

DEPARTMENT OF EDUCATIONAL LEADERSHIP AND POLICY ANALYSIS
K-12 Leadership Certification Programs
Effective July 1, 2004

- Principal
 - Director of Instruction
 - Director of Special Education and Pupil Services
 - Superintendent
 - Vocational Education Coordinator (not yet available)
- Admission
- Institutional Endorsement
- Special Student Course Work
- Transfer Credits
- Program Approval
- Field Experience/Practicum
- Minimum Standards and Progress Toward Certification
- Obtaining and Submitting a Wisconsin License Application

The Department of Educational Leadership and Policy Analysis offers courses leading to professional certification. Completion of these programs leads to state certification and licensure as an administrator.

Information follows regarding admission, program requirements, minimum standards and progress toward certification and transfer credits. Applicants are responsible for following the departmental policies as stated below.

These requirements are effective for all students admitted after July 1, 2004

ADMISSION

Individuals seeking administrative certification must be admitted to one of the certification programs in The Department of Educational Leadership and Policy Analysis (see admissions www.wisc.edu/edadmin).

INSTITUTIONAL ENDORSEMENT

Students seeking institutional endorsement from UW-Madison must enroll in a minimum of six credits at UW-Madison.

SPECIAL STUDENT COURSE WORK

The Department of Educational Leadership and Policy Analysis will accept a maximum of six (6) credits of special student course work toward the completion of any certification program. (Contact the Office of Special and Guest Students at <http://www.dcs.wisc.edu/students/univspec.htm>) If more than 6 credits are required to complete the license, students must enroll as a Graduate Student (see admissions www.wisc.edu/edadmin).

TRANSFER CREDITS

Transfer credits must have been taken in accredited graduate level programs. Requests for evaluation of previous non UW-Madison course work requires submission of transcripts and course descriptions.

PROGRAM APPROVAL

After admission, candidates are required to develop a program plan (as well as subsequent amendments and changes) in conference with an academic advisor, and submit the proposed program plan to the Department Chairperson for approval as soon as is practical following admission to the program. Programs plans are downloadable at <http://www.education.wisc.edu/edadmin/reference/forms.htm>

Exceptions, equivalencies, and competencies to the minimum certification program requirements may be made by the Department upon request by the student and advisor through the Department Chairperson.

MINIMUM STANDARDS AND PROGRESS TOWARD CERTIFICATION

Students are required to maintain an overall **GPA of at least 3.0**. A minimum overall 3.0 GPA in Educational Administration courses must be maintained at all times.

COURSE SEQUENCE

Courses will be taken in a quasi-cohort format with the first block of courses taken before the second block, etc. Students will develop portfolio entries in their course work and will provide reflective essays on the demonstrations of their skill development at the end of each block. Students will produce capstone integrative entries in Educational Administration 305-849 (a school improvement plan) and Educational Administration 305-830 (a resource reallocation plan). Students will assess their professional learning in Educational Administration 305-700/900 and will develop a professional development plan to guide their field experience and ongoing learning beyond the program, and tie together their portfolio of work developed throughout the program.

FIELD EXPERIENCE/PRACTICUM PROGRAM DESCRIPTION

Description

The Practicum or Internship is the culminating experience for all students seeking certification as principal, supervisor director of curriculum, pupil services director, business manager or superintendent. A meaningful experience requires the involvement of a University supervisor and a mentoring administrator in a school or district setting. A meaningful experience is also based on the needs and goals of the student, as well the context of the specific school setting for the practicum/internship. More real experience provided under the guidance of the University supervisor and the school based mentor, improves the opportunity for the student to integrate theory and practice. Ideally the experience would be structured over an entire school year to gain an appreciation of the complexity and ever-changing role of the administrator. Responsibility for a successful practicum or internship rests primarily with the student supported by the supervisor and mentor.

As a culminating experience the internship/practicum reflects the mission and values of the Department of Educational Leadership and Policy Analysis. That is, the practicum/internship should be designed to promote instructional leadership focused on equity, inquiry and reflection. Novice administrators are not expected to be accomplished instructional leaders, but they should experience a wide variety of administrative responsibilities and activities designed to improve teaching and learning. Budget development, attending administrative meetings, scheduling, and student supervision are examples of administrative responsibility that are best understood in the context of supporting improved teaching and learning for all children. The concept of instructional leadership requires that the student inquire and reflect about administrative work as it affects the equitable use of resources to achieve learning for all.

A critical part of the practicum/internship is a review of the student's portfolio conducted as part of a mock interview process. The student's academic advisor or other University faculty will collaborate with accomplished practitioners and school superintendents to conduct "mock" interviews that review the students portfolio and provide feedback about portfolio exhibits and job readiness.

Finally, the practicum is legally required by the Wisconsin Department of Public Instruction. As such the practicum must be based on the Wisconsin Standards for Administrator Development and Licensure and meet the time requirements as prescribed by state law. Students must document 150 hours of supervised experience for the primary administrative license and 75 hours for other administrative licenses. The standards for school administrators and other administrative licenses are listed below.

Department of Public Instruction Wisconsin Administrative Code PI 34.15

<http://www.dpi.state.wi.us/dpi/dlsis/tel/watsnew.html>

(3) (b).

c) Practicum program. 1. Programs for pupil services and administrative licenses shall include supervised practicums in the area of licensure that are developmental in scope and sequence.

2. As a result of the practicum experience a license candidate shall demonstrate knowledge and understanding of the Wisconsin standards in PI 34.02, PI 34.03 or PI 34.04.

3. Successful performance shall be measured using all of the following:

a. At least 2 written evaluations based upon observations by the school-based supervisor and at least 2 written evaluations by the SCD supervisor shall be required during each student's practicum.

b. The evaluation procedures under subpar. a. shall include at least 2 conferences involving the school-based supervisor, the SCD supervisor and the practicum student. The school-based supervisor evaluation of the practicum shall become part of the student's portfolio.

(d) Graduate internship program. 1. Advanced programs shall include a graduate internship in the area of licensure that is developmental in scope and sequence.

2. As a result of the intern experience, a license candidate shall demonstrate knowledge and understanding of the Wisconsin standards under s. PI 34.02, 34.03 or 34.04, as appropriate.

3. Supervision and primary responsibility for the student shall rest directly with the licensed local school district supervisor and indirectly with the college or university supervisor.

Policies and Practices

Registration for Educational Leadership and Policy Analysis 700/900

Permission to register is required and is granted by the practicum coordinator or student services coordinator 608-263-2701. Students should register only once for all Master's level licenses, i.e. if seeking a principal license and a director of instruction license, only enroll in 700/900 one time not each time you are completing the requirements for a license.

Hours

One hundred fifty (150) hours of supervised experience is required for one license and 75 hours for each subsequent license as the minimum standard.

Memorandum of Understanding

The student is required to submit a "Memorandum of Understanding" that documents the completion of the legal requirements regarding the practicum. An example of the memorandum of understanding is attached.

Example of Principalship Practicum Components

An example of the components for a principalship practicum is attached.

Reflective Log

The reflective log documents the student's progress in the practicum experience.

[Professional Development Plan \(coming soon\)](#)

[Portfolio \(coming soon\)](#)

Grades

A final grade will be given when the following criteria have been addressed:

- The requirements for the classroom portion of 700/900 have been completed.
- All the parties to the Memorandum of Understanding has counter-signed and attested to the completion of the practicum as outlined in the memorandum.
- All of the logged hours for the field experience/internship have been submitted to the UW practicum supervisor.
- A Professional Development Plan and Portfolio have been submitted to the UW practicum supervisor.

Additional certification for licenses after the completion of 700/900 and the initial license certification

- Complete a Memorandum of Understanding for all subsequent license certifications.
- Log the hours of the field experience and submit the log to the practicum supervisor.
- Submit a revised Professional Development Plan and Portfolio to the practicum supervisor.

OBTAINING AND SUBMITTING A WISCONSIN LICENSE APPLICATION

A. Obtain and complete a license application. Applications are available on the DPI website <http://www.dpi.state.wi.us/dpi/dlsis/tel/applications.html>.

B. Submit the completed application form(s) and other DPI required documents, any and all official transcripts that list courses taken in fulfillment of certification requirements, and if paying by check, a check for \$100 made payable to the Department of Public Instruction to the Department of Educational Leadership and Policy Analysis, Graduate Admissions Office, 1152 Educational Sciences, 1025 W. Johnson St., Madison, WI 53706.

C. Course work will be verified and the application with the University endorsement will be forwarded directly to the Department of Public Instruction.

Wisconsin Department of Public Instruction (DPI)

<http://www.dpi.state.wi.us/> provides information on:

- PI-34 New DPI education program approval and license rules
- Renewing a teaching license
- Holding certification in another state, but seeking licensure in Wisconsin
- Adding new areas of certification

COURSE WORK AND ADDITIONAL REQUIREMENTS FOR K-12 CERTIFICATION BY PROGRAM

The principalship provides the foundational course work for all administrative licenses, and focuses on instructional leadership and data-based decision-making.

Initial Principal Certification - 30 credit program*

• **Professional Socialization** (complete all three courses)

EDAD 702	Introduction to Elementary and Secondary Education Administration
EDAD 848	Professional Development and Organizational Learning
EDAD 735	Student Services and Diversity in Elementary/Secondary Education

• **Professional Socialization - Instructional Leadership** (complete all three courses)

EDAD 725	Research Methods and Procedures in Educational Administration
EDAD 845	The School Principalship
EDAD 703	Evaluating and Supporting Quality Classroom Teaching (select 703 or 830 or 662)
OR	
C&I 830	Theory and Design of the Curriculum
OR	
C&I 662	Elementary School Curriculum
OR	Other approved curricular course

• **Instructional Leadership - Integrative Leadership** (complete all three courses)

EDAD 840	Legal Aspects of Education
EDAD 847	Instructional Leadership and School Improvement
EDAD 830	Financing Elementary and Secondary Education

• **Integrative – Capstone Field Experience**

EDAD 700	Field Experience – class and 150 hours in the field
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Degree/Licensure Requirements

- Master's degree or an approved equivalent in Education Administration (PI 34.32)
- Portfolio
- Program Assessments

***Additional Requirements for Administrative Licenses**

Eligible to hold teacher, school counselor, school psychologist, or social worker licenses in the State of Wisconsin.

Three years successful experience at the elementary/middle/secondary level, or three years successful experience as a school counselor, psychologist, or social worker which included 540 hours of classroom teaching experience.

Completion of the human relations requirement of PI4.11.

Undergraduate or graduate course in human growth and development including child psychology, early adolescent psychology, or adolescent psychology. (Ed Psych 301, 303, 320, 321, 502, 520, 521, or 701)

Exam administered by the Department of Public Instruction for initial administrative license.

Director of Instruction Certification – 36 credit program*

• **Professional Socialization** (complete all three courses)

EDAD 702	Introduction to Elementary and Secondary Education Administration
EDAD 848	Professional Development and Organizational Learning
EDAD 735	Student Services and Diversity in Elementary/Secondary Education

• **Professional Socialization - Instructional Leadership** (complete all three courses)

EDAD 725	Research Methods and Procedures in Educational Administration
EDAD 845	The School Principalship
EDAD 703	Evaluating and Supporting Quality Classroom Teaching (select 703 or 830 or 662)
OR	
C&I 830	Theory and Design of the Curriculum
OR	
C&I 662	Elementary School Curriculum
OR	Other approved curricular course

• **Instructional Leadership - Integrative Leadership** (complete all three courses)

EDAD 840	Legal Aspects of Education
EDAD 847	Instructional Leadership and School Improvement
EDAD 830	Financing Elementary and Secondary Education

• **Integrative – Capstone Field Experience**

EDAD 700	Field Experience – class and 150 hours in the field
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• **Certificate Specific Course Work** (complete both courses)

EDAD 860	Organizational Theory and Behavior in Education
EDAD 875	Theory and Practice of Educational Planning

Degree/Licensure Requirements

- Master's degree or an approved equivalent in Education Administration (PI 34.32)
- Portfolio
- Program Assessments

***Additional Requirements for Administrative Licenses**

Eligible to hold teacher, school counselor, school psychologist, or social worker licenses in the State of Wisconsin.

Three years successful experience at the elementary/middle/secondary level, or three years successful experience as a school counselor, psychologist, or social worker which included 540 hours of classroom teaching experience.

Completion of the human relations requirement of PI4.11.

Undergraduate or graduate course in human growth and development including child psychology, early adolescent psychology, or adolescent psychology. (Ed Psych 301, 303, 320, 321, 502, 520, 521, or 701)

Exam administered by the Department of Public Instruction for initial administrative license.

Director of Special Education and Pupil Services Certification – 39 credit program*

• **Professional Socialization** (complete all three courses)

EDAD 702	Introduction to Elementary and Secondary Education Administration
EDAD 848	Professional Development and Organizational Learning
EDAD 735	Student Services and Diversity in Elementary/Secondary Education

• **Professional Socialization - Instructional Leadership** (complete all three courses)

EDAD 725	Research Methods and Procedures in Educational Administration
EDAD 845	The School Principalship
EDAD 703	Evaluating and Supporting Quality Classroom Teaching (select 703 or 830 or 662)
OR	
C&I 830	Theory and Design of the Curriculum
OR	
C&I 662	Elementary School Curriculum
OR	Other approved curricular course

• **Instructional Leadership - Integrative Leadership** (complete all three courses)

EDAD 840	Legal Aspects of Education
EDAD 847	Instructional Leadership and School Improvement
EDAD 830	Financing Elementary and Secondary Education

• **Integrative – Capstone Field Experience**

EDAD 700	Field Experience – class and 150 hours in the field
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• **Certificate Specific Course Work** (complete all three courses)

EDAD 835	Leadership for Inclusive Schooling
EDAD 842	Legal Aspects of Special Education and Pupil Services
EDAD 860	Organizational Theory and Behavior in Education

Degree/Licensure Requirements

- Master's degree or an approved equivalent in Education Administration (PI 34.32)
- Portfolio
- Program Assessments

***Additional Requirements for Administrative Licenses**

Eligible to hold teacher, school counselor, school psychologist, or social worker licenses in the State of Wisconsin.

Three years successful experience at the elementary/middle/secondary level, or three years successful experience as a school counselor, psychologist, or social worker which included 540 hours of classroom teaching experience.

Completion of the human relations requirement of PI4.11.

Undergraduate or graduate course in human growth and development including child psychology, early adolescent psychology, or adolescent psychology. (Ed Psych 301, 303, 320, 321, 502, 520, 521, or 701)

18 semester credits of professional education (supporting) course work. (Only required for certification as Director of Special Education and Pupil Services)

Exam administered by the Department of Public Instruction for initial administrative license.

Superintendent Certification

Requires Educational Specialist Certificate or Equivalent (Ph.D. Preliminary Exam)

• **Professional Socialization** (complete all three courses)

EDAD 702	Introduction to Elementary and Secondary Education Administration
EDAD 848	Professional Development and Organizational Learning
EDAD 735	Student Services and Diversity in Elementary/Secondary Education

• **Professional Socialization - Instructional Leadership** (complete all three courses)

EDAD 725	Research Methods and Procedures in Educational Administration
EDAD 845	The School Principalship
EDAD 703	Evaluating and Supporting Quality Classroom Teaching (select 703 or 830 or 662)
OR	
C&I 830	Theory and Design of the Curriculum
OR	
C&I 662	Elementary School Curriculum
OR	Other approved curricular course

• **Instructional Leadership - Integrative Leadership** (complete all three courses)

EDAD 840	Legal Aspects of Education
EDAD 847	Instructional Leadership and School Improvement
EDAD 830	Financing Elementary and Secondary Education

• **Integrative – Capstone Field Experience**

EDAD 700	Field Experience – class and 150 hours in the field
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• **Integrative Leadership** (complete all six courses)

EDAD 860	Organizational Theory and Behavior in Education
EDAD 846	The Superintendency
EDAD 770	School-Community Relations: Communication, Marketing and Politics
EDAD 785	Staff Personnel Systems in Education
EDAD 875	Theory and Practice of Educational Planning
EDAD 870	The Politics of Education

Degree/Licensure Requirements

- Specialist Certificate or Equivalent (Ph.D. Preliminary Exam)
- Specialist Paper
- Portfolio
- Program Assessments

* **Additional Requirements for Administrative Licenses**

Eligible to hold teacher, school counselor, school psychologist, or social worker licenses in the State of Wisconsin.

Three years successful experience at the elementary/middle/secondary level, or three years successful experience as a school counselor, psychologist, or social worker which included 540 hours of classroom teaching experience.

Completion of the human relations requirement of PI4.11.

Undergraduate or graduate course in human growth and development including child psychology, early adolescent psychology, or adolescent psychology. (Ed Psych 301, 303, 320, 321, 502, 520, 521, or 701)

18 semester credits of professional education (supporting) course work. (Only required for certification as Director of Special Education and Pupil Services)

Exam administered by the Department of Public Instruction for initial administrative license.