

**Tarleton State University
New Century Educational Leadership Program**

INTERN AGREEMENT

INTERN: _____ Social Security #: _____
Certification Area: _____ District: _____
Campus: _____ Campus Telephone #: _____
Campus Address: _____ City, State, Zip: _____
Mentor Principal: _____ Superintendent: _____
E-mail _____ University Mentor: _____

As an intern in the Tarleton State University New Century Educational Leadership Program (NCELP), you agree to the following requirements:

1. Complete all standard employment procedures in a fully accredited school district as a campus administrator of record (minimum 50%) or validate completion of all intern requirements.
2. Provide information regarding your employment and job performance to Tarleton as requested.
3. Participate in all training activities in a professional manner. Attendance at all sessions is mandatory; tardiness and leaving early will be counted as absences.
4. Participate in a coaching conference with your university mentor each semester to select areas for skill development, complete assigned projects related to skill development, and provide reflections on your progress/accomplishments as requested by the campus and university mentor.
5. Complete the INTERN Log, updating it each semester; review and discuss it with your mentors, and submit it to your university mentor.
6. Develop a professional growth plan with measurable goals.
7. Complete the necessary documentation with the employing school district for payroll deduction of program fees, if required.
8. Register for and pass the required TExES exam for the Standard Principal Certificate.
9. Successfully complete all required outcomes as specified by Tarleton, including a portfolio of your work, and a presentation of the Field-Based School Improvement Project.
10. Notify your university mentor of any difficulties as soon as possible so that support can be arranged.
11. Notify the university mentor at Tarleton of change of address, phone numbers, and e-mail addresses during the time in the NCELP program.
12. If recommended for an additional program year due to failure to meet any of the above requirements you will agree to the extension contract, which may include additional payments and professional development requirements.
13. In signing below, the intern is agreeing with the above terms and conditions of the NCELP program and acknowledging that the Standard Principal Certification requires a favorable recommendation from NCELP staff, as well as the employing school district.

INTERN'S Signature

Date

Return to: New Century Educational Leadership Program, Director, Box T-0210,
Stephenville, TX 76402 or fax (254) 968-9525