IUP Indiana University of Pennsylvania

IUP Graduate Handbook

Principal Certification Program

Department of *Professional Studies in Education*

Handbook Updated *2022-23*

Principal Certification Program

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Program Website: https://www.iup.edu/pse/grad/principal-certification/

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Introduction

Welcome to the IUP Principal Certification Program. Indiana University of Pennsylvania's Principal Certification Program is distinguished by its performance foundation for PK-12 administrative certification. The program is designed for committed, experienced educators seeking certification as elementary and secondary school principals.

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://www.iup.edu/registrar/catalog/index.html

Title IX Reporting Requirement

https://www.iup.edu/registrar/catalog/index.html

Student Conduct and Student Rights

https://www.iup.edu/studentsupportandstandards/policies/index.html
https://www.iup.edu/registrar/catalog/index.html

Department of Professional Studies in Education

Welcome to the Department of Professional Studies in Education (PSE) at Indiana University of Pennsylvania. Our department is housed in Davis Hall and is part of the College of Education and Communications (COEC).

IUP was originally known as the Indiana Normal School when it was founded in 1875. In 1920, the name was changed to Indiana State Teachers College, and it was at that time when the institution began granting teaching degrees.

PSE is proud to continue the tradition of graduating prepared and successful educational professionals in a multitude of occupations, grade levels, and content areas. These occupations include early childhood/special education teachers; middle-level teachers; elementary, middle, and high school principals; reading specialists; curriculum coordinators; and superintendents of schools. Our faculty members consist of those with experience in these various occupations. This wealth of experience benefits our students' learning immensely. The department offers programs at the bachelor, master, and doctoral levels.

PSE is committed to providing a high-quality education for all future educators. In this vein, the importance of providing field experiences in a multitude of settings is vital. We believe it is important for **all** children at **all** ages in **all** areas be given highly effective teachers, principals, and superintendents and we strive to make this happen. We are proud of our IUP students and graduates; they are making a difference in the many lives they touch.

As a graduate student in our principal certification program, you will be positively impacting the lives of others. Welcome to our department and to a challenging program and to a new learning adventure!

Mission Statement and Program Objectives

Indiana University of Pennsylvania's Principal Certification Program is distinguished by its performance foundation for administrative certification. The program is designed for committed, experienced educators seeking certification as elementary, middle, and secondary school principals. The program emphasizes the achievement of administrative competencies through documented outcomes of field experiences, rather than progression through a sequence of courses. Our program is designed to provide maximum convenience to the working professional by having the internships completed within the context of the candidates' home school district. Our program is considered a leading principal certification program in Pennsylvania, the entirety of which can be completed in a year.

IUP is dedicated to the preparation of outstanding educational leaders who see themselves as both scholars and practitioners. This particular program, therefore, reflects the expectations that aspiring principals:

- ➢ Model credible strategic leadership within their own school district,
- ➢ Demonstrate exemplary interpersonal skills,
- ➢ Exemplify outstanding communication and organizational skills,
- ➢ Reflect a history of continued professional growth and the use of data to inform curricular and pedagogical decisions, and
- ➢ Engage in political and community initiatives.

Faculty and Staff

https://www.iup.edu/pse/faculty/index.html

Admission

The IUP Principal Certification Program (PCP) is a performance-based program. To be successful in this program, students must have the support of the district superintendent and principals at the elementary and secondary levels in order to accomplish the competency requirements as detailed in the Internship information.

Minimal Professional Requirements to Apply
- An earned master's degree [or a PDE master's equivalence (ME)] with a 3.0 or higher G.P.A.
- An instructional or instructionally related and certificated position within a school district
- Those seeking the principal certification must initially be certified as a teacher, guidance counselor, librarian, school psychologist, or some other instructional-related professional position in the school prior to engaging in principal certification work and have three complete years of experience upon applying for PDE Administrative I certification. Applicants to our program must hold a Level II PDE Certification (Instructional II or Specialist II).
- *Be aware that, at the completion of this program and upon application for certification from the Pennsylvania Department of Education, you will be required to provide verification of completion of three years of relevant Pennsylvania professional experience from your district superintendent of schools.*

Transfer of Credit from Other Programs
Because of the competency nature of this program, credits from other program are generally not transferable. This is a 15-credit program. There is one, 3-credit course, EDAD 756, and two, 6-credit internships (EDAD 798 – one elementary level and one secondary level). All internship activities must be completed while enrolled in an internship course (EDAD 798) and under the supervision of both an on-site mentor and university supervisor.

How to Apply
Prospective students apply to both The IUP Graduate School (to seek university graduate school admission) and The IUP Principal Certification Program (to seek principal certification program admission).

The application is submitted electronically through a platform called iRecruit, the IUP Graduate School of Admissions application system. Please visit the site and complete and send the following materials electronically to the School of Graduate Studies and Research.
Questions about the application process should be sent to: graduate-admissions@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. A completed master's degree or PDE Master's Equivalency (M.E.) is required. GPA of 3.0 or higher.
3. Two letters of written recommendation from supervisors who have evaluated your work, preferably principals. One letter must be from a current principal. The letters must be current, dated, and specifically written recommending you for the IUP school principal leadership program.
4. Numerical Rating Scale of Leadership Competencies – submitted to iRecruit from your current supervising principal.
5. Professional goal statement: Why do you want to earn a principal certification? What is the reason you seek admittance to the program and what are your career goals related to earning a PDE principal certification?
6. $50 nonrefundable, one-time-only application fee, paid by credit card only
7. Copy of PDE Level II Teaching Certificate (A minimum of three years of successful teaching in your certified area is required for consideration for program admission.)

8. Please read the program handbook and submit the signed acknowledgment statement (one page only at the end of this handbook).

Application Deadlines

EDAD 756, the 3-credit School Administration course, is offered in the summer only through online instruction, some which is synchronous. The course is 9, half-days and is generally offered over the period of two or three weeks on weekdays in the morning. Attendance is mandatory.

Following the successful completion of the course, students register for two separate internships, completing one internship each of two semesters. If this sequence is followed, the program can be completed in one calendar year. Students begin in summer and complete one internship in fall and one internship in spring the following calendar year, ending in early May.

Applicants may apply for to be part of the next summer cohort at any time, but the deadline to begin the application process is March 15. Electronic applications must be started by March 15 and application materials must be completed by April 15 to be considered for that summer's cohort. Applications not started by March 15 and/or completed by April 15 will be considered for the next summer's cohort. There are no exceptions to this application deadline because of the nature of the program cycle.

Graduate Admissions: www.iup.edu/admissions/graduate/
For more information regarding Admission Classification and Provisional Admission for International Graduate Application, view the Graduate Catalog: https://www.iup.edu/registrar/catalog/index.html

Financial Assistance

Graduate Assistantships

As candidates in this program generally hold full-time positions working in schools, while completing program internships, no graduate assistantships are offered.
- o https://www.iup.edu/admissions/graduate/financialaid/index.html
- o Office of Financial Aid: www.iup.edu/financialaid/

If you are seeking financial aid or reimbursement from your school district, the following information is offered for planning. This is a 15 credit, part-time program, with the number of semesters and credits per semester as follows: Summer, First Semester – 3 credits; Fall, Second Semester – 6 credits; Spring, Third Semester – 6 credits.

Students seeking reimbursement from school districts are responsible for payment of tuition at the time of student billing. Course grades are available electronically at the end of each semester and that schedule is set by the IUP Registrar's Office.

Academic Advisement

Candidate in the Principal Certification Program are assigned an IUP Academic Advisor, who is generally the program coordinator. Your advisor will be your point of contact to register for coursework and any questions related to registration, such as providing a PIN (personal identification number) in the fall and spring to register for your internships.

The IUP Internship Supervisor is an IUP PSE faculty member who, in collaborating with the on-site school principal mentor in the candidate's school, is responsible for approving all activities and projects designed and developed by the candidate prior to implementing them with the building and the school district and which meet program guidelines and internship hours requirement. The IUP Internship Supervisor is responsible for evaluating assigned candidates during the internship. The advisor works with school principal mentor(s) and principal interns to assess the performance of each candidate. 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. The IUP Internship Supervisor and Program Coordinator will then recommend certification to the Dean of the COEC. Additionally, following successful completion of PDE certification testing requirements, the candidate may apply through the IUP Office of Educator Preparation for the PDE certification.

Campus Resources & Student Support

The School of Graduate Studies and Research: www.iup.edu/graduatestudies/
Graduate Catalog: https://www.iup.edu/registrar/catalog/index.html
Office of Student Billing: https://www.iup.edu/student-billing/
Office of the Registrar: www.iup.edu/registrar/
Disability Support Services: www.iup.edu/disabilitysupport/
Office of Social Equity: www.iup.edu/socialequity/
IUP Campus Library: www.iup.edu/library/
MyIUP: www.iup.edu/myiup/
IT Support Center: www.iup.edu/itsupportcenter/
Veterans and Service Members: www.iup.edu/veterans/resource-center/
IUP Writing Center: www.iup.edu/writingcenter/
IUP Career and Professional Development Center: www.iup.edu/career/
IUP Parking Services and Visitor Center: www.iup.edu/parking/
University Policy: www.iup.edu/police/ │724-357-2141
Crisis Intervention 24/7 Hotline: 1-877-333-2470
Student Registration: www.iup.edu/registrar/students/registration-resources/index.html
PDE Administrative Certification Application College of Education and Communications (COEC), Office of Educator Preparation, 104 Stouffer Hall https://www.iup.edu/teachereducation/
Educational Testing Services (ETS) for Praxis Exam: https://www.ets.org/praxis
PDE – Teacher Certification:
https://www.education.pa.gov/Educators/Certification/Pages/default.aspx

IUP Email

IUP offers an email account to all active students. **Your IUP email address is the primary means by with the university will contact you with official information and you should use for all IUP official communications. It is your responsibility to check your IUP email regularly.** Visit https://www.iup.edu/itsupportcenter/get-support/e-mail-and-calendar/general/ to learn more about setting up this account. For more information regarding University Policy on email communications, view the Graduate Catalog: https://www.iup.edu/registrar/catalog/index.html

Graduate Student Assembly

The Graduate Student Assembly (GSA) represents the graduate student body's interests at IUP and within the Indiana community. The GSA makes recommendations related University-wide and graduate-specific policies and in areas of concern in the cultural, intellectual, and social life of the part- and full-time graduate student. Visit www.iup.edu/graduatestudies/gsa for more information.

Programs and Degrees

Certificates and/or Certification and/or Licensure

The IUP Principal Certification Program is a certification preparation program which prepares students for the PDE Administration I certification.

Course Descriptions

Students in the 15-credit program complete one 3-credit course and two 6-credit internships. One 6-credit internship is completed in an elementary setting and one 6-credit internship is completed in a secondary setting. The two internships together must entail administration of all grades, PK-12.

EDAD 756 - Credits: 3
Designed as a basic course in school administration, this course serves as an introduction to the principles and practices of school administration for students who aspire to a supervisory or administrative position in public schools. Human aspects of educational administration are emphasized.

EDAD 798 – Credits: 6
Two internships within PK-12 schools, 180 hours each, one elementary and one secondary.

Evaluation of Students

Candidates will be evaluated through two internships completed after coursework is finished. During the internship period, candidates work with their principal school mentor and university internship supervisor in implementing projects detailed in their Internship Plan. Each 6-credit internship experience requires the candidate to work in all six areas of this performance-based program and to document administrative competency highlighted in the standards area of each of the program's six core areas. Additionally, students are expected to visit another school district for one day to increase their knowledge of different frameworks of organization and management, staffing patterns, and unique programs. The student's written report about this visit should address a particular goal (for example, to learn more about collaborative assessment strategies or establishing effective learning communities).

Upon completion of the internship, students will submit their log of administrative tasks and hours (minimum of 180 in each setting / elementary and secondary – total minimum 360 hours) to the Internship Supervisor. Internships follow the IUP academic calendar/semester dates as set by the IUP Registrar's Office.

Students must complete an electronic exit portfolio clearly documenting evidence of accomplished competency projects. Students must submit an updated copy of their resume to the Internship Supervisor to prepare for employment. At the completion of the internship, candidates in IUP's performance-based program are required to successfully complete the PDE-mandated Praxis exam and

prepare for ongoing leadership development provided through the Pennsylvania Inspired Leadership Initiative and Act 45.

For information regarding School of Graduate Studies and Research policies on grading, view the Graduate Catalog: https://www.iup.edu/registrar/catalog/index.html

Program Level Examination Appeals

Appeals for Program Level Exams such as, candidacy, comprehensive, or qualifying examinations, such as internship portfolios, are made to the dean of the School of Graduate Studies and Research (SGSR) based on policy and/or procedural violations. The appeal can be based only on policy and/or procedural violations, and not simply on the outcome of the examination. Procedural violations would be cases in which the program/department failed to follow program/department and/or University policies and/or procedures relating to the administration and/or evaluation of the exam.

The appeal must be made in writing to the dean of the School of Graduate Studies and Research. Documentation of the policy(ies)/procedures in question must be provided, along with a detailed description of the alleged violation(s). All evidence supporting the alleged violation should also be provided. The student must submit the written appeal to the dean of the SGSR within 30 days of receipt of the outcome of the examination. Upon receipt of the written appeal to the dean of the SGSR, the dean will conduct an investigation of the allegation, review the documentation and render a final decision which completes the appeal process. The final decision rendered by the dean of the SGSR may not be appealed.

If it is found that policy/and/or procedure has been violated, the dean of the SGSR will instruct the program/department to allow the student to retake the exam, fully adhering to policy and procedures. In the event of a finding in support of the student allegation, the reexamination may not be counted as one of the attempts permitted under the University or Department's Reexamination Policy.

Reexamination Policy

No student is permitted a "third" examination without a recommendation to that effect from the degree program's sponsoring department per their adopted written procedures and the approval of the School of Graduate Studies and Research dean (or designee). Exceptions to this policy for programs can be made only with the approval of the School of Graduate Studies and Research. In the event a student does not successfully complete the comprehensive re-examination according to program requirements and the failure results in program dismissal, the program must notify the School of Graduate Studies and Research (SGSR) of the dismissal in writing. The SGSR will send an official notification of the dismissal to the student.

Degree Completion

The Principal Certification Program is a certification only program. An earned master's degree is one requirement for applicants. Students who complete the program course work must "apply for graduation" during the final semester of the program. Although this program is not a degree granting program, applying for graduation provides a program completion process and designation on transcript of program completion.

Students must also complete the PRAXIS examination offered through Educational Testing Service (ETS) and required by the PDE. Following successful completion of the 15-credit program and the PRAXIS, students then contact The IUP Office of Educator Preparation to make arrangements to apply for the PDE certification. This office will verify you have completed all PDE requirements and support your application process.

Both ETS – PRAXIS and PDE require a fee for their services. There is also an IUP fee to process the certification. Principal candidates are responsible for these costs.

For more information, view the Graduate Catalog: https://www.iup.edu/registrar/catalog/index.html

Applying for Graduation

Students in this program are working to complete coursework and apply to the PA Dept. of Education for an Administrative I certification to become a school principal. Although students do not actually graduate from a degree program, there is a procedure that must be followed to complete the program, which includes applying for graduation. During the semester of the second internship, students should apply to the IUP Graduate School for graduation. This is an online procedure.

For more information, view the Graduate Catalog: https://www.iup.edu/registrar/catalog/index.html

University Policies and Procedures

University policy is the baseline policy. Programs may have policy that is more stringent than the University baseline policy; however, not less stringent than the University baseline policy. For questions regarding this statement, please contact the IUP Principal Certification Program Coordinator or the School of Graduate Studies and Research.

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

The Following University and SGSR policies can be found at
https://www.iup.edu/registrar/catalog/index.html
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 Policy

Research

IUP Students have access to the IUP Libraries including research support through the IUP library databases. Information about services can be found at the following websites:
https://www.iup.edu/registrar/catalog/index.html
www.iup.edu/research/

Appendices

Internship Information

Appendix A
Internship Information

Internship Requirements

The nature of this program is competency -based and internships requirement include completing projects aligned with state and national building level leadership standards within PK-12 school districts. Therefore, internships in this program must be completed within traditional schools in one of Pennsylvania's approximately 500 school districts. Internships can also possibly be completed at approved private brick and mortar schools. Questions about whether private schools can provide successful internship platforms where candidates can complete standards' requirements should be directed to the program coordinator prior to applying to the program.

Internship requirements cannot be met in prison schools, cyber schools, non-brick and mortar schools, intermediate units, or alternative schools, or other non-traditional school district schools. Please consult the program coordinator prior to applying to determine if you have questions about the internship requirements.

Interns must work under the mentorship of PA certified and experienced principals. The mentor principals must be the principal of the school where the internship is taking place. Mentors may not be other non-principal administrators, like assistant principals, superintendents of schools, assistant superintendents, special education supervisors or directors, intermediate unit administrators, vocational directors, etc. Principal Mentors must hold PDE PA Administrative II certification to mentor in this program.

All grades (PK-12) must be covered in the two internships. One internship must be in an elementary school (with a K and grade 1) and one internship must be in a secondary school (with the grade of 12). Middle level grades not contained in the elementary school internship and secondary internship must be addressed with internship projects in either or both the elementary internship and the secondary internship. Neither of the two internships cannot be in a middle school.

The projects in this program's internship courses are beyond the regular work of the candidate and aligned with the principal's work and role in both an elementary and secondary school.

Current School Administrators

Current school administers seeking the principal certification are welcome to apply to our program. Most of our candidates are teachers and some are counselors and psychologists, or other specialists or deans of students. Occasionally we have students apply to our program who are already working in some administrative capacity or hold another supervisory or administrative certification and are seeking the principal certification. In those cases, candidates must understand that this internship is *specifically for the school principal certification*. 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 building level school principal. The coursework and internships of the school principal are required for this program. Internship projects are completed under the mentorship of a PDE-certified, experienced (Administrative II certified) school principal. Candidates in this competency-based program must shadow and work under the mentorship of the school principal on activities and projects that meet PDE and NELP

standards and that school principals do in their daily work. Although there may be some overlap of administrative activities, projects for this program's internships are those that meet building level principal standards and are approved by the IUP supervisor and completed under the mentorship of the school principal. The projects in this program are beyond the regular work of the candidate and aligned with the principal's work and role in both an elementary and a secondary school.

Each candidate in this program is required at the beginning of the program coursework to become a member (a student membership is acceptable) of The Pennsylvania Principal Association, the premier PA school principal organization that offers support, resources and publications to enhance projects developed during the two-semester administrative internship:

Candidates are required to purchase a subscription to an online repository, LiveText by Watermark at www.livetext.com, prior to beginning the first internship. Other internship requirements include:

- Establish networks of support and cooperation with their building principal(s) and superintendent of the district in which they are completing program requirements

- Engage with qualified (PDE Principal Certification) and experienced (PDE Administrative II certification) principal mentors who are qualified to serve as school-based educational leadership mentors and can be present for a significant portion of internship hours.

- Schedule monthly communication with their 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, staffing patterns, and innovative programs. Record hours and write a reflection about this experience. This experience should underline expand upon your two internship placements. Examples include: urban, suburban, rural, virtual, alternative school, elementary, middle, secondary to allow practice in a wide range of relevant, school-based knowledge and

leadership skills. Using the seven NELP Standards as a framework, reflect on the experience.

- Develop an electronic exit portfolio that highlights administrative competency as defined by the NELP standards for school principals established by the National Educational Leadership Preparation Program and that address each category on using the National Educational Leadership Program Standards rubric.

- Complete the state mandated Praxis exam for licensure and certification.

- Apply for graduation (to signify completion of the program) on My IUP during the final internship semester.

- Submit to Internship Supervisor an updated resume.

- Prepare for continued professional development through Pennsylvania Inspired Leadership (PIL) Programs and PA Act 45.

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 share this document with the School of Graduate Studies and Research.

_____
Print Name

_____
Signature

_____
Date

Submit to the Graduate Admission electronic application by March 15

The Department of Professional Studies in Education will keep this signed document on file.