections/insights bi-weekly and match them to state or national standards and post them to the Canvas website for review on the form provided in the syllabus.

At the end of the commitment, the Site Leadership Mentor will assess whether you have fulfilled the stated hours and agreed upon work. You will write a final learning reflection paper about the experience.

Your final credit will be determined by considering your completion of required internship hours, submission of bi-weekly logs and reflections, participation in course seminar sessions, a final written reflection, and the assessments from your site leadership mentor and coach.

**The field requirements are summarized here:**

**SPRING SEMESTER (Jan. 22 – May 10) 4 Credits**

**Estimate 16.6 hours/week.**

**If you are a student on visa, you must first complete Curricular Practical Training (CPT) Authorization.** Authorization includes signed documents that are completed and on file **before** you begin your fieldwork each semester. CPT Authorization can take 5- 7 business days to process, so advance planning is important. Contact [andrea\\_le@gse.harvard.edu](mailto:andrea_le@gse.harvard.edu) for forms and to ask questions.

<b>YOUR NAME</b>	<b>ORGANIZATION NAME</b>
<b>HARVARD ID #</b>	<b>SITE/LOCATION</b>
<b>HGSE PROGRAM NAME: ELOE School Leadership Pathway</b> <b>Select One Option</b> <input type="checkbox"/> School Principal Licensure Track <input type="checkbox"/> School Leader Non-Licensure Track	<b>SITE LEADERSHIP MENTOR'S NAME</b>
<b>HGSE FACULTY MEMBER</b> Mary Grassa O'Neill	<b>SITE LEADERSHIP MENTOR'S EMAIL</b>
<b>CREDITS: 4 CREDITS/250 HOURS</b>	<b>SITE LEADERSHIP MENTOR'S PHONE</b>
<b>START &amp; END DATE:</b>	<b>NUMBER OF HOURS PER WEEK</b>

**DESCRIPTION OF ORGANIZATION**

**DESCRIPTION OF WORK**

<p><b>LEARNING GOALS</b>  Refer to Learning Goals Guidance Document on the course canvas site to develop your goals.</p>
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**SITE LEADERSHIP MENTOR:**

By signing below, the site leadership mentor affirms the following:

1. Our organization will offer opportunities for the student to participate on the senior leadership team and learn from the day-to-day work of our organization.
2. Our organization will offer school resources for the student to use as part of their learning and assessments.
3. The site represents that it has all required insurance and licensing to allow for the student's participation in the program. The site acknowledges that it is responsible for complying with all applicable federal, state, and local laws and regulations, including but not limited to any insurance, licensing, and employment laws or regulations such as, for example, background checks and understands that HGSE has not performed any such checks.
4. Before the internship begins, I will inform the student of all applicable guidelines, policies, and protocols related to COVID-19 and ensure that the student is fully aware of all requirements.
5. I will meet with the student by the end of their first week in the program to finalize their projects, scope, and estimated timelines.
6. I will provide an on-site workspace for the student.
7. I will meet with the student and their HGSE coach three times during the semester: at the beginning, midpoint, and end of their internship. I will give them feedback on their performance so far, including what they are doing well and what could be improved and will complete a closing performance review meeting with the student and the program coach by the end date of their time in the program.
8. I agree to complete an online assessment of the student internship in a form provided by HGSE during the final weeks of the academic term for review by the HGSE faculty advisor.

**HARVARD GRADUATE SCHOOL OF EDUCATION (HGSE) STUDENT:**

By signing below, the HGSE student affirms the following:

1. I will complete \_weeks of work at the organization site described above. Please note how many weeks you have agreed to work at your organization site here:
2. My start date at my organization site is: \_\_\_\_\_.
3. My end date at my organization site is: \_.
4. I will schedule, set the agenda, and participate in an initial, mid, and closing meeting with my site leadership mentor and coach.
5. I understand the Harvard Graduate School of Education student handbook and all Harvard policies continue to govern my activities during my internship.
6. I understand that as part of this course, I will complete logs and reflections in a timely manner for review on the canvas course site and will meet bi-weekly with my coach to review my progress.
7. I have conducted my own research and discussed my plans with appropriate personnel at HGSE, have discussed this with my site leadership mentor, and my placement has confirmed with me that it will operate in compliance with local, state, and federal governmental authority mandates.
8. I understand that during my internship, I will be expected to comply with applicable University, federal, state, and local protocols, including but not limited to testing protocols and taking appropriate action if I develop symptoms of the Coronavirus (COVID-19), contract the virus, or am in contact with someone who contracts the virus.

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**LEARNING CONTRACT AND POLICIES**

SIGNATURE OF SITE LEADERSHIP MENTOR \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF STUDENT \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF COURSE FACULTY \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF HGSE SLP FACULTY LEAD \_\_\_\_\_ DATE \_\_\_\_\_