M.A. in Education: Educational Leadership and Administration Option

Candidates identify field-based mentors, typically site administrators, with whom to partner for support, guidance and reflection throughout the program. The mentor confers with the candidate on a regular basis regarding the expectations and assessment of the candidate’s work in the program. This relationship is a key element in assuring that candidates begin seeing school and educational issues from the perspective of the Effective, Reflective and Engaged educational leader.

**Site Mentors are recognized and rewarded by:**

1) being special guests at topical meetings,
2) providing professional insights and recommendations regarding Educational Administration program improvements,
3) being special guests at University conferences and convocations,
4) being asked to provide guest lectures/presentations for CSU students, staff, and members of the Educational Leadership Network.

**Site Mentor Expectations:**

1) Demonstrated effectiveness as an educational leader
2) Appropriately credentialed
3) Current understanding of the changes within the profession at a national, state, and local level
4) Demonstrated knowledge of the Administrative Services Credential Program
5) Demonstrated skills in observation and coaching techniques
6) Demonstrated expertise in fostering adult learning

**Site Mentor Commitment:**

5) Commitment to provide guidance and feedback to the candidates
6) Commitment to delegate administrative responsibilities to candidates
7) Commitment to meet with candidates and University Supervisors for scheduled three-way conferences
8) Commitment to provide written evaluations of candidates
9) Commitment to work with the Department of Education faculty via orientation sessions, three-way conferences, and on-going communication
University Supervisor Roles and Responsibilities:

The Educational Leadership and Administration Field Placement Program, in concert with the program coordinator, university staff, site mentors, candidates and the Educational Leadership Network, provide a coordinated, challenging, and supportive program that develops and refines the knowledge, skills and attitudes required for leadership positions in educational administration. As a part of the overall program, the University Administrative Field Supervisor's responsibilities are as follows:

1) Communicates the expectations and roles of site mentors both verbally and in writing.
2) Facilitates site mentor partnerships as needed.
3) Provides opportunities for ongoing communication between university personnel, the site mentor and the candidate.
4) Participates in orientation, mid-semester and end of semester meetings.
5) Promotes university activities designed to encourage site mentors, candidates and faculty to collegially explore leadership issues that positively affect student learning, establishing and maintaining positive school/organizational cultures, and professional collaboration.
6) Participates in program assessments based on site mentor and alum feedback, insights and recommendations and uses data for program improvement.

Candidate Signature ____________________________ Date ____________

Site Mentor Signature ____________________________ Date ____________

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