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# The Internship: A Practical Experience

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*Eastern Illinois University*

This research is a product of the graduate program in [Educational Administration](#) at Eastern Illinois University. [Find out more](#) about the program.

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The Internship

A Practical Experience  
(TITLE)

BY

Guy D Parr, Jr.

B.S. in Ed., Southern Illinois University, 1970  
M.S. in Ed., Eastern Illinois University, 1972

Field Experience  
~~THESIS~~

SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS  
FOR THE DEGREE OF

Specialist in Education

IN THE GRADUATE SCHOOL, EASTERN ILLINOIS UNIVERSITY  
CHARLESTON, ILLINOIS

1976

YEAR

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## I. INTRODUCTION

The internship program conducted by the Department of Educational Administration at Eastern Illinois University allows graduate students working on a specialist degree to experience direct on-the-job training in some aspect of administration in a local school district and to obtain graduate credit toward that degree simultaneously. The program lends itself to much flexibility on the part of the intern and the variety of practical experiences available in a real situation. Thus, the internship should produce more qualified and better prepared school administrators at all levels in education.

One such internship program was initiated between Mt. Vernon Township High School District #201 and the Department of Educational Administration, Eastern Illinois University in the Spring of 1974. Persons involved were: Dr. J.D. Shields, Superintendent of District #201; Dr. Robert V. Shuff, Chairman of the Department of Educational Administration; and Guy D. Parr, Jr., specialist candidate at Eastern Illinois University. Dr. Shields and Dr. Shuff agreed that the internship should offer a large variety of administrative experiences as performed during a regular school term. The internship was to take place during the 1974-75 school year with the intern continuing as full-time teacher and part-time administrative assistant. The intern was to have released time to attend meetings and conferences as arranged by Dr. Shields with the School District paying for any substitute teachers hired as replacements for the intern.

Dr. Shields and the intern met several times during the first week in August, 1974, to discuss the upcoming internship program

and to establish some ground rules for the intern to follow. Dr. Shields expressed a feeling that the best way to begin the program would be to merely observe the inner workings of various administrative activities and later to perform some administrative tasks under his own supervision or the supervision of the administrator in charge of a certain function. He suggested a general knowledge of the daily operation of a school would be of more benefit to the intern than work in one or two specific areas. The intern was to spend blocks of time in the administrative offices (principal, attendance, guidance, etc.) with their administrative officers. The intern was to schedule available time and take priority over any other responsibility or task assignment.

In preparing for the upcoming experiences, the intern set some primary and secondary goals. Primary goals included familiarization of external and internal administrative structure, master scheduling, budgeting, personnel practices, and curriculum development. Physical plant operation, teacher evaluation, federal programs, transportation, and student discipline were set as secondary goals. The intern's accomplishment of these goals over a nine month period would help make the program a great success, although it was realized that attainment of these would be difficult.

The internship program began on August 19, 1974, with the intention of helping the intern to become familiar with the preparation of opening of school activities through observation. The actual activities that took place were much different than planned for as will be seen in the daily activities log.

## II. LOG OF INTERN ACTIVITIES

Week of August 19-23

### Monday

Attendance Office

Recorded pre-registered students in attendance book; verified address and phone number.

Meeting: Board of Education

General business; salaries for non-certified personnel; Title III Proposal; car registration; and extra-duty pay for workers.

### Tuesday

Meeting: Administrators

Superintendent reviewed teacher evaluation procedure and process for submitting violations; discussed importance of chain-of-command in communications; discussed inservice training program.

Car Registration

Assigned task of developing and implementing student and faculty car sticker sales and registration.

### Wednesday

Meeting: Administrators

Discussed Title III "Project Recovery" budget; established policy concerning eligibility of students not on regular routes to ride busses; preliminary plan for car sticker sales and registration approved.

Car Registration

Developed car registration forms.

### Thursday

Personnel (Extra-Duty)

Assigned task of recruiting and supervising workers at extra events.

Car Registration

Completed forms and duplications.

Student Council

Planned for Fall activities.



Week of August 19-23 (Continued)

Thursday (Continued)

Conference: Assistant  
Principal

Met with Mr. Smith to begin orientation of duties and responsibilities of that office.

Meeting: Clerical Staff  
with Principal

Reviewed attendance reporting policy.

Friday

Meeting: Custodial Staff  
and Maintenance Staff

Mr. Balsover reviewed duties and responsibilities; discussed procedure when problems arise; reviewed procedure for teacher requisition of equipment.

Main Office (Clerical)

Assisted secretaries in preparing program cards and registration packets; located missing typewriter.

Week of August 26-30

Monday

Workshop: Faculty and  
Staff

Dr. Shields conducted meeting; announcements; outlined procedures for student registration; emphasis on chain-of-command; presentation on car registration and extra-duty work; filed personal data information.

Car Registration

Issued faculty stickers and collected forms.

Meeting: Bus Contractor  
and Drivers

Discussed rule changes (drivers accepted rules); discussed problems and solutions.

Tuesday

Student Orientation  
Assembly

Dr. Shields introduced administrative staff; staff outlined their duties; explained car registration procedures and policies.

Student Registration

Collected fees; checked program cards; aided confused students.



Week of August 26-30 (Continued)

Tuesday (Continued)

Student Transportation

Supervised students boarding busses and helped new students find correct busses; transported some students home.

Wednesday

Main Office (Clerical)

Answered telephones; helped with filing of program cards.

Student Transportation

Supervised bus students; aided lost and confused students; again, transported some students home.

Thursday

First Full Day of Classes

Regular teaching assignment.

Car Registration

Supervised student car registration and sale of parking stickers; aided by student council members.

Meeting: South Seven  
Conference of Coaches and  
Administrators (Marion)

Attended dinner meeting; met many conference administrators.

Friday

Car Registration

Supervised student car registration and parking sticker sales; again, aided by student council.

Main Office (Clerical)

Performed routine tasks (greeted visitors, answered questions, answered phones); tallied sticker sales receipts.

Week of September 2-6

Monday

No School

Tuesday

Car Registration

Completed filing of registration forms.

Week of September 2-6 (Continued)

Tuesday (Continued)

Supervision (Student)

Assisted in supervision of hallways to cut down on the number of students inside the buildings before 8:20 a.m.

Personnel (Extra-Duty)

Began tally of faculty extra-duty work request forms and started organizing for completing work assignments.

Wednesday

Attendance Office

Talked with student about truancy (emphasis on correction of matter and punishment for reoccurrence); issued absentee slips and tardy passes; received calls from parents concerning absences.

Personnel (Extra-Duty)

Completed work assignments for Fall activities.

Meeting: Principal

Mr. Jeffers approved work assignments.

Thursday

Meeting: District Superintendent and University Supervisor

Dr. Shields and Dr. Shuff discussed work to date and set format to follow for remainder of internship.

Car Registration

Typed up-to-date report on car registration for presentation to Board of Education.

Meeting: Extra-Duty Workers

Held meeting to explain assignments and outline duties and responsibilities.

Friday

Meeting: Principal

Mr. Jeffers began explaining criteria needed for the North Central Report.

Attendance Office

Verified questionable excuses and issued absentee and tardy slips.

Week of September 2-6 (Continued)

Friday (Continued)

Supervision (Football Game) Checked workers at station; attempted to break up numerous fights that erupted.

Week of September 9-13

Monday

Student Discipline Filed complaints on three students as a result of disturbances at football game.

Car Registration Finalized first report on issuance of parking stickers; turned in receipts for sales to Business Manager.

Attendance Office Took calls from parents; issued absentee and tardy slips.

Tuesday

Report on Students Not Showing for Classes Began work on locating whereabouts of students who pre-registered but did not show up for classes.

Meeting: Superintendent Met with Dr. Shields to discuss internship and to establish a time schedule to keep from being tied down to one area of the school operation.

Wednesday

Meeting: Student Council Heard report on activities conducted during opening of school.

Meeting: Association of Educational Service Regions Superintendents (Mt. Vernon) Fall business meeting for Regions V and VI; Dr. Bakalis was guest speaker (remarked about new State Board of Education and plans for Bicentennial Celebration).

Visitation: OSPI Open House Attended open house of new regional office in Mt. Vernon.

Week of September 9-13 (Continued)

Thursday

Student Discipline	Appeared in court to testify against students charged with creating disturbances by fighting; court postponed.
Report of No-Shows	Compiled list of students failing to show up for fall classes.
Attendance Office	Conferences with girl concerning theft, and questioned another about the theft; conference with students concerning truancy.

Friday

Report of No-Shows	Broke down list of students according to school last attended and prepared to contact that school's administrator, especially concentrating on incoming freshmen.
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Week of September 16-20

Monday

Personnel (Extra-Duty)	Met with Miss Kersch about girls volleyball schedule; reviewed work request forms to select workers.
Student Discipline	Testified at bench trial of youths charged with disturbance at opening football game.

Tuesday

Personnel (Extra-Duty)	Developed time sheets on which to record information (event, date, time worked, rate of pay) concerning extra-duty workers; first records to be filed on this subject at Mt. Vernon.
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Wednesday

Personnel (Extra-Duty)	Printed time sheets; filed information gathered (events, dates scheduled, workers assigned).
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Week of September 16-20 (Continued)

Thursday

Personnel (Extra-Duty)

Double checked dates scheduled for events, work assignments for faculty; hired security for each event; and checked conflicting dates of events (found none that presented special problems).

Friday

Meeting: Principal

Met with Mr. Jeffers to get approval on personnel matters completed to date (work was approved).

Report of No-Shows

Mailed letters inquiring about students not showing up for fall classes to administrators of the feeder schools in the district.

Week of September 23-27

Monday

Classroom Preparation

Tuesday

Report of No-Shows

Received all replies from administrators in the feeder schools; located all students named on the inquiries except four.

Wednesday

Report of No-Shows

Began tabulating information about students; inquired with students in school about upper-classmen who pre-registered, but did not show up for classes; received accurate information on fourteen students.

Meeting: Student Council

Discussed plans for Homecoming activities.

Thursday

Attendance Office

Took calls from parents; signed absentee and tardy slips.



Week of September 23-27 (Continued)

Thursday (Continued)

Report of No-Shows

Located two students reported as no-shows who have been attending classes.

Supervision

Supervised workers at freshmen football game and variety show.

Friday

Attendance Office

Approved two visitation passes; signed absentee and tardy slips.

Report of No-Shows

Double checked complete list of no-shows to see if mistakes had been made; found students very cooperative in giving information.

Week of September 30-October 4

Monday

Report of No-Shows

Spent time asking students about no-shows; found information on fourteen no-shows through this method.

Tuesday

Attendance Office

Signed absentee and tardy slips.

Report of No-Shows

Located two more students attending classes whose names appeared on the no-show list (students registered under a different name).

Wednesday

Report of No-Shows

Finalized report on no-shows; began writing the report to submit to Mr. Jeffers.

Thursday

Meeting: Guidance  
Department

In-service meeting for teachers with freshmen; information and instruction given on the use of testing results for the purpose of



Week of September 30-October 4 (Continued)

Thursday (Continued)

Meeting: Guidance  
Department (Continued)

placing students into classes and contents of student file; discussed use of deficiency reports.

Friday

Curriculum North Central  
Report

Began reading and studying the "policies and Standards Handbook" used by the member schools of the North Central Accrediting Association for Secondary Schools.

Week of October 7-11

Monday

Classroom Preparation

Tuesday

Meeting: Jefferson County  
Administrators (Mt. Vernon)

Attended quarterly meeting; approved Title I program; established Teacher Institute Planning Committee; heard address by Mr. Marsh (Illinois Department of Public Health) on state immunization program.

Meeting: Franklin-  
Jefferson Special Education  
Cooperative (Executive  
Board)

Attended monthly business meeting.

Wednesday

Personnel (Extra-Duty)

Planned recruitment of faculty workers for home basketball games; prepared worker request forms; talked with Mr. Jeffers about any specific needs for workers.

Thursday

Meeting: Principal

Met with Mr. Jeffers to obtain clarification on some of the regulations set forth in the North Central Association Handbook.

Week of October 7-11 (Continued)

Thursday (Continued)

Visitation: School Library

Asked librarian to show the amount of professional material available to staff members; found that resource material was available and librarians were quite willing to obtain material not available on request.

Friday

Student Discipline

Much of the day was spent trying to control outbursts of fighting among the students; also tried to keep students in buildings to cut down on the number of spectator gatherings in the street.

Week of October 14-18

Monday

No School (Columbus Day)

Tuesday

Personnel (Extra-Duty)

Prepared list of guidelines and instructions for workers at home basketball games; placed guidelines with work assignment sheet; added two new assignments to list (usher supervisor and extra relief man).

Wednesday

Meeting: Egyptian Division of the Illinois Association of School Administrators (Mt. Vernon)

Attended monthly meeting of IASA; regular business discussed; heard address by Bob Wagner (local CPA) about auditing; group discussion on student insurance, collective bargaining, and new State Board of Education.

Thursday

Personnel (Extra-Duty)

Decided to expand number of security for varsity basketball games;

Week of October 14-18 (Continued)

Thursday (Continued)

Personnel (Extra-Duty)  
(Continued)

talked with Chief of Police and Chief of Auxiliary Police about supplying extra officers; contacted local citizens about working as official timekeeper for varsity basketball games.

Friday

Personnel (Extra-Duty)

Contacted individual faculty members about work assignments (all accepted); mailed official schedule for all boy's home basketball games to police chiefs and citizens who assist at basketball games; advertised for student ushers to work at home basketball games.

Week of October 21-25

Monday

Personnel (Student)

Met with usher supervisor to discuss selection of student ushers; responsibilities, appearance, and possibility of using uniforms.

Tuesday

Meeting: Superintendent

Met with Dr. Shields to report intern activities and discuss future activities; suggested activities to be carried out in the Guidance Department.

Wednesday

Meeting: Guidance

Met with Mr. Harper to discuss possible activities for the intern; set up activity schedule (to begin with second semester scheduling).

Thursday

Personnel (Student)

Planned orientation meeting for student ushers.

Week of October 21-25 (Continued)

Thursday (Continued)

Curriculum (North Central Report)

Began briefing about the information to be entered into the North Central Report; reviewed report forms.

Car Registration

Updated records concerning parking permit sales and receipts.

Friday

Master Scheduling

Planning session with Mr. Harper on the second semester Master Schedule; began tallying the number of students in semester classes.

Week of October 28-November 2

Monday

Curriculum (North Central Report)

Received copy of forms used in filing NCA Report from Mr. Jeffers; Mr. Jeffers explained the kinds of materials necessary to complete each form.

Meeting: Committee of 45

Met with advisory committee on District #201's Plan of Education for purpose of discussing objectives; report given on progress by Dr. Shields; Chamber of Commerce Education Committee took part in the meeting.

Tuesday

Personnel (Student)

Notified gymnasium ushers of an orientation meeting to discuss duties and responsibilities for varsity basketball games.

Master Scheduling

Began tallying number of students in years 9, 10, and 11 into ability groups based on past performance; tallies used to determine approximate number of sections needed in courses where ability grouping is used.

Week of October 28-November 2 (Continued)

Wednesday

Guidance (Student  
Registration)

Mr. Harper, Guidance Director, explained procedures for registering, placement, and scheduling of students; information was necessary before beginning work on second semester class schedule.

Thursday

Master Scheduling

Began organizing material for the task of making a second semester course schedule; schedule is to be used by counselors in student registration; schedule includes departments, teachers, courses, ability groups, room numbers, seats available, and time courses are taught; some room assignments and courses were changed.

Meeting: Franklin-  
Jefferson Special Educa-  
tion District (Executive  
Board)

Attended monthly business meeting of the executive board.

Friday

Master Scheduling

Worked on changes in schedule; found schedule less complex as work continued.

Saturday

Master Scheduling

Completed finalized schedule for second semester; schedule is to be used as a working schedule for counselors.

Week of November 4-8

Monday

Master Scheduling

Submitted completed schedule to Mr. Harper for review and approval; schedule was approved.

Main Office (Clerical)

Assisted secretaries by answering phone calls concerning the



Week of November 4-8 (Continued)

Monday (Continued)

Main Office (Clerical)  
(Continued)

availability of tickets for the Class 4-A State Football Playoffs Tournament.

Tuesday

Transportation (Extra-Curricular)

Assisted Mr. Jeffers in signing up students to ride bus to football playoffs at Mattoon; tickets were issued and money collected.

Supervision (Extra-Curricular)

Given task of obtaining teacher supervisors for five fan busses to Mattoon; completed task with some difficulty.

Wednesday

Personnel (Extra-Duty)

Met with Mr. Beckmeyer, Music Director, to begin work on organizing work assignments and schedules for the Operetta.

Grade Reporting (Phone Conference with Parent)

Acting in the place of the Principal; talked with parent about the possibility of a student changing a grade on his report card; informed parent that the original grade would be obtained and they would be contacted the following day; obtained information for the parents.

Thursday

Transportation (Extra-Curricular)

Helped in finalizing plans for five fan busses to football play-off game at Mattoon; checked to make sure that busses would be loading at the proper places.

Supervision (Extra-Curricular)

Double checked on teacher supervisors for fan busses and informed them of procedure for taking attendance on busses.



Week of November 4-8 (Continued)

Thursday (Continued)

Grade Reporting (Phone  
Conference with Parent)

Acted in place of the Principal  
in dealing with student who  
changed a recorded grade on the  
report card; talked with parent;  
parent wanted to handle the prob-  
lem at home; request approved.

Friday

Conference on Innovations  
in Education (SIU,  
Carbondale)

Attended conference on innovations;  
educators from all over the state  
attended; participants were free  
to select from a large variety of  
discussion sessions and were set  
up in the lobby; several school  
districts used conference as a  
teacher institute day; conference  
was well organized and well worth  
attending.

Week of November 11-16

Monday

No School

Tuesday

School-Community Relations

Began studying the A-160 Plan of  
Education for Mt. Vernon High  
School for the purpose of obtain-  
ing information about the Advisory  
Committee of 75's recommendations;  
discussed with Dr. Shields the  
background of the Advisory Commit-  
tee and considerations made when  
the committee selected and organ-  
ized; was given a set of committee  
minutes to read.

Wednesday

Personnel (Extra-Duty)

Met with Mr. Beckmeyer to iron  
out last minute details concern-  
ing workers for the Operetta;  
problem arose during rehearsal

Week of November 11-16 (Continued)

Wednesday (Continued)

Personnel (Extra-Duty)  
(Continued)

with outsiders bothering students rehearsing for the play; assigned supervisor for dress rehearsal; suggested an orientation meeting to be held to explain the complicated ticket system for the Operetta; Mr. Beckmeyer approved.

Thursday

Personnel (Extra-Duty)

Finalized work assignments for Operetta and held an orientation meeting for workers; arranged for four extra student ushers for the Operetta.

Friday

Personnel (Extra-Duty)

Up-dated time sheets for extra-duty workers; figured earnings for workers at completed events to date.

Meeting: Junior Class  
(Sponsorship)

Attended meeting of Junior Class; given instructions for issuance of candy for fund raising project; class voted not to change post-prom activities.

Supervision

Supervised at Operetta.

Saturday

Supervision

Supervised at Operetta.

Week of November 18-22

Monday

Personnel (Extra-Duty)

Completed time sheets for workers at Operetta.

Class Sponsorship (Fund Raising)

Distributed candy to members of Junior Class.

Meeting: Board of Education

Attended monthly board meeting; conducted regular business; drew lots for reserved seating for varsity basketball season;

Week of November 18-22 (Continued)

Monday (Continued)

Meeting: Board of  
Education (Continued)

received report from OSPI on re-  
jection of "Project Recovery."

Tuesday

Class Sponsorship (Fund  
Raising)

Distributed candy and collected  
money from Junior Class members.

Personnel (Student)

Arranged for student auditorium  
ushers to work at a private fund  
raising activity; ushers to be  
paid.

Wednesday

Meeting: Southern Illinois  
Schoolmasters Club

Attended fall meeting of School-  
masters Club; heard two speakers  
from OSPI--Mr. Midkiff on stu-  
dent's rights and Mr. Given on  
legal procedures for schoolmen to  
follow; topics covered included  
corporal punishment, student  
records, expulsions, suspensions,  
and teacher maternity leave.

Thursday

Class Sponsorship (Fund  
Raising)

Distributed candy and collected  
money from Junior Class members.

Scheduling (Extra-  
Curricular)

Received last minute chang in  
winter sports schedule; checked  
for conflicts in facility sched-  
ules; and adjusted personnel  
worksheets.

Friday

Personnel (Extra-Duty)

Prepared memo notifying faculty  
workers of changes in sports sched-  
ule after checking to see if con-  
flicts had arisen because of the  
changes.

Class Sponsorship (Fund  
Raising)

Distributed candy and collected  
money from Junior Class members.

Week of November 25-29

Monday

Personnel (Extra-Duty)

Up-dated time sheets for extra-duty workers; was notified to turn in earnings report for workers through December 5, into Mrs. Wilson, secretary to the Superintendent; received complaint concerning teacher leaving school during planning period.

Class Sponsorship (Fund Raising)

Distributed candy and collected money from Junior Class members.

Car Registration

Ordered extra parking stickers.

Tuesday

Personnel (Extra-Duty)

Prepared brief agenda for orientation meeting for workers at varsity basketball games; held orientation meeting on assignments and responsibilities; given problem at meeting with a teacher, but took direct action; contacted security people to double check on times needed.

Personnel (Faculty)

Referred complaint concerning teacher on the previous day to Mr. Jeffers.

Wednesday

Administration (Unauthorized Person on Campus)

Confronted former student who was causing problems to students; informed young man about trespassing and possible legal action.

Conference: Superintendent

Informed Dr. Shields about the problem with the teachers at the orientation meeting and informed him of the action taken.

Meeting: Vocational

Met with Mr. Geiselman to discuss possible learning experiences in that area; arranged for visitation to classroom and to schools in Area Vocation Center.

Week of November 25-29 (Continued)

Thursday

No School

Friday

No School

Week of December 2-7

Monday

Personnel (Extra-Duty)

Began preparing earnings report on workers through December 5; received complaint on worker from another worker at a ball game; referred complaint to Mr. Jeffers with recommendation; recommendation accepted.

Administration (Duties)

Acted in absence of Mr. Jeffers; found substitute teacher to take two classes; took phone calls; and approved some student records for mailing.

Tuesday

Personnel (Extra-Duty)

Met with Mr. Jeffers about disposition of complaint concerning extra-duty worker; completed earnings report on workers through December 5; turned report in to Mrs. Wilson; and hired three additional security officers for varsity basketball games.

Wednesday

Classroom Preparation

Thursday

State Conference on Health Education (Springfield)

Attended conference on health education; heard panel discuss the administrators role in development of effective health education program.



Week of December 2-7 (Continued)

Thursday (Continued)

Tour: Federal Surplus  
Property Warehouse  
(Springfield)

Dr. Shields conducted a brief tour of surplus properties warehouse and pointed out ways school districts can save thousands of dollars in purchasing equipment.

Friday

Personnel (Extra-Duty)

Wrote letter to persons in charge of security officers; letters explained breakdown of pay based on man-hours worked per event; letters to be sent with checks.

Saturday

Supervision (Student  
Council)

Drove student council delegates to Kaskaskia Student Council Convention at Piasa, Illinois; visited with advisors from other schools; attended advisors business meeting.

Week of December 9-13

Monday

Meeting: Vocational  
Director

Met with Mr. Geiselman to plan learning activities for intern; suggested classes to visit; given schedule of presentations at various schools by vocational counselor (will attend at least one); spent time explaining vocational program; changes for coming year; and Chamber of Commerce Career Day Program.

Tuesday

Visitation: Area  
Vocational Center

Visited AUC Drafting Class; very impressed with work being done; three levels of drafting taught at same time; students allowed to visit local engineers independently on class time.



Week of December 9-13 (Continued)

Wednesday

Visitation: Area  
Vocational Center

Visited AVC Health Service Aids class; spent time in classroom with juniors preparing for on-the-job experience.

Thursday

Workshop: Area Service  
Center (Giant City State  
Park)

Attended ASC Workshop on "Student Discipline"; Arthur Black, Principal of Carbondale High School, spoke on student suspensions and expulsions; Larry Lovell, Director of Project HELP, explained practices used in Herrin to curb discipline problems; sixth and seventh grades from Edwards County Unit Schools role-played problems for group to react to and discuss.

Friday

Workshop: Area Service  
Center (Giant City State  
Park)

Attended second day of ASC workshop; Dr. Will Roy, University of Wisconsin, explained philosophy of needs, recognition, and solutions to student discipline problems.

Week of December 16-21

Monday

Conference: Superintendent

Met with Dr. Shields to discuss workshop on "Student Discipline"; recommended other teachers attend similar workshops.

Personnel (Student Ushers)

Arranged schedules for ushers at Christmas Musicale.

Main Office (Clerical)

Attended to switchboard during lunch hour.

Tuesday

Visitation: Area  
Vocational Center

Traveled with Mr. Geiselman to Waltonville and Sesser High Schools to discuss their needs for the next

Week of December 16-21 (Continued)

Tuesday (Continued)

Visitation: Area  
Vocational Center  
(Continued)

school year; both schools expressed desire to remain on the same time schedules; Mr. Sanders (Waltonville) expressed the need to add cosmetology to AVC curriculum.

Wednesday

Visitation: Area  
Vocational Center

Traveled with Mr. Geiselman to Wayne City and Webber Township High Schools; both schools expressed a desire to remain on the same schedule for the next year; Mr. Allen (Wayne City) also expressed a desire to add cosmetology to the AVC curriculum as did Mr. Tennyson (Webber).

Thursday

Administration: Filing  
complaint to IHSA

Worked with Mr. Jeffers compiling data on expense incurred and revenue lost as a result of Murphysboro High School Girl's Volleyball Team not showing for a volleyball game; no notice was given for a no-show; Mr. Jeffers will file a formal complaint to IHSA to recover lost revenue and expenses.

Main Office (Clerical)

Assisted secretaries in clearing up work before Christmas vacation (picture money, filing, etc.).

Friday

Supervision (Student)

Patrolled hallways and parking lots for possible trouble.

Luncheon

Attended an annual luncheon for administrators and coaches given by area sporting goods firm.

Land Acquisition

Visited with Superintendent and Board Committee on property the district wishes to purchase.

Week of December 16-21 (Continued)

Saturday

Supervision (Extra-Duty)      Supervised workers at varsity basketball game and substituted at concession stands.

Week of December 23-27

Monday

No School (Christmas Vacation)

Tuesday

No School (Christmas Vacation)

Wednesday

No School (Christmas Vacation)

Thursday

No School (Christmas Vacation)

Personnel (Extra-Duty)      Prepared time sheets for workers; new pay period to begin after December 6, 1974.

Main Office (Clerical)      Sorted mail accumulated since Christmas Vacation.

Life Safety Survey Report      Began reading report submitted by L.W. Davis concerning needed safety work at school.

Friday

No School (Christmas Vacation)

Week of December 30-January 3

Monday

No School (Christmas Vacation)

Community Relations:  
Chamber of Commerce Area  
Vocational Center Career  
Day      Assisted in hosting AVC students and area businesses at annual career day program; very poor attendance by students.

Week of December 30-January 3 (Continued)

Tuesday

No School (Christmas Vacation)

Wednesday

No School (Christmas Vacation)

Thursday

School Resumes

End of Christmas Vacation

Supervision (Student)

Spent morning hours patrolling hallways.

Administration (Faculty Security)

Spent afternoon collecting keys and answering complaints from teachers concerning the changing of locks on buildings and the new policy for distributing keys to personnel; heard many complaints.

Friday

Main Office (Clerical)

Operated switchboard for absent secretary until substitute could be brought in.

Conference: Superintendent

Discussed status of property visited before Christmas with Dr. Shields; appraiser's report was not yet submitted.

In-Service Staff

Previewed a sound filmstrip on public relation for teachers, custodians, and clerical staff; hope to present as a part of an in-service workshop.

Week of January 6-11

Monday

Guidance

Met with Mr. Harper in preparing class rosters for senior girls' physical education (second semester); lists must be compiled by hand until the new computer is used for scheduling.

Week of January 6-11 (Continued)

Tuesday

Meeting: Dr. Cronin                      Attended a breakfast meeting to welcome Dr. Cronin, newly appointed Superintendent of the Illinois Office of Public Instruction.

Car Registration                      Up-dated files on student parking permits; turned in receipts to Mr. Craig, district business manager.

Conference: Principal                      Met with Mr. Jeffers to discuss method of reporting hours of extra-duty personnel; both agreed that the present method was best.

Wednesday

Classroom Preparation

Supervision (Student)                      Substituted for bus student supervisor.

Thursday

Student-Parent Conference                      Participated in a conference with a student and his mother concerning the return of the student after suspension.

Conference with Plant Superintendent                      Discussed the life safety survey with Mr. Balsover; discussed the specifications to be followed in determining priorities for safety work to be done during summers.

Friday

Visitation: Area Vocational Center                      Visited AVC office occupations class for seniors, observed the types of skills already mastered by several students.

Saturday

Personnel (Extra-Duty)                      Supervised workers at varsity basketball game



Week of January 13-17

Monday

Life Safety Survey Report

Submitted personal recommendations concerning the priority for completion of safety work for the summer of 1975.

Personnel (Extra-Duty)

Up-dated time sheets for extra-duty workers.

Transportation (Extra-Duty)

Arranged for transportation to Springfield for YMCA Youth in Government students.

Tuesday

Meeting: Superintendent  
(Life Safety Report)

Met with Dr. Shields to discuss report on recommendations for safety work and plan a future meeting with Mr. Balsover to make decision on the proposed work.

Wednesday

Classroom Preparation  
(End of first semester)

Thursday

Classroom Preparation  
(End of first semester)

Friday

Classroom Preparation  
(End of first semester)

Week of January 20-24

Monday

Guidance

Collected class enrollment rosters for students enrolled in courses offered on the semester basis.

Classroom Preparation  
(Begin second semester)



Week of January 20-24 (Continued)

Tuesday

Main Office (Clerical)

Assisted secretaries in collection of second semester textbook rental fees.

Classroom Preparation

Wednesday

Class Grade Recording

First semester students return to first semester classes to have grade cards completed.

Thursday

Main Office (Clerical)

Collected report cards from teachers; assisted secretaries in placing cards in alphabetical order by class.

Friday

Personnel (Extra-Duty)

Met with Mrs. Pullis concerning girls' basketball schedule and made assignments for workers at girls' basketball games.

Week of January 27-February 1

Monday

Personnel (Extra-Duty)

Contacted Mr. Andrews to schedule auxiliary police to work girls' basketball games; scheduled and informed workers of their assignments.

Tuesday

Meeting: OSPI Special Education

Attended meeting of area special education directors and supervisors; main speaker was Mr. Travers, Director; information was given concerning teacher certification, reimbursement, and legislation.

Week of January 27-February 1 (Continued)

Wednesday

Visitation: Special  
Education

Travelled with Mr. Powell to Webber Township High School and Bluford Grade School to discuss plans for implementation of recommendations by the OSPI Special Education Visitation Team; observed two learning disability classes in session at Horace Mann School.

Thursday

Visitation: Special  
Education

Travelled with Mr. Powell to Woodlawn and Waltonville High Schools to discuss OSPI Visitation Team recommendation in special education programs in the respective schools.

Friday

Personnel (Extra-Duty)

Discovered conflict in scheduling of athletic events; two games scheduled on same night; arranged for extra ticket sellers, ticket takers, and security.

Saturday

Master Scheduling

Began work on a possible master schedule for next school year incorporating a split schedule with a seven period day.

Week of February 3-8

Monday

Master Scheduling

Worked on development of a possible master schedule for next school year; developed a tally sheet containing departments, course offerings, and number of sections needed for first semester.

Week of February 3-8 (Continued)

Tuesday

Master Scheduling

Met with Mr. Jeffers to review organizational chart and establish particular rules for scheduling (changing teacher assignments, etc.); began developing schedule for the English Department.

Wednesday

Meeting: Special Education Division of Vocational Rehabilitation (Benton)

Attended meeting with Mr. Powell, Dr. Shields, Mr. Geneseo, and Mr. Borton to review recommendation made by Division of Vocational Rehabilitation to employ a Pre-Vocational Director in the Special Education Cooperative.

Thursday

Master Scheduling

Met with Mr. Jeffers to review tentative schedule for English Department; will use schedule as a basis for scheduling classes in other departments.

Meeting: Superintendent and Plant Superintendent

Met with Dr. Shields and Mr. Balsover to discuss recommendations for life safety work to be completed during the summer; not involved in recommendations to the Board.

Friday

Master Scheduling

Worked on tentative schedule for classes for Social Science, Science, and Mathematics Departments.

Saturday

Master Scheduling

Completed tentative schedule for Social Science, Science, and Mathematics Departments.

Week of February 10-14

Monday

Meeting: Guidance

Met with Mr. Harper to review schedule for visitation to county schools in order to schedule incoming freshmen students.

Master Scheduling

Met with Mr. Jeffers; received approval of tentative schedules for Social Science, Science, and Mathematics Departments.

Meeting: Curriculum Committee

Met to review plans for teacher in-service workshop.

Meeting: Committee of 45

Attended advisory committee meeting; heard discussion of building plans, schedule possibilities, and teacher in-service workshops.

Tuesday

Master Scheduling

Began tentative scheduling of Art, Physical Education, Music, and Orientation classes.

In-Service Workshop

Worked in Social Science Department writing developmental learner objectives.

Meeting: Principal

Discussed possible improper conduct and neglect of duties by a member of the teaching staff.

Wednesday

No School

Personnel (Extra-Duty)

Up-dated time sheets for workers; put work request forms in teachers boxes for spring sports events.

Thursday

Master Scheduling

Met with Mr. Jeffers to get approval on tentative schedule of Art, Physical Education, Health, Driver Education, Music, and Orientation classes.

Week of February 10-14 (Continued)

Thursday

Rap Session Informal discussion developed with Superintendent, Principal, and Business Manager over driver education simulators and tax collection fee.

Main Office (Clerical) Assisted secretaries in sorting grade cards for mailing.

Friday

Personnel (Extra-Duty) Received work request forms from teachers; scheduled workers for spring play and sports events.

Meeting: Ina Board of Education Met with Ina Board of Education for interview and was hired as Principal for 1975-76 school year.

Week of February 17-20

Monday

Master Scheduling Met with Mr. Geiselman to discuss potential scheduling problems in the area of vocational classes.

Meeting: Curriculum Committee Committee set policy for departmental meetings to be held each Monday for the purpose of discussing problems within the department; to get more teachers involved.

Meeting: Board of Education Regular business meeting; approved the seeking of bids for life safety work.

Tuesday

Master Scheduling Worked on tentative schedule for Business Education Department.

Personnel (Extra-Duty) Held instructional session for student ushers working at school play.



Week of February 17-20 (Continued)

Wednesday

Meeting: Illinois  
Association of School  
Administrators (Mt. Vernon)

Attended monthly meeting of IASA  
with Dr. Shields; Mrs. Buchanan  
from Mascoutah spoke on negotia-  
tions.

Meeting: Illinois  
Association of School  
Boards (McLeansboro)

Attended IASB Division meeting;  
attended a session on teacher mili-  
tancy and session on human rela-  
tions in schools.

Thursday

Master Scheduling

Completed tentative schedule for  
Business Education Department and  
first draft of possible master  
schedule.

Meeting: Jefferson  
County Administrators

Attended administrators dinner  
meeting; heard discussion on court  
cases effecting schools; appoint-  
ment of committee to recommend  
school calendar.

Car Registration

Resolved problem arising from staff  
member obtaining staff permit for  
student car.

Friday

Master Scheduling

Met with Mr. Jeffers and Mr. Harper  
to present first draft of the ten-  
tative master schedule; Mr. Harper  
stated the schedule would be re-  
viewed for possible conflicts.

Personnel (Security)

Received request for auxiliary  
police patrol of Science Club Dance;  
called Mr. Andrews to arrange for  
security personnel.

Week of February 24-28

Monday

Personnel (Security)

Science Club Dance cancelled;  
called Mr. Andrews to cancel se-  
curity police.

Week of February 24-28 (Continued)

Monday (Continued)

Meeting: Curriculum  
Committee

Met to discuss criteria for substitute teacher instruction sheet.

Meeting: Freshmen  
Orientation Committee

Sat on panel presenting criteria concerning curriculum offerings to incoming freshmen and their parents.

Tuesday

Meeting: Principal

Mr. Jeffers suggested formulation of a policy to insure that every club and organization will be properly prepared before sponsoring an extra event.

Visitation: Guidance

Travelled with Mr. Harper to Rome, Field, and Opdyke-Bellerive Grade Schools to discuss registration and hand out forms to incoming freshmen.

Wednesday

Personnel (Extra-Duty)

Up-dated time sheets for workers.

Conference: Superintendent

Dr. Shields suggested time be spent on familiarization with bookkeeping system and budget materials.

Thursday

Classroom Preparation

Friday

Car Registration

Received complaints from special education staff concerning parking of unauthorized vehicles in central office lot; investigated and found problem was due to use of facility one day permit per week by real estate people meeting in room at central office; other parking arrangements made.

Week of March 3-7

Monday

Meeting: Curriculum  
Committee

Received times for shortened day  
for assembly; discussed schedule  
for second in-service workshop  
on DLO's.

Tuesday

Budget

Began orientation with Mr. Craig  
on business office filing system.

Wednesday

Budget

Mr. Craig explained the difference  
between formal and working budget;  
pointed out use of ledger sheets  
for information on budgeted  
amounts, expenditure, and balance.

Thursday

Meeting: Jefferson  
County Administrators

Attended dinner meeting to approve  
proposed calendar for 1975-76  
school year; most schools will  
adopt proposed calendar; Dr. Bryant  
President SIU-Carbondale, spoke  
about improving service to area  
schools.

Budget

Mr. Craig explained breakdown of  
budget items and accounts.

Friday

Personnel (Extra-Duty)

Arranged for security for an out-  
side country music group using  
facilities; worked out schedule  
for auxiliary police for spring  
events involving sports.

Week of March 10-14

Monday

No School (Snow Day)

Personnel (Extra-Duty)

Totalled time sheets and payroll  
for workers completing seasonal  
work assignments.

Week of March 10-14 (Continued)

Monday (Continued)

Main Office (Clerical)

Sorted mail for secretaries who were given day off due to snow.

Tuesday

Budget

Mr. Craig explained the Illinois Office of Education State Aid Worksheet for computing state aid.

Wednesday

Meeting: Superintendent

Attended meeting with Dr. Shields, Mr. Jeffers, and Mr. Craig to discuss use of computer and operator spring vacation; attempting to complete work on computerized payroll.

Budget

Mr. Craig introduced the methods for computing state aid under the Resource-Equalizer and Strayer-Haig formulas.

Thursday

Budget

Gathered necessary figures for computing state aid.

Supervision

School's supervisor over group using school facility.

Friday

Meeting: Principal

Mr. Jeffers explained the possible coding for courses on the computer and the tentative change in grade reporting by computer.

Week of March 17-21

Monday

Meeting: Curriculum Committee

Mr. Jeffers presented finalized list of instructions for all substitute teachers; presented proposed computer coding system for courses; rescheduled in-service workshop for writing DLO's.

Week of March 17-21 (Continued)

Monday (Continued)

Supervision (Student)

Substituted for regular bus student supervisor.

Tuesday

Personnel (Extra-Duty)

Received a revised schedule for home baseball games; rearranged work schedules for changes; informed workers of changes.

Wednesday

Meeting: Illinois  
Association of School  
Administrators

Attended monthly meeting of IASA with Dr. Shields; heard report from Mr. Patton concerning Dr. Cronin's philosophy on collective bargaining by teachers.

Thursday

Classroom Preparation

Supervision (Student)

Substituted for regular bus student supervisor.

Friday

Classroom Preparation

Supervision (Student)

Patrolled hallways and parking lots to cut down on potential trouble.

Week of March 24-28

Monday

No School (Spring Vacation)

Main Office (Clerical)

Sorted mail.

Tuesday

No School (Spring Vacation)

Main Office (Clerical)

Sorted mail.



Week of March 24-28 (Continued)

Wednesday

No School (Spring Vacation)

Main Office (Clerical)                      Sorted mail.

Thursday

No School (Spring Vacation)

Main Office (Clerical)                      Sorted mail.

Friday

No School (Spring Vacation)

Week of March 31-April 4

Monday

No School (Spring Vacation)

Main Office (Clerical)                      Sorted mail.

Tuesday

Personnel (Extra-Duty)                      Met with Mrs. Pullis to discuss  
girl's track schedule; promised  
a finalized schedule by Wednesday.

Wednesday

Meeting: Principal                              Met with Mr. Jeffers to discuss  
agenda for South Seven Conference  
Spring Rules Meeting.

Surplus Property  
(Disposal)                                      Visited district warehouse with  
Mr. Balsover to look at surplus  
property and materials to be sold  
to private individuals.

Thursday

Personnel (Extra-Duty)                      Received finalized girl's track  
schedule; began preparing for  
recruitment of workers for the  
track meets; worked as ticket  
seller at varsity baseball game.

Week of March 31-April 4 (Continued)

Friday

Meeting: Principal

Met with Mr. Jeffers to discuss South Seven Conference Spring Rules Meeting; was advised that Mr. Jeffers would not attend; became sole representative.

Personnel (Extra-Duty)

Sold tickets and supervised at varsity baseball game.

Week of April 7-11

Monday

In-Service Workshop  
Special Education

Visited an in-service workshop for the district's speech therapists.

Meeting: South Seven  
Conference Spring Rules  
Meeting (West Frankfort)

Represented Mt. Vernon High School at meeting as a voting representative; motions made from floor seemed predetermined with very little discussion of items.

Tuesday

Meeting: Superintendent  
and Principal

Met with Dr. Shields and Mr. Jeffers to discuss results of South Seven Meeting; both seemed disappointed that meeting was closed in the sense that rules were already decided upon.

Personnel (Security)

Called Mr. Andrews to arrange for auxiliary police for Junior-Senior Prom.

Wednesday

Personnel (Extra-Duty)

Up-dated time sheets for workers.

Car Registration

Up-dated records on sale of parking permits; turned in receipts to Mr. Craig.

Transportation (Field  
Trip)

Approved request and made arrangements for transportation to Murray Center for Home Economics Class.

Week of April 7-11 (Continued)

Thursday

Administration

Approved released time for one teacher and six students to spend two days in Springfield for the YMCA Youth in Government Conference; notified faculty of student future absences.

Supervision

Substituted for lunch room supervisor.

Friday

Personnel (Extra-Duty)

Sold tickets at varsity baseball game.

Supervision (Student)

Supervised foyer at Spring Play.

Week of April 14-18

Monday

Personnel (Student)

Arranged for student ushers to work at Spring music concert.

Meeting: Curriculum Committee

Attended curriculum committee meeting; discussed county institute representatives for next school year; upcoming in-service workshop for writing DLO's.

Tuesday

Personnel (Extra-Duty)

Up-dated workers time sheets.

Personnel (Student)

Held orientation meeting for student ushers to discuss special seating arrangements for music concert.

Wednesday

Personnel (Custodial)

Discussed with Mr. Balsover the need for custodial help cleaning up after Junior-Senior Prom.

Week of April 14-18 (Continued)

Wednesday (Continued)

Meeting: Illinois  
Association of School  
Administrators

Attended monthly IASA meeting with  
Dr. Shields; heard Mr. Leininger,  
President IASA, speak on possible  
merger of IASA, IASB, and IASBO.

Thursday

Personnel (Extra-Duty)

Sold tickets at varsity baseball  
game.

Meeting: Special Education  
Co-operative Board Meeting

Attended special education board  
meeting; board approved amended  
budget; approved salary increases;  
heard report on new classes to be-  
gin in district during 1975-76.

Friday

Visitation: Federal  
Surplus Properties  
Warehouse (Springfield)

Travelled to Springfield with Dr.  
Shields, Mr. Balsover, and Mr.  
Gieselman to purchase machinery  
for vocational department.

Week of April 21-25

Monday

Meeting: Committee of 45

Attended advisory committee meet-  
ing; Dr. Shields discussed plans  
for presenting building plan to  
Board of Education; discussion on  
attendance policy.

Tuesday

Personnel (Extra-Duty)

Sold tickets at varsity-sophomore  
track meet.

Wednesday

Meeting: Superintendent

Met with Dr. Shields; was informed  
that the new master schedule would  
not be implemented during next  
school year due to conflicts in  
scheduling students on a split  
shift basis; told work on sched-  
ule was very good.

Week of April 21-25 (Continued)

Thursday

Personnel (Extra-Duty)

Supervised at girl's varsity track meet.

Friday

Meeting: Principal

Met with Mr. Jeffers; was asked to compile report on extra-duty personnel with recommendations for any changes in handling of recruitment of workers.

Week of April 28-May 2

Monday

Supervision (Student)

Substituted for regular bus student supervisor who became ill.

Personnel (Extra-Duty)

Began compiling information to be used in making extra-duty report.

Tuesday

Supervision (Student)

Substituted for regular bus student supervisor.

Wednesday

Main Office (Clerical)

Assisted secretaries in going over list of graduating seniors for students owing bills to district (textbooks, library, etc.).

Supervision (Student)

Substituted for regular bus student supervisor.

Thursday

Supervision (Student)

Substituted for regular bus student supervisor.

Friday

Personnel (Extra-Duty)

Sold tickets at boy's varsity-sophomore track meet.

Supervision (Student)

Substituted for regular bus student supervisor.



Week of May 5-9

Monday

In-Service Workshop

Attended all day workshop to complete writing of DLO's for Civics.

Tuesday

Personnel (Extra-Duty)

Sold tickets at varsity baseball game.

Wednesday

Personnel (Extra-Duty)

Worked on report for extra-duty personnel.

Thursday

Personnel (Extra-Duty)

Sold tickets at boy's and girl's varsity track meet.

Friday

Personnel (Extra-Duty)

Completed first draft of extra-duty personnel report.

Week of May 12-16

Monday

Personnel (Extra-Duty)

Submitted draft of extra-duty personnel report to Mr. Jeffers; report accepted as final.

Tuesday

Personnel (Extra-Duty)

Sold tickets at varsity baseball game.

Wednesday

Classroom Preparation

Thursday

Classroom Preparation

Friday

Personnel (Extra-Duty)

Supervised workers and collected tickets at boy's district track meet.

Week of May 19-23

Monday

Meeting: Board of  
Education

Attended regular business meeting;  
expresses appreciation for allow-  
ing participation in the intern  
program.

Tuesday

Classroom Preparation

Wednesday

Personnel (Extra-Duty)

Up-dated time sheets for workers.

Thursday

Personnel (Extra-Duty)

Totalled payroll sheets for extra-  
duty workers since December 6,  
1974; submitted payroll to Mr.  
Craig.

Friday

Classroom Preparation

Week of May 26-29

Monday

Classroom Preparation

Tuesday

Classroom Preparation

Wednesday

Workshop: Staff

Participated in teacher workshop  
to prepare master grade sheets.

Thursday

Main Office (Clerical)

Assisted secretaries collecting  
student report cards, teacher  
gradebooks, and master grade sheets.

Commencement

Attended graduation exercises; as-  
sisted in collecting caps and gowns  
from graduating seniors.

School Officially Closed

### III. SUMMARY OF INTERN ACTIVITIES AND RECOMMENDATIONS

#### Summary of Intern Activities

The culmination of the "internship program" at Mt. Vernon Township High School, District #201, was somewhat premature. The district superintendent felt that the work load in completing classroom responsibilities would be heavy. Therefore, the intern was expected to concentrate on classroom duties and complete those administrative duties previously started but not undertake any new activities. The only activity actually affected by this decision was in the area of the closing of school activities.

The internship began on August 19, 1974, and was planned to be one in which the intern would first observe and later participate in administrative duties. As the opening of school neared, Dr. Shields decided to assign the intern to some administrative tasks. Those assignments were to administer and supervise extra-duty personnel and to handle staff and student car registration. These activities added new meaning to the internship, especially in the area of extra-duty personnel. These activities consumed more than fifty per cent of the total time spent by the intern on administrative duties. This caused problems in the allotment of time toward other activities.

Administrative experiences of major importance also came in the areas of master scheduling, student attendance, and physical plant maintenance. Even though a new proposed master schedule was

shelved, the experience gained in preparing the schedule can be drawn upon in future years. Work in the office of the assistant principal lent itself to dealing with students on an individual basis. Finally, the experience with the plant superintendent added a new knowledge of physical plant operation and maintenance to the intern.

The internship provided introduction to experiences in the areas of vocational education, student discipline, curriculum development, and budgeting. Many activities in these fields were curtailed because of classroom duties and the assignment of extra-duty personnel supervisor. Time to work in these areas was usually in direct conflict with the times these activities were performed. For example, the curriculum committee met every Monday afternoon at the same time the intern was assigned to classroom teaching. Such was the case in the other areas; most activity occurred at times the intern was teaching class.

Four areas of school operation were given very little or no emphasis due to lack of interest to involve the intern in these areas. The intern found no practical or meaningful experiences in the areas of federal program administration, teaching evaluation, and recruitment of professional staff.

The intern was very fortunate in that twenty-two days of released time were given to attend professional meetings and workshops. Many experiences were gained by the intern concerning the problems and successes experienced by other school districts. Attendance at these meetings helped broaden the intern's knowledge

of how others dealt with situations in the areas of student discipline, finance, and vocational training only to name a few.

As seen in the daily log of activities, the intern covered several areas of administration found in the daily operation of a local school district. The intern was given a chance to participate in many activities that he normally would not encounter until actually employed to do that particular job. The amount of time spent performing administrative functions was far beyond the amount originally anticipated when the program began. The main problem encountered by the intern was allotment of time to any one particular area for any definite length of time. However, this program was found to be an experience that can only aid the intern in facing new situation and solving future administrative problems.

#### Recommendations

The internship, when planned and conducted properly, can be a very rewarding experience for both the intern and the participating school district. First the following questions should be answered: Will the intern have administrative status?; Will the intern on a full- or part-time basis?; What will be the scope of the intern's duties?; Will the intern be paid for performing administrative duties?; How can the intern best meet the needs of the district? When these questions are answered, the program can be put on a solid foundation with all parties involved knowing how to plan and what to expect from the program.

In planning a particular internship program the intern should be allowed to have at least a voice in the assignment of duties.



The assignment of teaching duties should be avoided if at all possible. The intern should not have to perform several activities at one time in order to gain as much experience in one area as possible. If these simple guidelines are observed, the internship can become an invaluable experience.