



HARVARD GRADUATE SCHOOL OF EDUCATION

S998: EdLD LEADERSHIP FELLOWSHIP LEARNING CONTRACT AND POLICIES

Enrollment is limited to students in the EdLD Program. The course is a 2 – credit course that is taken SAT/No Credit. There is no letter grade option. Students complete a minimum 125-hour fellowship for this course.

As a complement to Workplace Lab and its focus on sector change, students will work on root cause analysis, problem definitions, theories of action, small wins, building credibility, overcoming resistance, and achieving results that have impact. Students will focus on either:

1: The National Professional Standards for Educational Leaders: https://www.npbea.org/wp-content/uploads/2017/06/Professional-Standards-for-Educational-Leaders_2015.pdf (1) or

2: The Massachusetts Department of Elementary and Secondary Education (MA DESE) [Professional Standards for Administrative Leadership](#) You may also find it helpful to review the [evaluation rubric of School Superintendents](#)

Students enrolled in this course will demonstrate and practice the knowledge, skills, habits of mind and ability to lead system level change within organizations.

Fieldwork experiences will be enhanced by the support of an executive mentor with whom you work and an executive coach, who will provide support and guidance. Executive coaches are seasoned leaders who support student progress and growth.

It is important to set clear learning goals and expectations for the scope of work and time commitment at the fieldwork sites for the semester.

There will be at least 3 three-way meetings during the semester—one at the beginning, one at the midpoint, and one at the end. These meetings will include the executive mentor, the executive coach and the student. The student is responsible for scheduling and preparing agendas for these meetings.

If you plan to pursue School Superintendent Licensure, you will be required to submit a Practicum Report Form that confirms meetings and standards addressed during fieldwork. This form will be provided to you by the Program and posted on the 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 every two weeks for review on the form provided in the syllabus.

At the end of the commitment, the Executive Leadership Mentor will complete a form provided by HGSE to assess whether you have fulfilled the stated hours and agreed upon work. You will write a final learning reflection paper about the experience.

The Faculty Lead, who signs the Learning Contract, will determine your final grade by 1] considering your bi-weekly logs and reflections, 2] your final written reflection, and 3] the assessments from your site executive mentor and coach.

YOUR NAME	ORGANIZATION NAME
HARVARD ID #	SITE/LOCATION
HGSE PROGRAM NAME: EdLD	SITE LEADERSHIP MENTOR'S NAME
HGSE FACULTY MEMBER: Mary Grassa O'Neill	SITE LEADERSHIP MENTOR'S EMAIL
CREDITS: 2 CREDITS/125 HOURS	SITE LEADERSHIP MENTOR'S PHONE
START & END DATE:	NUMBER OF HOURS PER WEEK

Description of Organization:

Description of Work:

Learning Goals:

EXECUTIVE MENTOR:

By signing below, the executive mentor affirms the following:

- Our organization will offer opportunities for the student to work with the senior leadership team and learn from the day-to-day work of our organization.
- Our organization will offer school resources for the student to use as part of their learning and assessments.
- 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.
- 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.
- I will meet with the student by the end of their first week in the program to finalize their projects, scope and estimated timelines.
- I will provide an on-site workspace for the student.
- I will meet with the student and the student’s executive coach three times during the semester— at the beginning, midpoint, and end of their fellowship. In this meeting I will give them feedback on their performance so far, including what they are doing well and what could be improved in the second half of the program.
- I agree to complete an online assessment of the student fellowship in a form provided by HGSE during the final weeks of the academic term for review by the HGSE Faculty Lead.

HARVARD GRADUATE SCHOOL OF EDUCATION (HGSE) STUDENT

By signing below, you affirm the following:

- I will complete _____ weeks of work at the organization site described above.
 - My start date at my organization site is: _____.
 - My end date at my organization site is: _____.
- I will complete an initial, mid, and closing meeting with my executive mentor and executive coach.
- I understand the Harvard Graduate School of Education student handbook and all Harvard policies continue to govern my activities during my internship.
- I understand that as part of this course, I will complete logs and reflections every two weeks and post them on the canvas course site in a timely manner for review.
- I have conducted my own research and discussed my plans with appropriate personnel at HGSE, have discussed this with my executive mentor, and my placement has confirmed with me that it will operate in compliance with local, state and federal governmental authority mandates.
- Before the internship begins, I will fully understand all applicable guidelines, policies, and protocols related to COVID-19 and it will be my responsibility to follow them throughout my internship.
- 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 FACULTY LEAD _____ DATE _____

