

Dear Colleague:

As part of the application to UNE's Certificate of Advanced Graduate Study in Advanced Educational Leadership, we ask the applicant's supervisor to review the types of academic work that will require some level of support from you. _____ has listed you as her/his supervisor.

Applicant Name

Through formal and informal field work projects, students will be required to meet standards in:

- School reform
- School culture
- Educational initiatives
- Supervision and evaluation strategies
- Communication
- Leadership and Ethics
- Finance
- Strategic planning
- **School and community relations**
 - This will require 80 hours of field based work that must be completed in a different educational setting than that in which the candidate is employed per State of Maine Chapter 114.
- **Internship**
 - 150 hours completed in a 16 week period at a selected internship site which must be in a different educational setting than that in which the candidate is employed per State of Maine Chapter 114.

A waiver can be filled out to allow students to complete field-based work and internship requirements in their own buildings, but it is important for you as a supervisor to speak with the student about the Department of Education rules for certification in your state.

I, _____, as _____, endorse _____ for the
Supervisor Name Supervisor Title Applicant Name

Certificate of Advanced Graduate Study in Advanced Educational Leadership Program at the University of New England.

Signature of Supervisor

Date