

UNIVERSITY OF ILLINOIS AT SPRINGFIELD
Department of Educational Leadership
Superintendent/Chief School Business Official Endorsement Cohort
EDL PROGRAM ADMISSIONS/APPLICATION PROCESS

The mission of the Educational Leadership program (EDL) at the University of Illinois at Springfield is to prepare collaborative proactive educational leaders committed to improving the quality of leadership in a variety of organizational contexts.

The Program

The EDL program provides a carefully planned set of experiences designed to develop the knowledge, skills, dispositions, and competencies needed by educational leaders at the local and state levels. Specifically, students entering the EDL Superintendent's/Chief School Business Official's (CSBO) Endorsement program have several options:

Students may participate in the cohort and complete the 36 hrs of EDL classes that are designed to meet the course work requirements needed for the state Superintendent's/Chief School Business Official's Endorsement. In addition to completing the required course work, students selecting this option must possess a principal's endorsement and, prior to receiving the Superintendent/CSBO certification, pass the state certification test, and have completed two (2) years of school administrative experience.

Cohort Qualifications and Concept

To participate in the UIS Superintendent's/Chief School Business Official's Endorsement cohort, students must be, or recently have been, a practicing school administrator, supervisor, or in a teaching, state, or other governmental leadership position. Students seeking a Superintendent's/CSBO Endorsement must show evidence of a valid teaching certificate and two years of fulltime K-12 teaching experience, as required by the state to receive principal endorsement. Two years of school-level administrative experience is required before earning the Superintendent/CSBO Endorsement.

The cohort concept focuses on the development of each student as well as their group skills and enhancement of group learning opportunities.

The objective is that all students will proceed through the specified program and courses together. Students will be expected to start together and remain together through the Superintendent's/Chief School Business Official's Endorsement cohort, and likewise for those who choose the ISU doctoral option.

Admissions Information

To be considered for admissions into the Superintendent's/Chief School Business Official's Endorsement program, a student must:

- Complete a UIS Graduate Application form (online):
 - Go to <http://www.uis.edu/admissions/applyNow.html>
 - Choose the "Graduate Non Degree Seeking Students" link.
 - If you HAVE NOT begun an application, choose "First time user account creation" link, create a "Login ID" and "PIN" (and confirm your "PIN") – then click "Login."
 - If you HAVE begun an application, enter your Login ID and PIN.
- Have each institution from which you have earned undergraduate, graduate and non-degree credits send one copy of an official transcript *directly* to the Office of Admissions and Records (copies marked "issued to student," or copies of original transcripts are not considered as official by the Office of Admissions and Records).
- Send to the Office of Admissions and Records an official report of your scores from the General Test of the Graduate Record Examination.

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Program Application Requirements and Process

Acceptance into the Superintendent's/Chief School Business Official's Endorsement cohort is competitive. To be considered for acceptance into the Superintendent's/CSBO Endorsement cohort applicants must:

- Submit a completed **EDL Program Personal Data Form** (attached) to the EDL Program Office.
- Have at least a 3.0 GPA (on a scale in which "A" equals 4.0).
- Submit GRE test results and written portion of the exam.
- Submit a current resume to the EDL Program Office;
- Submit a sample of your academic or professional writing to the EDL Program Office;
- Request three educational and/or professional references be completed and returned *directly* to the EDL Program Office (Letter of Reference form is attached);
- Complete and submit an EDL Superintendent's/Chief School Business Official's Endorsement Application form *directly* to the EDL Program Office;
- Provide evidence of a valid teaching certificate, two years of fulltime K-12 teaching experience (as required by the state to receive), and a principal endorsement when applying for the Superintendent's/Chief School Business Official's Endorsement. Two years school-level administrative experience is required for the Superintendent's/Chief School Business Official's Endorsement.
- Provide your responses to the following questions:
 - Discuss/describe one of your past leadership experiences in terms of your potential strengths as an educational leader. Describe your career goals and include a tentative projection of what you would like to be doing professionally during the five-year period following completion of your doctoral program. What additional skills do you believe you will need in order to fulfill these goals and how does your tentative focus of graduate study relate to these goals? How does the EDL Superintendent's/Chief School Business Official's Endorsement program fit into your career goals?
- Send **copies** of transcripts **directly** to the EDL Program Office: To facilitate our initial screening process we encourage applicants to send copies of transcripts that you may already have, along with the EDL Superintendent's/Chief School Business Official's Endorsement Application form, *directly* to the EDL Program Office. This allows us more time to consider your application prior to the point when campus admissions decisions are made and forwarded to the EDL Program Office.

General Computer Use

To successfully complete the Superintendent's/Chief School Business Official's Endorsement in the EDL program, students are expected to have frequent and convenient access to computer and Internet resources and have access to the required software and hardware needed to complete all coursework. As the minimum requirement, all courses require the use of word processing and email; a personal UIS email account; and a valid ULID (University Logon ID).

Application Deadline

The Superintendent's/Chief School Business Official's Endorsement admissions committee will meet to review applications. Please contact the EDL Program Office for specific application review dates.

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Superintendent Endorsement Course List

Course Number/ Course Title	Credit Hrs.
EDL 603 Advanced Seminar on Law & Public Policy	4
EDL 604 Politics of Education: Federal, State, Local Politics & Policies	4
EDL 605 Research in Educational Leadership	4
EDL 611 Superintendent as Instructional Leader	4
EDL 612 Management of Educational Funds & Facilities	4
EDL 621 Superintendent and Central Staff/ Personnel Management	4
EDL 626 Clinical Experience I/ Internship I	2
EDL 627 Clinical Experience II/Internship II	2
EDL 635 Organizational Theory & Leadership	4
EDL 680 Capstone: Leadership & School Improvement	4
TOTAL HOURS:	36

Chief School Business Official Endorsement Course List

Course Number/ Course Title	Credit Hrs.
EDL 577 Collective Bargaining	2
EDL 582 Politics and Advocacy	2
EDL 603 Advanced Seminar in Law & Public Policy	4
EDL 612 Management of Educational Funds & Facilities	4
EDL 621 Chief School Business Official and Central Staff/ Personnel Administration	4
EDL 626 Clinical Experience/ Internship I	2
EDL 627 Clinical Experience/Internship II	2
EDL 628 Clinical Experience/Internship III	2
EDL 635 Organizational Theory and Leadership	4
EDL 640 Business Applications (Rev.)	4
EDL 645 Business Applications (Exp.)	4
TOTAL HOURS:	34

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APPLICATION FOR SUPERINTENDENT/CHIEF SCHOOL BUSINESS OFFICIAL ENDORSEMENT

One University Plaza, MS BRK
377 Springfield, IL 62703-5407

Students seeking the Superintendent and/or Chief School Business Official's Endorsement issued by the Illinois State Board of Education must complete this form and be accepted by the EDL Program. Acceptance into the Cohort does not guarantee that a student will be recommended for endorsement. Periodic evaluations, including any new requirements imposed by the Illinois State Board of Education, and a final review after completion of an internship will be made. Each student must maintain a record of quality performance to remain in the program and to gain the recommendation for certification. Even with the certification recommendation, certification is not automatic. When course work is completed, *a candidate must make formal application for certification and pass the appropriate state certification tests. [Please note: "Pref" means "Preferred" - please share the address and phone you prefer .Thank you!]*

Name _____ My Preferred Address/Phone is: Home Work
 Institution _____ Pref Address _____
 Pref Phone _____ Cell Phone _____ Pref City _____
 Pref Email _____ Pref State _____ Pref Zip Code _____

DEGREES EARNED

Date Awarded	Name of Institution	City, State of Institution	Subject	Area Degree

PROFESSIONAL CERTIFICATES AND LICENSES EARNED

Date	Endorsement	Type	State	Grade or Level

TEACHING OR SCHOOL SERVICE PERSONNEL EXPERIENCE *

Have you taught or served as a Guidance Counselor, School Psychologist, School Social Worker or School Nurse for at least two years (full time) in a recognized public or private school?

Yes No If "No," explain: _____

Public Private # of Years _____

ADMINISTRATIVE/SUPERVISORY EXPERIENCE *

Have you had at least two years of administrative/supervisory experience in a recognized public or private school?

Yes No If "No," explain: _____

Public Private # of Years _____ Grade or Level _____

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SUPERINTENDENT/CHIEF SCHOOL BUSINESS OFFICIAL ENDORSEMENT PERSONAL DATA FORM

One University Plaza, MS BRK
377 Springfield, IL 62703-5407

After completing a Personal Data Form, choose the "Print Form" button to prepare a copy for your records. Next, click the "Submit by Email" to send the form to the EDL office. Thank you!

Name _____ UIN # _____
 Pref Name _____ Perm Address _____
 Perm Phone _____ Cell Phone _____ Perm City _____
 Perm Email _____ Perm State _____ Perm Zip Code _____

My Business Information is:

Institution _____ My Preferred Address/Phone is: Home Work
 Current Prof Position _____ Business Address _____
 How Long? (Years) _____ Business Phone _____ Business City _____
 Business State _____ Business Zip Code _____

PROFESSIONAL EMPLOYMENT

Dates	Institution	City, State of Institution	Position Title

RESEARCH AND/OR WRITING

List the title(s) of professional research and/or writing you have done that were not required for courses or degrees.

FORMAL EDUCATION (Most recent first – Grad & Undergrad)

Dates Attended	Name of Institution	City, State of Institution	Major	GPA (4.0)	Degree

ACADEMIC ACHIEVEMENTS & HONORS

List any honors, scholarships, assistantships, or other recognitions of your scholastic achievement and ability.

BROADENING EXPERIENCES

List non-professional employment, military, leadership, travel, and organizational activities that have enriched your background.

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OTHER (Please note: There are additional pages that follow which require your response.)

**Please list any other information that you may feel might be helpful to the admissions committee in considering your application.
(Responses should be limited to approximately 100 words per box – 700 character limit.)**

Please respond in the space provided below. You may wish to prepare your response in a word processor, copy, and paste your answer to the following four (4) questions. Answers are limited to 3500 characters (approx. 500 words).

Discuss/describe a past leadership experience in terms of your potential strengths as an educational leader.

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Describe your career goals and include a tentative projection of what you would like to be doing professionally during the five-year period following completion of the program.

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What additional skills do you believe you will need in order to fulfill these goals and how does your tentative focus of graduate study relate to these goals?

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How does the EDL Superintendent/Chief School Business Official Endorsement program in educational leadership relate to your past experiences and future goals? *(When finished with this question, please review, the return to first page of the form to print and submit.)*

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