CAS Internship Proposal Form

Last name
First Name
M.I.
Maiden Name

DOB (mm/dd/yyyy): ____________

Student Contact Information

Home address
Home Phone #
Cell Phone #

City
State
Zip
email address

Internship Option
(Please identify the time option you are proposing, as defined on website.)

☐ Option 1: Full-time for one semester of the academic year

☐ Option 2: Half-time for full academic year

☐ Option 3: Half time for one semester of academic year plus full-time summer

☐ Option 4: Individually-negotiated format

Internship Site & Supervisor-Mentor Information

Internship District
School Building Name

Address of Supervisor-Mentor
Phone # of Supervisor-Mentor

City
State
Zip

Title of Internship (e.g., Assistant Principal)
Dates of Internship (mm/dd/yyyy – mm/dd/yyyy)

Name & Title of On-site supervisor-mentor
Time of Day serving as intern (e.g., 7:30am–2:00pm)

Signature of On-site Supervisor-mentor indicating approval of Proposal & Job Description
Additional Requirements
(Please append to this completed, signed CAS Internship Proposal Form.)

- A new Personal Plan aligned to “Criteria for Assessing Personal Plans”.
- Succinct Job Description outlining the title, duties, and responsibilities of the intern. All internships must include experiences at the building and district levels. Internship job responsibilities must also be linked to both: (a) the student’s Personal Plan, and (b) NYS competencies for educational leaders. Please be clear about how the proposed internship will help you achieve your personal career goals as well as the competencies defined in state standards.
- Directions, starting at Binghamton University, to your internship site.

Checklist of Requirements for Internship Proposals

- [ ] Student has been officially admitted to the Educational Leadership CAS Program
- [ ] Has completed 24 credit hours with grades of B or better, including at least 20 credit hours at Binghamton University
- [ ] Has completed EDUC 673 (Leadership) and 3 additional required CAS courses
- [ ] Has reviewed online Internship FAQs & Personal Plan FAQs
- [ ] Has collaborated with the site supervisor to develop a clear Job Description
- [ ] Has obtained the proposed on-site supervisor-mentor’s signature of approval
- [ ] Has completed CAS Internship Proposal form, including all required attachments.

Please submit hard copies of this completed Proposal Form and required attachments to:

Educational Leadership Program Coordinator
Graduate School of Education – AB 230
Binghamton University
PO Box 6000
Binghamton, NY 13902-6000

____________________________________  _______________________
Student’s Signature                      Date