

# 2009 – 2010 FIRST GENERAL INTERNSHIP MEETING

June 3, 2009 Phoenix Extension Site (4:45 – 6:45)

May 28, 2009 Finger Lakes Community College (4:00 – 6:00)

## AGENDA

### I. Introductions

### II. Internship Application Procedures

You will need to download these forms from the Department's website [www.oswego.edu/edadmin](http://www.oswego.edu/edadmin)

- A. Appendix G: Pre-Internship Checklist
- B. Appendix H: Internship Interest Inventory
- C. Appendix I: Proposed Internship Schedule

### III. Internship Schedule Options

### IV. Calendar of Intern Meetings

- A. **CNY All-Intern Meeting** schedule (4:30 - 6:30). Location: to be announced.
  - September 24, 2009 - Learning Plans Due; Discussion Re: Portfolios
  - November 12, 2009 - Law/Personnel
  - February 4, 2010 - The Job Search/Paperwork
  - March 11, 2010 - Interviewing for Administrative Positions
  - May 14, 2010 - Annual Department Meeting (**attendance required**).
  - May 15, 2010 - Graduation (However, completion is actually in August.)

#### **FLCC All-Intern Meeting Dates:**

- October TBD, 2009 - Learning Plans Due; Discussion Re: Portfolios
- November TBD, 2009- Law/Personnel
- February TBD, 2010 - The Job Search/Paperwork
- March TBD, 2010 - Interviewing for Administrative Positions
- May 14, 2010 - Annual Department Meeting (**attendance required**).
- May 15, 2010 - Graduation (However, completion is actually in August.)

- B. Five Intern Group Seminar/Business Meetings  
September – June, at internship sites. Each group to arrange with their college supervisor.  
**One seminar devoted to topic of diversity.**

### V. Internship Requirements (Handbook on CD) \$8 fee

- A. Internship Requirement Checklist (download from website).

### VI. Administrative Certification (Temporary) for Internship

- A. You must apply for an administrative internship certificate from SED at their TEACH website <http://ohe32.nysed.gov/tcert/teach/> on you have secured an internship.
- B. Fingerprinting must be on file with New York State Education in order for an internship certificate to be issued.

### VII. Child Abuse & Neglect Training/SAVE Training

It is each intern's responsibility to arrange for his or her training and certificate -- send a **photocopy** of each certificate to the Educational Administration Department, 303 Park Hall, SUNY Oswego, Oswego, NY 13126

## **VIII. Handbook for Field Supervisors**

### **IX. Comprehensive Examination**

Team part connected to the Leadership Project.  
Individual Part

### **X. Final Assessment**

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**Definition of Diversity:** The department adopts the University of Maryland's definition of diversity.

Diversity is "otherness," or those human qualities that are different from our own and outside the groups to which we belong, yet are present in other individuals and groups. It is important to distinguish between the **primary** and **secondary** dimensions of diversity.

**Primary** dimensions are the following: age, ethnicity, gender, physical abilities/qualities, race and sexual orientation.

**Secondary** dimensions of diversity are those that can be changed, and include, but are not limited to: educational background, geographic location, income, marital status, military experience, parental status, religious beliefs, and work experience.