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***Center for Graduate and Professional Studies***

**EDG 640: THE PRINCIPALSHIP/SCHOOL ADMINISTRATION**

**AND**

**EDG 650: ADMINISTRATIVE INTERNSHIP**

**Administrator Interview – 50 points**

Students will conduct an interview (approximately 30 minutes) with a current administrator (principal, assistant principal, supervisor, athletic director, director, superintendent, assistant superintendent, etc…) to learn more about their role, as well as to discuss their philosophy of leadership, change, entry into a position, and other topics discussed in class. Students will submit a copy of the proposed questions for approval prior to the interview. Students will then develop a written report, including reflection, following the interview.

1. Develop a list of potential questions that you will use to guide your interview. You should plan on 8-10 questions. In developing your questions, incorporate some of the topics and issues that we have discussed in class thus far. This will also be an opportunity for you to discuss philosophy with the administrator. Questions that will lead to some discussion and dialogue between you and the administrator will work best. Submit your list of questions to Dr. Salladino’s for his review and approval.
2. Arrange a time to meet with the administrator. Try to get this appointment on his/her schedule as soon as possible. You may wish to provide them with a copy of the questions prior to the interview.
3. For your written report, include the following:
   1. Report the response to each question. List the question and answer.
   2. Write a reflection (approximately 2 pages) about your interview – what surprised you, what did you learn, what did the conversation make you think about, etc…

***The assessment of the assignment will be based upon the following criteria:***

1. Completion of all steps outlined above.
2. Thoughtful reflection on the interview that includes connections to topics that have been discussed in class.
3. Well-written assignment that is free of errors.