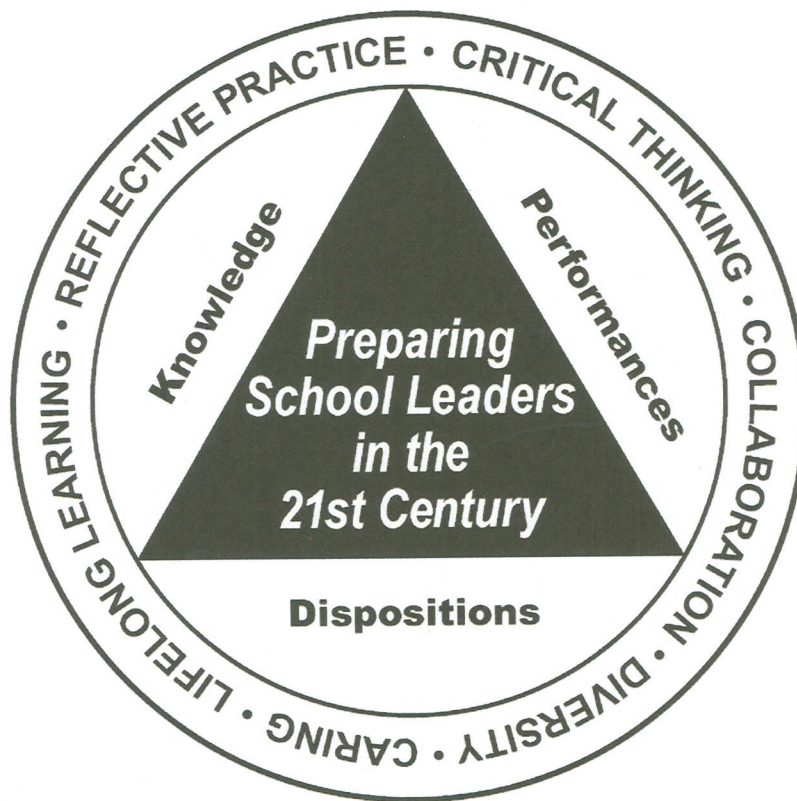


Think **SUCCESS** ★ Think **TWU**

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*Educational Leadership*  
**INTERNSHIP HANDBOOK**



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**TEXAS WOMAN'S UNIVERSITY**

Department of Teacher Education  
College of Professional Education  
Denton, Texas

Revised – June 2006

**TEXAS WOMAN'S UNIVERSITY**  
**Denton-Dallas-Houston**

**MISSION STATEMENT**

Texas Woman's University is a notable institution, primarily for women, dedicated to excellence through academic achievement, research and creativity, innovation and collaboration and committed to fiscal accountability.

TWU's academic and social environment empowers students by inspiring intellectual curiosity and lifelong learning, embracing scholarship and research, developing leadership and personal responsibility, and promoting diversity and respect for all individuals.

TWU educates students to succeed as they pursue careers, research or graduate study in the liberal arts and health, education and business professions. By setting high expectations and high ideals, TWU prepares its graduates to lead personally and professionally fulfilling lives.

**Approved by the Texas Woman's University's Board of Regents February 2005.**  
**Approved by the Texas Higher Education Coordinating Board October 2005.**

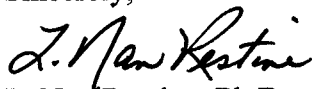
# W E L C O M E

Welcome to your internship semester – the final phase in your master's degree and principal certification program.

This handbook was prepared to assist you in working with your school administrator mentor and university supervisor to ensure a successful and rewarding experience. A successful internship is crucial in helping prepare you for entry into a school leadership position. It is very important that you take advantage of every opportunity to experience the “big picture” of school leadership and administration. Be proactive, be assertive, and volunteer to take the lead on projects, initiatives, and activities whenever possible.

This is an exciting and challenging time in your preparation for school leadership. Consequently, we hope that your internship will become the capstone experience of your graduate and certification program. On behalf of the Educational Leadership Faculty, we offer our best wishes for a successful and rewarding semester.

Sincerely,



L. Nan Restine, Ph.D.  
Professor and Chair  
Department of Teacher Education  
Texas Woman's University

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**§§§**

*Please remember that effective and efficient uses of your **time** are two of the key components of a successful internship. Consequently,*

***T**.....Take*

***I**.....the Initiative*

***M**.....to choose Meaningful*

***E**.....Experiences.*

