



UNIVERSITY OF
OREGON

College of
Education



COSA/EO Principal License Internship

When does the internship begin? The internship takes place during the second year of the program and begins fall quarter. It spans three quarters of approximately 10 weeks each.

How many hours are required? Three hundred clinical internship hours are required for licensure. These clinical hours are aligned to the [NELP Building Level Standards](#).

Can I get credit for hours completed during the first year of the program? Clinical hours accrue during the internship year. You cannot get credit for leadership activities prior to then.

What about summer hours? I've heard you can get credit for leadership activities completed during the summer. Yes, with an approved summer plan you can accrue up to 50 clinical hours during the summer prior to your internship. Information on summer plans and hours will be given at the internship orientation in the spring.

What is the internship orientation? The internship orientation takes place in the spring of the first year in the program. The internship requirements and expectations will be outlined, and you will have an opportunity to meet the university supervisors. The orientation takes place via Zoom and your choice of two dates will be offered. This orientation is required.

How do I choose a site mentor? Your site mentor is generally the principal or assistant principal at the building where you are employed. Primary mentors need to have held an administrative license (in Oregon or out of state) for three years.

What if I work at the district office? How do I choose a mentor? The Principal License is a building-based license. You will choose a building in your district where you can complete your internship. Generally, that building principal serves as your primary mentor and someone at the district level may serve as your secondary mentor. You can count some of the district leadership activities as part of your clinical hours as well as leadership activities completed at the building you choose.

What if I'm already a principal? How do I choose a mentor? Generally someone from your district office would serve as your site mentor if you are a principal.

There are a lot of changes happening in my district. What if my mentor leaves the district? The COSA team will help you identify a new mentor.

Who are the university supervisors? The university supervisors are a team of leaders from Oregon. Most are either retired or practicing school leaders. COSA will assign you a university supervisor who will guide you during your internship. Your university supervisor will be your primary point of contact during the internship.

What is the ILP? The Internship Leadership Project (ILP) is a school improvement project that you will design and lead during your internship year. It spans the length of the internship. Click [here](#) to see some videos of projects.

Are there other projects during the internship? Yes, two more — the Leading for Equity Project and the Systems and Structures Analysis Project.

Do I have to do clinical internship hours at both the elementary and secondary levels?

The Oregon Principal License requires you to have clinical hours at both elementary and secondary levels. You will primarily complete your internship at one school (for example, elementary). The Systems and Structures Analysis Project will be completed at the level other than your internship site (for example, middle or high school). The Systems and Structures Analysis Project requires 15 clock hours at the site other than your internship site. This project requires you to identify five factors of diversity between the two schools. You will choose an aspect of leadership to compare/contrast between the two settings as well as two topical areas.