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 non-degree graduate online application
• *Valid and current teaching license and Illinois principal endorsement
• *2 years full-time administrative or supervisory experience
• Undergraduate grade point average of 3.0 (GPA of 2.75-2.99 – conditional admission with B average in first two program courses)
• Submit official transcripts to UIS Admissions & Records Office (master’s degree and principal endorsement included)

*Portfolio Requirements:
(Submitted to EDL Department (electronic or hard copy)

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

Internship Requirements/Information:

• Letter of intent for internship from school district (see portfolio requirements)
• Completed after successful completion of required courses including University GPA requirement