NOTICE TO DISTRICT SUPERINTENDENT OF APPLICATION FOR ADMISSION TO EDUCATIONAL ADMINISTRATION PROGRAM

The Department of Educational Administration at California State Univ., Fullerton, works collaboratively with school districts in training future school administrators. The Candidate listed below is making application for admission to a credential program. The candidate will be seeking letters of reference from three professional leaders. One reference must be from a district level administrator and one from a building level administrator. Please sign this form indicating that you are aware that this person is making an application to our program. We seek to place candidate in exemplary, well-managed schools for their fieldwork experience. This individual will require the assistance of a mentor who is an administrator in your district. It is CSUF’s goal that working collaboratively we can select excellent mentor administrators to work with our students. If this student is also getting a master’s degree, they will likely be doing a research project based in your district. Use of existing testing data and survey research are common types of data collection methods. The research project will be approved by the department as a class activity. By signing this form you are giving permission for this individual to do fieldwork and a research project in your district. Details of the fieldwork plan and the research project will be approved by the mentor administrator for this student. If you have any concerns about this arrangement please so indicate or contact the head of the Department, Dr. Louise Adler at (657)278-7673

Candidate completes this section:

Name of Applicant to a credential program: ____________________________________________

First name Last name

Site of work assignment__________________________________________________________________

Program for which candidate is applying:  First semester for which applying, fill in year

☐ Preliminary Administrative Cert./Cred.  Fall_______ Spring_______

Preference for mentor: ________________________________________________________________

First name Last name

(Mentors are appointed through collaboration between your district and your university advisor.)

School/Site________________________________________________________________________

Superintendent completes this section:

The above named candidate may conduct fieldwork and a research project as a part of the administrative credential program at CSUF and the district agrees to have one of our employees act as a mentor for this individual.

[Concerns, if any:____________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

________________________________________________ _________________________

Signature  Date

________________________________________________ (______)___________________

Print name  Phone

__________________________________________________________________________________

Address

Please return this form to the candidate who must include it their application
District Responsibilities for Fieldwork

For fieldwork to be successful, the selection of a mentor and the site placement for the fieldwork are critically important. These decisions should be the result of a collaborative effort among the candidate, the school district, and the university. The mentor and the placement site must be approved by the superintendent or the superintendent’s designee and by the university supervisor. The candidate, to the extent that qualifications permit, should actually play the role of assistant administrator in the areas assigned and contribute to better instruction, personnel administration, community relations, business services, or other school functions. At Cal State Fullerton, students do fieldwork during all the semesters they are enrolled in the program.

Resources the District Provides:
- Time for the mentor-administrator to work with the future administrator
- Time for the mentor-administrator to be in contact with the university supervisor
- Some class coverage to allow time for meetings and for fieldwork activities such as visits to other sites or the district office or for fieldwork activities such as shadowing an administrator for a day
- Helping the mentor and the student arrange fieldwork activities at sites with diverse student populations and at a variety of school levels and settings.

Providing a mentor-administrator whose work entails:
1. Helping to create the mentor-administrator to work with the future administrator.
2. Planning the fieldwork activities in collaboration with the candidate.
3. Conferring with the candidate on a regular basis with respect to expectations, advice, and assessment of the candidate’s work. Mentoring should reflect the candidate’s changing needs as s/he progresses through the program.
4. Assuring that the planned fieldwork activities are balanced to provide (a) an awareness of a full range of administrative responsibilities, (b) both site level and district level functions, (c) experiences with diverse populations, and (d) experience at more than one school level (e.g. primary, upper grades, middle/jr. high, high school, adult school).
5. Verifying that the candidate has completed the activities;
6. Evaluating the effectiveness with which the field experiences were accomplished.

Fieldwork mentor-administrators must:
- be willing to serve as a mentor for the full time the individual is enrolled in the program.
- hold a valid administrative credential in California.
- be employed in a school district as an administrator.
- hold a master’s level or higher degree.
- have a minimum of one year of prior experience as a school administrator (we prefer much more experience).
- be qualified in supervision and oriented to the supervisory role.
- be willing to cooperate with the Department and faculty in monitoring the work of the mentee/student, assisting the student in planning the fieldwork experience, monitoring and assisting the student in completion of the projects, assisting the student in completing the necessary documentation, and providing feedback on the student’s progress to both the student and the Department faculty.

Roles and Responsibilities of the Mentor:
✓ Serve as a coach to a credential candidate.
✓ Facilitates professional development of the candidate.
✓ Helps the candidate establish professional connections and develop her/his career.
✓ Provides the opportunity to apply newly acquired skills.
✓ Provides knowledge and expertise on a wide range of issues.
✓ Provides feedback on the candidate’s work.
✓ Provides moral support.
✓ Acts as a role model.
✓ Interacts with the candidate with humor, flexibility and generosity.
✓ Provides guidance, counsel, and advisement.
✓ Works collaboratively with the University supervisor assigned to the candidate.