Notice to District Superintendent of Applicant
M.S. Educational Administration and/or Preliminary Administrative Credential Program

The Department of Educational Leadership at California State University, Fullerton, works collaboratively with school districts in training future school administrators. The candidate listed below is applying for admission to our credential program. Please sign this form indicating that you are aware that this person is applying to our program. This individual will require the assistance of a mentor who is an administrator in your district. The student is responsible for identifying such mentor. A student who is also earning a Master of Science degree will be doing a research project based in the district. Use of existing testing data and survey research are common types of data collection methods. The department, as a class activity, will approve the research. Details of the fieldwork plan and the research project also require district approval. If you have any concerns about this arrangement please contact the Department at (657) 278-4023.

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:  
☐ Preliminary Administrative Credential  
☐ M.S. Degree and Preliminary Administrative Credential

First semester for which applying, fill in year 
Fall________ Spring________

Superintendent completes this section:

The above named candidate may conduct fieldwork and a research project pending district approval as a part of the Educational Leadership program at CSUF. The district agrees to have one of its administrators act as a mentor for this individual.

Concerns, if any: ________________________________

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__________________________________________  ________________________
Signature                                      Date

(_____) _____________________
Print name                                      Phone

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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. The superintendent provides the confirmation that this requirement will be met when the “Notice to District Superintendent of Application” form is signed for the Applicant Portfolio in the admission process. At California State University, Fullerton, students do fieldwork during all the semesters they are enrolled in the program.

To the extent possible, district will provide
- Time for the mentor-administrator to work with the future administrator.
- Some class coverage to allow time for meetings and for fieldwork activities such as visits to other sites or the district office for fieldwork activities such as shadowing an administrator for a day.
- Help for the mentor and the student in arranging fieldwork activities at sites with diverse student populations and at a variety of school levels and settings.

Mentor Qualifications
The mentor must be certified, experienced in school administration, and qualified in supervision. A master’s degree in educational administration is preferred and a Clear Administrative Services (Tier II) Credential is required.

Mentor Responsibilities
A single administrator should be identified as the mentor and assumes overall responsibility for the entire semester. The mentor’s work entails the following:

1. Helping to create a support system for candidates for the administrative credential;
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/junior 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;

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.

It is true that mentoring of a candidate seeking such experience will take some time, but it is also true that the candidate can become an efficient right arm of the mentor/administrator in making administration more complete and effective.