

Attachment E

ADMS 672 requires, in part, that you gain 120 clock hours of on-site experience in the areas listed below. Confer with your school division and advisor to determine the best time of year for you to gain these experiences.

Develop a written plan for your internship duties with the approval of your university supervisor and on-site mentor. The plan must include experiences with the following:

- a. school budget
- b. special education issues
- c. human resource management
- d. student discipline
- e. facilities management
- f. accountability for improving student achievement
- g. aspects of “No Child Left Behind”
- h. school leadership
- i. instructional supervision