

UNIVERSITY OF KENTUCKY
College of Education
Department of Educational Leadership Studies
Superintendent Certification Program

MOA-COOPERATING SUPERINTENDENT-SUPERVISOR PRACTICUM FORM (PSEL)

Student's Name: _____

Superintendent/Supervisor's Name: _____

Superintendent /Supervisor Title: _____

Name of District: _____

AGREEMENT

I agree to serve as a Cooperating Superintendent-Supervisor for the above practicum student enrolled in the University of Kentucky Superintendent Certification Program.

Superintendent/Supervisor Signature Date

DIRECTIONS: The student should retain the original copy and provide a photocopy of the signed Agreement to the Cooperating Superintendent/Supervisor and include one in their Capstone Report.

GENERAL GUIDELINES FOR COOPERATING SUPERINTENDENTS/SUPERVISORS

The following General Guidelines for serving as Cooperating Superintendent/Supervisor is intended to provide common expectations of their role. They include:

- Practicum students should be introduced to district office staff and school administrators and invited to work sessions, conferences, special meetings and planning sessions as well included in routine administrative activities as practicable. This will facilitate recognition of student and help her/him gain assistance and cooperation of staff members who may be asked to share data, knowledge and expertise with them. This is an important consideration even if the Superintendent Practicum student is currently a staff member in the district.
- Students are required to develop and complete several Capstone Report Projects each semester throughout the three semester-long Superintendent Certification Program. It is important that the Cooperating Superintendent/Supervisor help to identify these projects or processes as well as provide opportunities for hands-on involvement in completing them. If you have several University of Kentucky Superintendent Practicum students in your district they may collaborate on projects. Mentors and students may review ***Important Due Dates for Superintendents*** published annually by KDE to identify possible projects that are both relevant and seasonally aligned with UK Semester assignments. Most projects may require several semesters to complete. In these cases students may complete Capstone Project Cover Sheets and indicate that it is “in progress”.
- All Capstone Projects must be aligned with PSEL (CCSSO, 2015) and ISTE/NETS-A Standards. This alignment not only recognizes the importance of the field-based learning but also the critical role district superintendents play in preparing the next generation of superintendents for Kentucky’s school districts.
- Cooperating Superintendents/Supervisors are encouraged to set aside time on a regular basis to meet with the Practicum student to discuss selected district-based Capstone Report projects. In addition, these sessions may offer opportunities to discuss other matters relating to district affairs and help Practicum students gain insights into superintendents’ management and leadership roles. Mentoring aspiring superintendents as well as providing advice to district colleagues has been important role played by district superintendents and is based on mutual trust and recognition of the need for confidentiality.

Questions: If you have questions please contact Dr. Lars Björk, (lbjor1@uky.edu) (859-257-2450) Coordinator of the UK Superintendent Certification Program. Also, we invite you to visit the UK/EDL web page and review the program and faculty <http://leadership.uky.edu/people/faculty/> .

THE CAPSTONE REPORT AND PANEL REVIEW PROCESS [PSEL]

