



## Leadership Academy

### SDL OPTIONS

Students **who have successfully completed and documented** their 500 hour Principal/Assistant Principal (SBL) internship in *Canvas (Digication prior to 7/1/2020)* are eligible to complete the requirements for a Superintendent/Assistant Superintendent license (SDL). Courses required are CAGS 806 which is offered online in June and July, and ADMN 712 (Half Practicum: District Level).

Registration for CAGS 806 is in March 2021.

There are three options for ADMN 712 registration:

- *Spring: registration in March 2021; begin logging hours on March 15, 2021.  
Target completion: August 15, 2021*
- *Summer: registration in May 2021; begin logging hours on May 17, 2021.  
Target completion: October 15, 2021*
- *Fall: registration in July 2021; begin logging hours July 19, 2021  
Target completion: December 30, 2021*

Link to application:

Note:

**Massachusetts** students seeking an additional Superintendent/Assistant Superintendent license must complete the **300-hour, 3 credit internship (ADMN 712: District Level Half-Practicum) at the district level**, as required by the Massachusetts Department of Elementary and Secondary Education.

**New York** students who seek the School District Leader credential in NY **must complete a 3-credit graduate level course (CAGS 806) in addition to ADMN 712 (District Level Half-Practicum) at the district level**. This will allow candidates to qualify for reciprocal licenses by meeting the following conditions (cited from NYSED):

- The applicant has completed a comparable state-approved program at the appropriate level and scope, and that program includes the following minimum academic requirements
  - For SBL, at least 21 semester-hours of graduate level coursework in school leadership in addition to an internship.
  - For SDL, a minimum of 27 semester-hours of graduate level school leadership coursework in addition to an internship.
- Applicants for the SDL certificate must also have a combined total of at least 60 semester-hours of graduate level coursework.

For **New York** candidates: per MA DESE guidelines, field hours are associated with courses. As such, ADMN 712 (District Level Half-Practicum) is aligned with ADMN 806.

### **Students must go through a simple application process before they begin their SDL.**

Here are the steps:

- 1) Students need to submit the following to Michelle Delisle before they can register for ADMN 712 and CAGS 806:
  - a) Written (e-mail) confirmation to Michelle Delisle from your MCLA (SBL) College Supervisor that
    - i) you are in a position to complete the SDL
    - ii) they are available to oversee it, and
    - iii) a time frame for completion.
  - b) Letter of support from an On-site Supervisor

- c) Copy of On-site Supervisor’s District Level Administrator license
- 2) Students need to submit the following to their MCLA College Supervisor **before** they will be cleared to register and/or log hours:
- a) Letter of support from the On-site Supervisor
  - b) Completed calendar and PSAL Matrix
- 3) Upon successful completion of the SDL internship, students need to upload to *Digication* and submit to their MCLA College Supervisor the following:
- a) Completed Practicum Form (Handbook Appendix C) (original hard copy)
  - b) Log of hours (in *Digication* and hard copy)
  - c) Completed Final PSAL Matrix (Handbook Appendix D) (hard copy)
  - d) Professional Portfolio (*Digication*)
  - e) Request for Licensure Recommendation Form (Handbook Appendix E) (original hard copy)
  - f) Letter of Endorsement from On-site supervisor (original hard copy)
  - g) All *Digication* spaces complete
    - i) Log of Hours
    - ii) PSI Matrix
    - iii) Administrative Brief
    - iv) Final Reflection
    - v) Supervisor’s Final Evaluation

**Optional Certificate of Advanced Graduate Study (CAGS) Pathway**

- Students completing the 2019 Leadership Academy also have the option to complete the CAGS program on-line.
- CAGS candidates will continue the study and development of their managerial skills related to the fiscal, political, personnel, and demographic challenges they may encounter as educational leaders.
- If students elect to complete the CAGS, they are eligible to earn a Superintendent/Assistant Superintendent license by adding a 300 hour half-practicum at the district level (ADMN 712) to the course sequence found on p.7 in the *2019 Leadership Academy Handbook*.

**Registration dates for CAGS 806** runs online from June 1 – July 3, 2020. Registration is May 1-8, 2020.

Semester	Course #	Course Title	Format	Number of credits	Field hours
June-July 2020	CAGS 806	Review of the Field in Educational Administration	Online	3 credits	
Spring, Summer, or Fall (2020)	ADMN 712*	Half Practicum: District Level	Field	3 credits	300
	<b>Total Optional District Level License</b>			<b>6 credits</b>	<b>300</b>
	<b>Total with both Administrative licensure (31 cr) and additional District Level requirements (6 cr)</b>			<b>37 credits</b>	