



IUP Graduate Handbook

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*Principal Certification Program*

Department of Professional Studies in Education

Handbook Updated 2023/24





Principal

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Questions about the application process should be sent to: [graduateadmissions@iup.edu](mailto:graduateadmissions@iup.edu)

1. [Completed Application for Admission](#)
2. Official transcripts from every college or university you have attended (regardless of whether or not you earned a degree). These transcripts must be sealed by the registrar and remain sealed until their arrival at the School of Graduate Studies and Research.





Supervisor is responsible for evaluating assigned candidates during the internship. The Internship Supervisor works with the school principal mentor(s) and principal intern to guide and to assess the candidate performance. The IUP Internship Supervisor may ask teachers and support staff for feedback regarding the candidate's administrative abilities. When the program performances have been completed, a final portfolio review is scheduled. Upon final completion of requirements, the IUP Internship Supervisor and Program Coordinator will then recommend certification to the Dean of the













- leadership mentors and can be present for a significant portion of internship hours.
- Schedule monthly communication with their supervisor and mentor/principal to focus on the progress and results of internship projects.
  - Update their progress with their IUP Internship Supervisor through online learning platform or as designated by the Internship Supervisor on a schedule established by the Internship Supervisor
  - Maintain an internship log reflecting administrative learning experiences and documenting required minimum of 180 hours in each elementary and secondary setting (total minimum 360 hours)
  - Visit another school district for one full day during each of the two internships to expand knowledge of management, tan tin 6.004 Tw 1in ,t each



## Signature Page

My signature below indicates that I am responsible for reading and understanding the information provided and referenced in this department/program student handbook.

[please initial] I understand my program coordinator may