

University of Illinois at Springfield
Department of Educational Leadership
Superintendent Endorsement
Application and Internship Requirements
(*Illinois Administrative Code Section 33.60)

Application Process/Requirements

- Complete UIS graduate online application www.uis.edu/admissions/applyToday.html
- *Valid and current teaching license and Illinois principal endorsement
- *2 years full-time administrative or supervisory experience
- Undergraduate grade point average of 3.0 (with an undergraduate GPA of 2.75-2.99, conditional admission will be granted with requirement for B average in first two program courses)
- Submit official transcripts to UIS Admissions & Records Office (Bachelor's degree, Master's degree, and principal endorsement required)

***Portfolio Requirements:**

(Submitted to EDL Department (electronic or hard copy))

- Resume
- *3 references (including information about the following)
 - Leadership qualities of candidate
 - Examples of school leadership contributions
 - Impact of leadership on his/her school
- Letter of cooperation for internship from school district
- *Copy of ISBE licensure with endorsements (or copy from ELIS)
- Narrative/Evidence that includes the following:
 - *Current leadership activities and skills
 - *Problem-solving utilizing data in classroom or school
 - *Instructional strategies employed to improve student achievement
 - *Leadership roles in schools
 - *Demonstrated respect for family and community
 - *Interpersonal skills utilization
 - Portfolio Rubric Link: <https://www.uis.edu/edl/>

***Interview Information:**

- *Face to Face with EDL Professors
- *Written response to scenario
- Questions based on school leadership situations and/or decision-making
- Interview Rubric Link: <https://www.uis.edu/edl/>

Internship Information:

- Year long internship at place of employment
- Completed in conjunction with final two required courses
- Conditional upon meeting university GPA requirement