

**Internship Contract Agreement
Practicum in Leadership and Policy (LHA 3044)
Department of Leadership Higher and Adult Education
Ontario Institute for Studies in Education / University of Toronto
(OISE/UT)**

between (name two participants or agencies):

1) OISE and

2)

OISE Term and Dates for the internship:

Doctoral Student Intern (name and contact details):

OISE/UT Intern Supervisor:

Dr. Lyn Sharratt
416-271-7668
lyn.sharratt@utoronto.ca

On-Site Intern Supervisor and Contact Details:

Name:
Position:
Contact Details:

Location of Internship:

Duration of the Agreement:

Purpose

The purpose of this internship is to: (examples provided please replace with your own descriptors)

- provide **on-site experience** in a **leadership role**
- articulate links between **theory and practice** as observed in the project
- provide an opportunity for the intern to **do work in another leadership context**

(Sample)This placement will provide the intern with a broad grasp of what it is like to operate in an administrative environment with a degree of risk and responsibility. This position will allow the candidate to acquire practical experience as an administrative leader, and gain a deeper understanding of current educational leadership issues, strategy and discourse in the Community College system.

Goals of this Internship

The goal(s) of this internship is/are:

-

Expectations

The intern will:

- produce a log of activities, which is signed by on-site supervisor and intern upon completion of internship
- produce two reflective journals, at the end of 50 hours and 100 hours, which will be shared with OISE/UT Supervisor (Lyn). The format is: Retell (status of deliverables), Relate (relate to the Ed D. course content taken), Reflect (reflect on leadership experience, compare to own leadership experience and describe in detail the Lessons Learned).
- write a final reflective report that is produced at the end of the internship that summarizes and analyzes the internship experience through expectations, outcomes and deliverables as well as lessons learned, culminating in how this internship advanced the interns thinking towards the Thesis Proposal and writing the dissertation. This reflective essay can become part of the artifacts prepared for The Comps exam.
- Include pertinent, current references in all reflective papers.

Functions/Tasks/Activities

The intern will: for example...

- **collaborate**
- **chair** and **lead**
- **share** processes and findings
- **communicate**
- **develop**
- **initiate** project management
- **take action on behalf of the organization**
- **use** creative, educational and administrative experience to resolve tensions and foster an environment where diverse voices are heard, challenges are made, and purposes are fulfilled

Please fill in what skills you, the intern expect to demonstrate in this internship:

The On-Site Supervisor Will:

Provide mentoring both in practical leadership development and academic/theoretical leadership development

Challenge, reflect and communicate performance issues and opportunities

Guide the intern

Sign the Log

Provide OISE (Lyn) with a statement of the intern's performance upon completion of the internship.

Deliverables to OISE and Anticipated Time Lines (Please fill in estimated dates)

1. Contract: Signed by intern and on-site supervisor before the beginning of the work.....
2. Reflection #1.....
3. Reflection #2
4. Final Reflection.....
5. Log (indicating how 120 hours were spent).....
6. Signed Statement from On-Site Supervisor.....

Summary:

Three academic reports: two-reflective journals and one final report of lessons learned and integrative thinking are submitted to OISE supervisor (Lyn). The first academic report is due after approximately 50 hours of internship. The second is due after 50 – 100 hours of internship. The final report, including the copy of the internship log, and any materials that have been created, is due to Lyn after 120

hours and the completion of the internship. These will be delivered in an Exit Interview scheduled with Lyn before final grades are due.

Deliverables to Organization: (Please expand on the deliverables negotiated with On-Site Supervisor)

-

Accountability

The intern is responsible to the On-Site and OISE Supervisors to act in a professional manner at all times and honour the timelines agreed upon in this contract.

Confidentiality

The Intern will keep all management information confidential.

Time Commitment (120 hours)

The Intern will provide 120 free research and leadership hours to the organization names in this contract.

Summarize how this will be spent

Expenses

The intern candidate will **not be remunerated**. If expenses occur, such as travel costs if expected, the host organization may reimburse the candidate by following the regular reimbursement policies of the organization.

Signature of Intern

Signature of On-Site Supervisor

Internship Supervisor