



IUP Graduate Handbook

Superintendent Letter of Eligibility Program

Department of *Professional Studies in Education*

Handbook 2023-2024

Superintendent Letter of Eligibility Program
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Introduction

Welcome to the Department of Professional Studies in Education (PSE) on the beautiful campus of Indiana University of Pennsylvania (IUP) in charming Indiana, PA. PSE is situated in the College of Education and Communications (COEC) with departmental offices located in Stouffer Hall.

The Superintendent Letter of Eligibility (SLoE) program is a competency-based, preparation program that is geared to experienced, practicing school principals and other school administrators and supervisors who wish to lead PK-12 schools at the district level. We expect our students to develop a spirit of camaraderie that promotes the development of ethical beliefs and a constructivist philosophy. The program is an intense year of study and is considered a challenging, part-time program leading to application to the Pennsylvania Department of Education for the Superintendent Letter of Eligibility. Courses are online; however, live, synchronous instruction is part of the coursework in this program as are internship hours in a Pennsylvania school district with a mentor superintendent and with university supervision. Students are expected to attend class sessions and participate fully in cohort discussions. Attendance and participation are important parts of this program for successful completion. Because of the unique design of the program, we ask applicants to consider the commitment that being a student in the program entails prior to applying and carefully review this handbook. Students complete standards-aligned district-embedded activities and projects during the course of an entire school year. The program begins in the summer with students taking two, 3-credit courses which include internship project development, and then two, 6-credit, 180-hour internships follow in the fall and spring for a total of 360 hours of internship.

Indiana University of Pennsylvania

Indiana University of Pennsylvania (IUP) has an extensive history in the field of education. In 1875, IUP served only 225 students in a single building—the historic John Sutton Hall which remains at the heart of our campus today, on the beautiful Oak Grove. IUP began as a “normal school”—a teacher training program. In May 1927, Indiana State Normal School became a college with the right to grant a teaching degree, and the name was changed to the State Teachers’ College at Indiana, Pennsylvania. In 1959, it became Indiana State College and, in 1965, Indiana University of Pennsylvania. With its new university status, IUP was given the authority to expand its curriculum and grant degrees at the master’s level, primarily in the educational field. At that time, the first doctoral program—the Doctor of Education in Elementary Education—was initiated.

Today, IUP is part of the Pennsylvania State System of Higher Education (PASSHE). The university is nationally recognized as a "Public Ivy" in company with other public colleges and universities that offer academic environments comparable to those at Ivy League schools but at affordable prices. The College of Education and Communications is fully accredited by the Council for Accreditation of Educator Preparation (CAEP) and the university is regionally accredited by Middle States.

IUP's Civility Statement

As a university of different peoples and perspectives, IUP aspires to promote the growth of all people in their academic, professional, social, and personal lives. Students, faculty, and staff join together to create a community where people exchange ideas, listen to one another with consideration and respect, and are committed to fostering civility through university structures, policies, and procedures. We, as members of the university, strive to achieve the following individual commitments:

To strengthen the university for academic success, I will act honestly, take responsibility for my behavior and continuous learning, and respect the freedom of others to express their views.

To foster an environment for personal growth, I will honor and take care of my body, mind, and character. I will be helpful to others and respect their rights. I will discourage intolerance, hatred, and injustice, and promote constructive resolution of conflict.

To contribute to the future, I will strive for the betterment of the community, myself, my university, the nation, and the world.

Affirmative Action

<https://catalog.iup.edu/content.php?catoid=7&navoid=951>

Title IX Reporting Requirement

<https://catalog.iup.edu/content.php?catoid=7&navoid=959>

Student Conduct and Student Rights

<https://www.iup.edu/studentsupportandstandards/policies/index.html>
www.iup.edu/gradcatalog

Department of Professional Studies in Education

The Superintendent Letter of Eligibility Program is housed in the College of Education and Communications (COEC) in the Department of Professional Studies in Education (PSE). Our department has a strong history at IUP. We offer a number of educator preparation programs, including Bachelor, Master, and Doctoral programs in education, which lead to teacher and administrator certification. PSE works collaboratively with other IUP departments that also offer educator preparation programs. Our faculty complement consists of highly experienced educators who have previously served in various PK-12 capacities, including teaching and administration. Our faculty members are also teacher-scholars and teacher-leaders, teaching courses, serving on and chairing doctoral research dissertation committees, as well as presenting at regional, state, national, and international conferences, and publishing original work. We view ourselves as teachers and scholars as well as learners and leaders, and provide service to our profession in various ways, including the preparation of future school leaders.

Mission Statement and Program Objectives

The Superintendent Letter of Eligibility program is designed around Pennsylvania State Department of Education (PDE) program requirements, and state and national leadership standards to prepare current, experienced school leaders to become Pennsylvania school superintendents. The 18-credit, competency-based, post-graduate program is geared toward working Pennsylvania school administrators and offers a rich mixture of leadership approaches and application through specifically designed courses, including intense, hands-on school district internship experiences. The program focuses on school leadership through community building, conflict resolution, implementing change, adult development, and management of school resources. The classes combine contemporary readings and school-based projects and prepare for the internships within Pennsylvania public PK-12 school districts where candidates plan and implement standards-based projects. Candidates must meet good moral character requirements set forth by the PDE and pass the superintendent PRAXIS Examination and meet experience requirements as required by the Pennsylvania Department of Education and by the program for Public School Administrators.

For candidates to be successful, they must have the support of their school board of education, their superintendent of schools, who serves as internship mentor, in order to implement district level internship projects based on Pennsylvania Department of Education and national leadership standards.

PA Leadership Standards

Core Standards

I. Knowledge and skills to think and plan strategically creating an organizational vision around personalized student success. (Major concepts: Personalized student success, organizational change, leadership, shared vision, strategic thinking and planning).

II. An understanding of standards-based systems theory and design and the ability to transfer that knowledge to the leader's job as an architect of standards-based reform in the school. (Major concepts: Standards-based systems; federal, state, and district laws and guidelines; architect of (

V. Advocating for children and public education in the larger political, social, economic, legal, and cultural context. (Major concepts: Political skills; law and legal structure; child advocacy)

VI. Supporting professional growth of self and others through practice and inquiry. (Major concepts: Professional development; continuous improvement; develop leaders; capacity building)

Program outcomes include:

Students will be able to lead school district strategic planning.

Students will be able to evaluate data-informed and equitable management, communication, technology, governance, and operation systems at the district level to support schools in realizing the district's mission and vision.

This program is also aligned with the seven National Education Leadership Program (NELP) District Level Standards, which can be found here: <https://www.npbea.org/nelp/>

~~Faculty and Staff~~
Faculty members in PSE represent a wide variety of expertise and experience, including PK-12 school experience as well as research expertise. Faculty and staff listings are available on the departmental website.

statement explaining why the candidate would like to obtain this credential and work as a superintendent of schools, a current and complete resume, a copy of PDE certifications showing PDE Administrative II or Supervisory II certification, and official undergraduate and graduate transcripts.

Upon notification of acceptance into the program by the Dean of the Graduate School, candidates are permitted to register for graduate classes.

Financial Assistance

Graduate Assistantships

Because our students are busy working as school administrators and this program is an intense learning experience, graduate assistantships are not recommended. Please see the link below for other financial aid possibilities:

- <https://www.iup.edu/admissions/graduate/financialaid/index.html>
- Office of Financial Aid: www.iup.edu/financialaid/

Academic Advisement

Throughout the student's coursework, the coordinator of the program or other PSE faculty members generally serves as academic advisor. Students and advisors work together to register for

term, it will take longer to complete the program due to the rotational nature of course offerings. Students in this situation should consult with the program coordinator about a completion plan to finish the program within the eight-year time limit. However, please be advised that it will take

professional competence, subject to approval by student's advisor and program director.

Following successful completion of coursework, students must also pass the Superintendent PRAXIS Examination is required by the Pennsylvania Department of Education and by the program for Public School Administrators.

Once the PRAXIS and coursework are successfully completed, the candidate may apply to PDE through the IUP Office of Educator Preparation. There are fees for both the IUP application and the PDE application for which the candidate is responsible.

Internship

All ALS students are required to complete twelve credits of ALS 898 Internship in Administration and Leadership Studies, taking 6 cr. in the fall and 6 cr. in the spring. Internships

The projects in this program's internship courses are beyond the regular work of the candidate and aligned with the superintendent of schools' work as the leader of a school district.

Current School Administrators

Current school administrators seeking the Superintendent Letter of Eligibility certification are welcome to apply to our program. Most of our candidates are principals or other types of administrators or supervisors. Applicants should understand that students in this program complete internships *specifically to prepare to become a superintendent of schools*. Experience or certification as another type of school administrator (for instance, but not limited to special education director or supervisor, consultant, dean of students, vocational director, subject area supervisor, etc.) is not the same preparation as being a superintendent. The coursework and internships of the school superintendent letter of eligibility are required for this program. Internship projects are completed under the mentorship of a commissioned superintendent of schools. Candidates in this competency-based program must shadow and work under the mentorship of the superintendent mentor on activities and projects that meet PDE and NELP standards and that school superintendents do in their daily work. Although there may be some overlap of administrative activities, projects for this program's internships are those that meet district level administrative standards, and are approved by the IUP supervisor and completed under the mentorship of the superintendent of schools. The projects in this program are beyond the regular work of the candidate and aligned with the superintendent's work leading a school district.

A signed, valid affiliation agreement must be on file in the Educator Preparation Office (104 Stouffer) for the internship site. Students should check the IUP Internship iWiki for Internship, Externship, and Clinical Agreements at IUP website: <https://www.iup.edu/extended/internship-externship-and-clinical-agreements/>

to see existing agreements and secure an agreement if one is not already on file.

All IUP interns must complete Title IX training prior to beginning the internship. C2004 To10 (a (r)5 (f)-1 8 ag)

find the PDF of the agreement and its clearance requirements:

<https://wiki.iup.edu/display/IAFE/PDFs+of+Currently+Active+Agreements>

This site is organized alphabetically to facilitate the search for an agreement.

Starting the first semester of the program and until completion, interns are also required to hold a membership in the Pennsylvania School Administrators Association (PASA) – the Associate Membership Level is acceptable- and to purchase a field experience module (FEM) subscription to LiveText.

Evaluation of Students

For information regarding School of Graduate Studies and Research policies on grading, view the Graduate Catalog: www.iup.edu/gradcatalog [Twitter](#)

Academic Calendar

View the IUP Academic Calendar: www.iup.edu/news-events/calendar/academic/

The Following University and SGSR policies can be found at www.iup.edu/gradcatalog

Academic Good Standing

Academic Integrity

Bereavement-Related Class Absences

Continuous Graduate Registration for Dissertation and Thesis

Grade Appeal Policy

Graduate Fresh Start Policy

Graduate Residency Requirement

Leave of Absence Policy

Time Limitations

Time-to-Degree Masters/Doctoral Dismissal Appeal Policy

Time-to-Degree Extensions for Master's Thesis and Doctoral Dissertation

Transfer of Credits Polic

Research

Although original research is not required in this program, students are engaged in reviewing current and historical research on topics related to leading a PK-12 school system. The IUP Libraries and its many databases are accessible to all students online and are an important part of this program.

Signature Page

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