

**SUNY Oswego  
Educational Administration**

**Guidelines**

**Comprehensive Examination**

- I. Work with your intern college supervision to schedule your exam by July 15<sup>th</sup>.
  
- II. Deliver a complete set of your platform statements and your updated resume to each member of the interview panel one week prior to the comprehensive exam.
  
- III. The panel is comprised of:
  - Your Field Supervisor
  - One other school administrator who does not know you
  - Your College Supervisor
  
- IV. The exam is scheduled for no more than one to one and one-half hours, as follows:
  - You respond to the following: (5 min.)
    - *Tell us about yourself.*
    - *How did you get to this point in your career?*
    - *What are your career goals?*
  - You respond to questions about leadership based upon your coursework, your leadership opportunities, and the Standards for Leadership (ILSSC). (45 min.)
  - You leave the room while the panel evaluates your performance based upon the rubric provided. The panel decides whether or not they believe you are ready to enter the field. A consensus decision is required. (10 min.)
  - The panel tells you their decision and offers feedback on the quality of your performance, including tips on interviewing skills. (10-15 min.)
  - The college intern supervisor completes the blue form and submits to the Coordinator of Comprehensive Examinations.

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**Teaming Skills Reflection\***

1. Collect verbal or written data from the people you worked with on your Leadership project on the ways (behaviors) in which you :
  - Demonstrated concern for task
  - Demonstrated concern for people
  - Provided resources to team
  - Ensured that values of district and community imbued the final product
  - Communicated
  - Diagnosed team needs, intervened
  - Resolved conflicts
2. Request and receive a written report from your supervisor on the quality of your Leadership Project (the product).
3. Identify the critical points in your leadership of the project, indicate what you did, and describe the outcome.
4. On the basis of 1, 2, & 3, write a reflective essay on your team leadership skills.
5. Mail or give to your college internship advisor at least one week prior to your scheduled comprehensive examination. S/he will grade PASS/FAIL and inform Director of Comprehensive Examination.
6. The intern supervisor completes the yellow form and submits paperwork to the Comprehensive Examination Coordinator.

\* This is both a piece of the comprehensive exam and your Leadership Project reflection.