



### APPLICATION PROCEDURES

- A. Interns and mentors apply as a team.
- B. Interns and mentors may come from the same school or from different schools, although it is preferred that the team resides in the same school. If the intern and mentor are from different schools that are quite far away, the intern's own administrator may have to assume some of the mentoring responsibilities.
- C. The intern completes the Intern Application and returns it to CSI by November 9, 2007.
- D. The intern seeks two Letters of Recommendation—one from the intern's current supervisor, and one from a teaching colleague. These recommendations must be returned to CSI by November 9, 2007.
- E. The mentor completes the Mentor Application and returns it to CSI by November 9, 2007.
- F. CSI will accept no more than 15 intern-mentor teams during a school year. If more teams apply, a team of impartial readers will decide which teams to accept based upon the quality of their applications.

### SCHOLARSHIPS

- A. CSI will supply each team that is chosen with a USD\$1000 scholarship.
- B. USD\$250 of this scholarship is a stipend to the mentor. USD\$150 is a stipend for the intern. USD\$600 is used to pay for substitute/supply teacher pay that the school(s) incur, books, travel, convention registration, or other costs to implement the program.

### CURRICULUM

- A. CSI provides a curriculum for the team, a portion of which is required (core) and a portion of which is chosen by the team to fit their situation (elective). See the Intern-Mentor Program Syllabus for more information.
- B. After teams are chosen, CSI sends to each mentor a letter regarding planning and implementing the program.
- C. Both interns and mentors are required to write mid-term reports and final reports as assessments of what has been learned, what has been done, and the value of the program.

## **PROGRAM TIME LINE**

<b>November</b>	Applications and references due in CSI office
<b>December</b>	Teams notified of acceptance
<b>January</b>	Teams initially meet and agree to a timeline and program
<b>March 15</b>	Mid-term report is due to CSI
<b>May 15</b>	Final report is due to CSI
<b>June</b>	Checks and certificates are mailed pending full completion of the program

## **COMPLETING THE PROGRAM**

- A. Upon receipt of all final reports, CSI sends a USD\$1000 check to each mentor and an award certificate to each intern.
- B. The mentor is responsible for distributing the money and seeing that the certificate is presented to the intern by the president of the school board or the president of the local administrators' organization at an appropriate public meeting.