

**Syllabus Letter of Eligibility Internship  
TLL 3093  
University of Pittsburgh  
School of Education**

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**1. Course Description and/or Rationale**

The goal of the PA Department of Education is to place a high-quality superintendent in every school and district to be change agents that improve student achievement. To accomplish this goal, the PA Department of Education is committed to aligning educational leadership certificate programs with what we know from research and best practices. Research shows that internships and field experiences are the primary vehicle toward delivering the ideal “job-embedded” experience. That requires that each candidate for an educational leadership certification in PA is linked with a school/district for 360 hours of university supervised and superintendent mentored internship/fieldwork experience over the 12-month lifecycle of the school year. This syllabus reflects the 360 hours of internship and field experiences that are faculty supervised and superintendent mentored. Mentors are from various geographical locations.

**1. Mentors**

Mentors in the Letter of Eligibility certificate program are experienced administrators and are able to assist, guide and evaluate candidates, certified in the area they are supervising, and recognized as high-quality educational leaders. Superintendents and assistant superintendents who are invited to be mentors are from various geographical locations. Based on the requirements of PDE, mentors are required to:

1. Understand the Core and Corollary Standards for School Leaders as well as the Special Education competencies and Sub-competencies for School Leaders
2. Assess letter of eligibility candidates using the PA Standards for Letter of Eligibility of School Leaders and University guidelines.

3. Assist, guide and evaluate candidates and the certificate program.

#### **4. Materials**

Students are expected to read any materials distributed by the instructor. Materials will be distributed when timely and relevant.

#### **1. Learning Opportunities**

Students are responsible for completing 360 hours of internship/fieldwork of the 12-month life cycle of the school year.

#### **Required**

##### **Field Experience**

University instructor and on-site supervisors review candidates' self-assessment of the Core and Corollary Standards, meet with candidates to determine appropriate placement based on their self-assessment and relevant professional experience in addition to considering geographic location. Mentors are selected based on their experience as a superintendent and are recognized as a successful superintendent.

The student must complete 360 total hours of field experience through an internal internship, external internship, and professional development opportunities. Documentation of these hours will be presented by the student in a cumulative portfolio with artifacts and reflections for each standard.

##### **Internal Internship**

The student must complete 90 hours with their superintendent in the district they are currently working in over the course of 12 months. This work will be logged and signed off by their supervising superintendent. The university supervisor will visit the mentor to discuss the candidate's experiences, knowledge, leadership management skills, and dispositions throughout the internship and during a final exit site visit.

##### **External Internship**

The student must complete 90 hours with a mentor in a neighboring district other than their own over the course of 12 months. At the conclusion of the 90 hours, the university supervisor will visit with the student and mentor, as needed. The supervisor will visit to discuss the candidate's experiences, knowledge, leadership management skills, and dispositions throughout the internship and during a final exit site visit.

The student must record the 90 hours of work and have the log signed by their mentor external supervisor. A letter from the mentor supervisor stating the candidate completed the hours is

required at the time of the site visit. Evidence of this work will be presented in a portfolio at the end of the internship with artifacts and reflections.

## **Professional Development**

The student must complete 180 hours of professional development the course of 12 months. The professional development should be focused on issues effecting superintendents and their responsibilities in the district. These hours will be logged and become part of their portfolio.

## **Projects**

Students are required to complete three projects over the course of the internship. The projects reflect important, annual work of a superintendent through the lifecycle of the school year. Projects are due as determined at the beginning of the semester. Due dates can be adjusted based on the external school district's timeline, if necessary.

Project	Title
1	Hiring Practices in Districts
2	Use of Data
3	Budget Analysis/Preparing for Approved Budget

### **1. Grading Scale**

Grades for this course are Satisfactory/Non-Satisfactory (S/NS).

**G grades and I grades. Under certain conditions you may receive an "G" or an "I" grade for the course.** The Graduate Catalog explains the difference between two kinds of Incompletes: the G grade and the I grade as:

***G Grade:*** The G grade signifies unfinished course work due to extenuating personal circumstances. Students assigned G grades are required to complete course requirements no later than one year after the term in which the course was taken. After the deadline has passed, the G grade will remain on the record, and the student will be required to reregister for the course if it is needed to fulfill requirements for graduation.

***I Grade:*** The I grade signifies incomplete course work due to nature of the course, clinical work, or incomplete research work in individual guidance courses or seminars.

As of August 16, 2018, G grades after one year automatically become non-changeable NG grades (no credit, no impact on grade point average).

Please visit <http://www.pitt.edu/~graduate/reggrades.html> for University Grading Policy for Graduate Study.

## **1. Policies**

### **Communication**

Regular communication with the university supervisor is expected. Communication can be via email, phone, or Zoom. Email will be through the provided University of Pittsburgh email account (e.g. [abc123@pitt.edu](mailto:abc123@pitt.edu))

### **Incomplete Grades**

For this course, an “I” (Incomplete) Grade will be granted only if the student has actively attended to the course requirements but needs extended time to complete the required work to meet minimum expectations. If an Incomplete grade becomes necessary, the instructors will require you to propose a plan of action outlining how you will complete the work within no more than one term from the end of the course (and preferably a shorter period of time).

### **Statement on Classroom Recording**

To ensure the free and open discussion of ideas, students may not record classroom lectures, discussion and/or activities without the advance written permission of the instructor, and any such recording properly approved in advance can be used solely for the student’s own private use.

### **Disability Services**

If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both the instructor and Disability Resources and Services (DRS), 140 William Pitt Union, (412) 648--7890, [drsrecep@pitt.edu](mailto:drsrecep@pitt.edu), (412) 228--5347 for P3 ASL users, as early as possible in the term. DRS will verify your disability and determine reasonable accommodations for these courses.

### **Inclement Weather Policy**

Only the Chancellor may officially close the Pittsburgh campus of the University. The University will remain open in all but the most extreme circumstances. Cancellation of classes *does not imply* that the University is closed.

The University offers an Emergency Notification Service (ENS) which is used to communicate with subscribers through voice, text, and email messages, as deemed appropriate in the event of an emergency. For instructions on how to register, please refer to CSSD's website:  
<http://technology.pitt.edu/services/emergency-notification-service>.

Any changes to normal University operations will be announced as early as possible through the ENS, the University's official website ([www.pitt.edu](http://www.pitt.edu)), Twitter (@PittTweet), and local news media outlets.

### **Academic Integrity Guidelines**

All students are expected to adhere to the standards of academic honesty. Any student engaged in cheating, plagiarism, or other acts of academic dishonesty would be subject to disciplinary action. Any student suspected of violating this obligation for any reason during the semester will be required to participate in the procedural process, initiated at the instructor level, as outlined in the [University Guidelines on Academic Integrity](#).

Provided here is the School of Education [Academic Integrity Policy](#). Please read the policy carefully. The rights and responsibilities of faculty and students are described in the [University's Academic Integrity Guidelines](#).

### **Departmental Grievance Procedures**

The purpose of grievance procedures is to ensure the rights and responsibilities of faculty and students in their relationships with each other. When a student in the EdD program believes that a faculty member has not met his or her obligations (as an instructor or in another capacity) as described in the Academic Integrity Guidelines, the student should follow the procedure described in the Guidelines (See below) by (1) first trying to resolve the matter with the faculty member directly; (2) then, if needed, attempting to resolve the matter through conversations with the chair/associate chair of the department; (3) if needed, next talking to the associate dean of the school; and (4) if needed, filing a written statement of charges with the school-level academic integrity officer.

The more specific procedure for student grievances is as follows:

1. The student should talk to the faculty member to attempt to resolve the matter.
2. If the matter cannot be resolved at that level, the student should talk to the relevant department chair or associate chair (if the issue concerns a class) or his or her advisor.
3. If the matter remains unresolved, the student should talk to the chair of the EdD program, Dr. Tom Akiva

4. If needed, the student should next talk to the SOE associate dean of students. If the matter still remains unresolved, the student should file a written statement of charges with the dean's designated Academic Integrity Administrative Officer.

### **Federal and State Background Checks and Clearances**

All SOE students are now required to have federal and state clearances on file if they are working with or observing children as part of any university class or requirement. We are putting in place a new system that will be in place soon to make sure that we are in compliance. For now, see [how students can get their clearances](#).

**The School of Education** [Policies and Forms](#) page on the SOE website explains several policies and procedures, including academic probation, course repeats, leaves of absence, monitored withdrawal, transfer credits, and statute of limitations.

### **Communications**

#### **Email**

1. Email directly from CourseWeb or your *Pitt* We do not answer emails that are not from a pitt.edu address.
2. Tell us who you are and help us figure out what you need: In the subject line, it helps if you mention what you need, so we can look it up and respond faster. We cannot memorize all your monograms, so please sign all emails with your name!

#### **1. Telephone Calls or Office Appointments**

You may need to have a conversation about something in the course. I will arrange either a telephone "office hours" or meetings on an as needed basis. Just email me and let me know your available time/days. I will be glad to schedule a conference between 9am and 5pm Monday through Friday, at a mutually convenient time.

### **Resources**

## **Education Library Guide**

See this Hillman Library [customized libguide](#), a gateway to resources for education students and faculty,

## **Religious Observances**

See the [Provost's annual memo](#) about religious observances.

## **Emergencies**

Do you have Pitt Police saved on your mobile phone? 911 works, or Pitt Police, 412-624-2121

## **Office of Diversity and Inclusion (ODI)**

Resources, consultation, and bias incident reporting: <https://www.diversity.pitt.edu/>

Title IX office, resources regarding sexual harassment, gender-based discrimination, and sexual violence: <https://www.titleix.pitt.edu/>

## **Catalogs**

The University Catalogs have comprehensive information about policies, programs, and courses. There are University-level policies and policies specific to the School of Education. Bookmark these links and review these documents periodically.

- [Pittsburgh Campus Graduate and Professional Studies](#)

## **Student Mental Health**

Counseling Center, in the Wellness Center in Nordenberg  
Hall: <https://www.studentaffairs.pitt.edu/cc/> Call **412-648-7930**, any time.

Sexual Assault Response: 412-648-7856

Care and Resource Support Team (CARS): Email [pittcares@pitt.edu](mailto:pittcares@pitt.edu) or see: <http://www.studentaffairs.pitt.edu/cars/>

Student Affairs Summary: [Faculty and Staff Guide for Helping Distressed Students](#)