

## LETTER OF PROGRAM MEMORANDUM ED LDRSP 857

UNIVERSITY OF WISCONSIN OSHKOSH  
DEPARTMENT OF LEADERSHIP, LITERACY, & SOCIAL FOUNDATIONS

This memorandum details the agreement between the University of Wisconsin Oshkosh Department of Leadership, Literacy, & Social Foundations and sites where candidates are enrolled in the class Ed Ldrsp 857.

The Department of Leadership, Literacy, & Social Foundations will expect the following of the administrative candidate while at the site:

- gain practical understanding of and experience in the varied responsibilities held by a district administrator
- complete 100 hours of on-site practical experience
- demonstrate an understanding of the roles leadership, diversity, fairness and ethics in management, communication and collaboration play in leadership
- identify and demonstrate an understanding of job expectations held by a district
- identify concepts associated with the culture and environment surrounding work in an internship
- identify and gain practical experience in activities and issues associated with district-level leadership during the June through early September timeframe
- maintain a log of activity times to show progress toward this time requirement in order to document completion of the goals and objectives and corresponding activities.
- develop goals and objectives with site supervisor, with input from university supervisor – these objectives must be aligned with the Wisconsin Administrative Standards
  - This document becomes the contract for coordination of the internship
- meet three times with site supervisor and university supervisor (initial meeting, at the midpoint, and upon the completion of the required hours)
- follow program dispositions and self-assess one's performance with reference to these dispositions
- comport themselves professional and follow all university and school policies while on site

The site will provide the following:

- guidance, instruction, and mentorship in the K12 administrative setting
- practical experience in day-to-day operations and administration.
- site supervisors will participate in three triad meetings with the intern and university supervisor
- site supervisors will complete two written evaluations