

Chicago State University  
**Principal Preparation-Principal Endorsement**  
**Overview**

On May 7<sup>th</sup>, 2013, the Illinois State Educator Licensure and Preparation Board (SELPB) approved Chicago State University's new program to prepare transformational urban school leaders, which will be governed in a partnership with several school districts and schools. This endorsement is required for principals, assistant principals, and staff filling other similar or related positions. Applicants to the endorsement shall

- Have an earned Bachelor's degree or higher from an accredited college or university;
- Have three (3) years of teaching in a public school or nonpublic school recognized by the State Board of Education under a valid and current Illinois professional educator license endorsed in a teaching field (i.e., early childhood, elementary, secondary, special K-12, or special preschool-age 21);
- Have passed the Illinois Basic Skills test;
- Submit two (2) letters of recommendations from direct supervisors; and
- Submit an electronic portfolio highlighting their accomplishments as teachers.

**Coursework Requirement (5 Semesters)**

***Core***

- ELCF 5150 Leadership in Implementing Research-Based Practices (4 credits/20 field)
- ELCF 5235 Administration and Supervision of Exceptional and General Education Program (4 credits/20 field)
- ELCF 5245 Supervision and Assessment of Literacy and Numeracy Across the Grades and Content Areas (4 credits/20 field)
- ELCF 5335 School Law for Exceptional and General Education (3 credits)
- ELCF 5375 Managing Fiscal Resources and Operations (3 credits)
- ELCF 5725 Technology for Effective Teaching and Administration (3 credits)
- ELCF 5985 Leadership in Creating a Peaceful and Productive School Climate (3 credits)

***Research***

- ELCF 5965 Research Fundamentals for Transformational School Leaders (3 credits)
- ELCF 5660 Master's Thesis/Project (3 credits)--Not required for Endorsement-Only candidates.

***Internship\****

- ELCF 5345 Internship I (2 credits)—Prerequisite: Passing the Training in Evaluation of Certified Staff
- ELCF 5346 Internship II (2 credits)
- ELCF 5347 Internship III (2 credits)—Prerequisite: Passing Illinois Licensure Tests for Principals

The coursework is aligned to the Interstate School Leader Licensure Consortium (ISLLC) standards, Illinois Professional Teaching Standards, and Illinois Performance Standards for School Leaders.

\*Internship will be conducted over three (3) semesters. During each of the three (3) semesters candidates will spend a minimum of six (6) hours per week on internship activities, under the direct supervision of selected principal mentors and faculty supervisors.

Contact Information: Dr. Athanase Gahungu, Graduate Programs in Education, 773-995-2009, E-mail: [agahungu@csu.edu](mailto:agahungu@csu.edu)

**CSU COE Graduate Programs in Education**

Educational Administration-Principal Preparation

[ ] Principal Endorsement-Only (33 Cr. Hrs)

[ ] MA in Educational Leadership and Administration + Principal Endorsement (36 Cr. Hrs)

Candidate Name: \_\_\_\_\_

Date: \_\_\_\_\_

**General University Admission Requirements: (Completed by Graduate Admissions)**

The following were submitted and reviewed by the Office of Graduate and Professional Studies

1. \_\_\_\_\_ A completed application form;
2. \_\_\_\_\_ A non-refundable application fee of \$\_\_30\_\_;
3. \_\_\_\_\_ GPA (3.0 or better = full admit recommendation; 2.75-2.99 = conditional admit recommendation)

**Specific Program Requirements: (Verified by the Program Facilitator)**

1. Basic Skills Passing Score Report/Date \_\_\_\_\_
2. Teaching Certificate: Type: \_\_\_\_\_ Number \_\_\_\_\_
3. Three (3) years of full-time teaching at the K-12 level in a public, private or parochial school setting:  
From \_\_\_\_\_ to \_\_\_\_\_ Official Letter Rec'd (Date) \_\_\_\_\_
4. Two sets of Official Transcripts: Institutions \_\_\_\_\_
5. **Endorsement Only:** Master's Degree Earned at (institution) \_\_\_\_\_ in (year) \_\_\_\_\_
6. \_\_\_\_\_ (Evidence/No Evidence) An electronic portfolio highlighting the applicant's instructional and transformational leadership potential has been submitted, and includes the following:
  - a. \_\_\_\_\_ A video of candidate teaching and participating in a leadership activity;
  - b. \_\_\_\_\_ Two letters of recommendation from supervisors (i.e., principal/superintendent) that attest to candidate's character and potential as a principal;
  - c. \_\_\_\_\_ A minimum of two (2) teaching performance evaluations by a qualified evaluator, conducted within the last 5 years. Evaluations of the candidate's teaching abilities must attest to students' academic growth;
  - d. \_\_\_\_\_ Evidence of leadership roles held and descriptions of the impact the candidate has had on the classroom, school or district, or the constituents served;
  - e. \_\_\_\_\_ A sample of an analysis of classroom data that describes how the data were used to inform instructional planning and implementation, including an explanation of what standards were addressed, the instructional outcomes, and steps taken when expected outcomes did not occur;
  - f. \_\_\_\_\_ Evidence of the candidate's work with families and/or community groups and a description of how this work affected instruction or class activities;
  - g. \_\_\_\_\_ Examples of the candidate's analytical abilities as evidenced by a description of how he or she used the results from student assessments to improve student learning; and
  - h. \_\_\_\_\_ Evidence of curriculum development, student assessments, or other initiatives that resulted from the candidate's involvement on school committees.

**Interview and Written Response (Completed by the Program Admissions Committee)**

After the selection committee has determined that the portfolio is "acceptable," and the rest of the application packet is complete (complete application, GPA, transcripts, teaching certificate, evidence of successful completion of the basic skills test, three years of certified teaching), the program facilitator invites the candidate for:

1. \_\_\_\_\_ (Acceptable/Unacceptable) An on-site written response to a scenario in which the candidate demonstrates his/her leadership capabilities;
2. \_\_\_\_\_ (Acceptable/Unacceptable) An oral presentation of the written response to a scenario. The interview will be conducted with a minimum of two faculty and one partner representative; and
3. \_\_\_\_\_ (Acceptable/Acceptable) A presentation of the electronic portfolio.

The Program Admissions Committee certifies that the candidate meets the Principal Preparation Program admissions requirements

Committee Chair Signature: \_\_\_\_\_

Governing Board's Decision: \_\_\_\_\_ Admitted \_\_\_\_\_ Not Admitted