

University of Illinois at Springfield  
Department of Educational Leadership  
Application and Internship Requirements  
For Superintendent Endorsement

### **Applicant Selection Process**

Prior to admission into the UIS Educational Leadership (EDL) Superintendent Endorsement Program, students must meet specific admissions requirements, which are presented in the candidate application materials on the EDL website and are listed below. The university application, portfolio assessment, and face-to-face interview must be successfully completed in order to obtain a full admit to the Superintendent Endorsement Program.

- a. Applicants must complete a UIS graduate application online at [www.uis.edu/admissions/applyToday.html](http://www.uis.edu/admissions/applyToday.html).
- b. Applicants must hold a valid and current teaching license and an Illinois principal endorsement. A copy of a current Illinois teaching principal or administrator license or an entitlement page from ELIS that shows these must be included in the applicant's portfolio. Applicants must have at least two years' full-time administrative or supervisory experience.
- c. Applicants must receive a passing score on the test of basic skills if they have not been required to take the test prior to getting their Illinois teaching license.
- d. Official transcripts from all institutions where coursework was taken must be sent to the Admissions & Records Office at UIS. Applicants must have an undergraduate grade point average of 3.0. for full admission. A conditional admit may be given for undergraduate GPAs between 2.75 and 2.99, must earn a B average in their first two supt. courses. Transcripts must show a master's degree and principal endorsement were earned.
- e. Applicants must submit a portfolio to the EDL Department, electronic or a hardcopy. This will include the following documentation:

A current resume,

Three references that detail extensive leadership qualities possessed by the candidate, as well as, provide multiple examples of school leadership contributions and detail the impact his/her leadership has had on the school,

A letter of intent for internship from their district,

A copy of ISBE licensure (or page from ELIS) with endorsements,

An outline of current leadership activities and skills,

An example of using data to solve problems in their classroom or school,

A description of instructional strategies employed to improve student achievement,

Evidence of their leadership roles in schools,

Evidence that demonstrates capacity building at the school level addressing respect for family and community,

Evidence of using interpersonal skills,

A written essay describing candidate's career goals and including their tentative projection of what they would like to be doing professionally during the five-year period following completion of this program,

A written description of additional knowledge, skills, and dispositions they believe they will need in order to fulfill these goals and how their tentative focus of graduate study relates to these goals as well as to their past experiences and future goals,

- f. Applicants must complete a face-to-face interview with EDL professors. The interview questions are based on situations and/or decisions typical of school leaders in Illinois.

(The interview and portfolio rubrics included in the admissions materials and shown on the EDL website are provided to show how the candidate's leadership and written communication skills will be evaluated.)

The portfolio must be submitted and approved before the interview phase of the admissions process will be scheduled. If admitted conditionally for deficiencies in the portfolio, those deficiencies should be addressed and the portfolio re-submitted within 30 days to continue the admissions process.

If admitted conditionally for low GPA the student must achieve a GPA of 3.0 or better in the first eight hours of coursework in the EDL Program. If a student achieves the required GPA within those first eight hours, he or she will be fully admitted to the program. (Please note that students admitted conditionally who are receiving financial assistance must be fully admitted within one calendar year in order to retain financial aid eligibility.)

If a candidate is denied admission at the interview level, he/she may re-apply after one semester. Candidates who are not admitted to the program may select or be counseled into other degree programs offered by the department and/or other programs offered by UIS.

## **Internship Requirements for Supt. End.**

The candidate's school district will provide a letter that assures that at the appropriate time the candidate will receive a placement as an intern in the district and will be permitted to complete his or her internship experiences. The letter from the district will be added to the portfolio to ensure that if admitted to the program, candidates will have placements, and thus the ability to complete field experience and internship requirements.

Prior to enrollment in the first of the Internship courses, EDL 626, candidates must successfully complete a specific set of required courses, meet the GPA requirement of the University and turn in the Special Approval Request Form to register for the Internship course. Prior to starting hours for the internship courses, candidates must turn in the signed Superintendent Internship Agreement for EDL 626/627.

Each required course for the superintendent endorsement contains its own specific knowledge, skills and disposition requirements as well as specific performance-based assessment activities. Our certification candidates must demonstrate knowledge, skills and dispositions that will foster *diversity*, including enhancing the learning opportunities for students from diverse ethnic, cultural, and socioeconomic backgrounds as well as for students with special needs.