



Department of Educational Leadership

Master of School Administration and Post Graduate Certificate Program

***NC DPI Licensure Requirement
Instructor Verification of Course Artifact(s) for Candidate's Licensure Portfolio***

Students are required to develop the type of assignments expected of school principals that also reflect the quality of work expected of a practicing school principal. As students matriculate through the core courses required in both the MSA Degree and the Graduate Certificate programs, they develop their artifact/evidence under the guidance and supervision of professors who teach designated courses in which the artifact/evidence is created. When a student has developed a phase of the electronic product that reflects the focus, content and quality expected, then the professor will inform the student by completing this document certifying the level of achievement. It should be clearly understood by the student that a phase of the product or the final product is not finished until the appropriate professors have determined that it is completed at the proficiency level or above.

NOTE: Prior to admissions into the internship, artifacts developed in courses taken prior to the internship must be assessed at the proficient level. The student is responsible for storing this document for future reference.

NOTE: The instructor is responsible for completing this document in a PDF and providing a copy to both the student and the program coordinator.

Student _____

Course Number: _____

Course Title: _____

Course Artifact (s) _____

of times assessed to reach proficiency _____ Assessment of Artifact: Proficient _____

Signature of Professor _____ Date _____

