



**VERMONT**  
**AGENCY OF EDUCATION**  
**EDUCATOR QUALITY DIVISION**

1 National Life Drive, Davis 5  
 Montpelier, VT 05620 (p) 802-828-1130 | (f) 802-828-6430

## Sample Internship/Practicum template

### Supervisory Union/District or School or College Letter Head

Vermont Agency of Education  
 Licensing Office  
 1 National Life Drive, Davis 5  
 Montpelier, VT 05620

Date

This letter is to serve as documentation for (educator’s name) Administrative Internship as required for Vermont licensure as a (Superintendent, Principal, CTE Director, Director of Special Education, Director of Curriculum).

(Educator’s name) has completed the required 300 hours of supervised, substantive field experience and has demonstrated competence in the Core Leadership Standards for Vermont Educators, *per 5150 of the Rules Governing the Licensing of Educators and the Preparation of Educational Professionals.*

Example:

<i>Field Experience &amp; Grade Level</i>	<i>Duties Completed/Vermont Core Leadership Standards Addressed</i>	<i>Supervision Performed</i>	<i>Hours</i>	<i>*Field Mentor</i>
<i>Green Elementary School K-5</i>	<p><i>All responsibilities of an elementary principal including demonstration of the following Core Leadership Standards:</i></p> <ul style="list-style-type: none"> <li><i>• 1. Facilitating the development, articulation, implementation and stewardship of a widely shared vision for learning;</i></li> <li><i>• 2. Developing a school culture and instructional program conducive to student learning and staff professional growth;</i></li> <li><i>• 3. Ensuring effective management of the organization, operation, and resources for a safe, efficient, and effective learning environment;</i></li> <li><i>• 4. Collaborating with faculty and community members, responding to diverse community interests and</i></li> </ul>	<i>Weekly check-in meetings Observation Goal Setting</i>	200	

<i>Field Experience &amp; Grade Level</i>	<i>Duties Completed/Vermont Core Leadership Standards Addressed</i>	<i>Supervision Performed</i>	<i>Hours</i>	<i>*Field Mentor</i>
	<p><i>needs, and mobilizing community resources;</i></p> <ul style="list-style-type: none"> <li>• <i>5. Acting with integrity, fairness, and in an ethical manner; and</i></li> <li>• <i>6. Understanding, responding to, and influencing the political, social, legal, and cultural contexts.</i></li> </ul>			
<i>Violet Central Middle School 6-8</i>	<p><i>All responsibilities of a Middle School Principal including demonstration of the following Core Leadership Standards:</i></p> <ul style="list-style-type: none"> <li>• <i>1. Facilitating the development, articulation, implementation and stewardship of a widely shared vision for learning;</i></li> <li>• <i>2. Developing a school culture and instructional program conducive to student learning and staff professional growth;</i></li> <li>• <i>3. Ensuring effective management of the organization, operation, and resources for a safe, efficient, and effective learning environment;</i></li> <li>• <i>4. Collaborating with faculty and community members, responding to diverse community interests and needs, and mobilizing community resources;</i></li> <li>• <i>5. Acting with integrity, fairness, and in an ethical manner; and</i></li> <li>• <i>6. Understanding, responding to, and influencing the political, social, legal, and cultural contexts.</i></li> </ul>	<p><i>Weekly check-in meetings</i> <i>Observation</i> <i>Goal Setting</i></p>	150	

**\*If college program**

Sincerely,

---

Supervisor(s) signature(s)