

CAL FAQ

1. Renewing IAL?
 - 9 credits are required toward the CAL for renewal of the IAL.
 - The IAL may be renewed once for three years.

2. Applying to CAL Program?
 - Application materials are available at: <http://www.sou.edu/education/cal/index.html>
 - If you are an SOU IAL graduate you only need to fill in the top part of the application to transfer to the CAL program no new recommendations or goal statement needed.

3. Selecting classes and registering?
 - The Course schedule is available at the following link by selecting Educational Leadership in the Subject menu: <http://www.sou.edu/cgi/schedule.cgi>
 - Register through MySOU at: <http://www.sou.edu/>. If you are having problems or this is your first time at MySOU follow the instructions under Account Help in the left-hand column.

4. Program Plan and coursework?
 - There is a program plan at the CAL website that needs to be completed prior to completion of the program. Upon completion of the program the courses you have taken need to correspond to the courses on your program plan.
 - Nine hours of CAL course work taken at another university can be transferred to the SOU program upon approval from the CAL Coordinator.

5. Practicum Hours and Quarterly Assessment?
 - A total of 270 practicum hours are needed to complete the program for which you enroll in 9 credits in LEAD528 CAL Leadership into Practice. LEAD528 is offered as variable credit each term (1-9). Students typically take 3 credits of practicum per term for which they log approximately 30 hours per credit. You select your own mentor or the CAL Coordinator can assign one. You do not have to be in an administrative position to take LEAD528.
 - Requirements for each term enrolled in LEAD528 are completion of 30 hours per credit and completion of a Quarterly Assessment. Practicum hours need to be accomplished across all three authorization levels: elementary, middle, and high school. In total you need to complete 4 Quarterly Assessments for the CAL: 2 Assessments are with your mentor and 2 with an SOU Supervisor. More information on the practicum is in the CAL Mentor Handbook available on the CAL website or on request.

6. Practicum Log?
 - All practicum hours taken in LEAD528 need to be documented in a log that includes the activity, hours spent, TSPC Standards addressed, grade level, and a brief explanation of the activity and your participation. Again, 270 hours are required by TSPC across all three authorization levels.

7. Portfolio?

- The Portfolio is the documentation of evidence of your practicum activities. The Portfolio is typically organized by each of the 6 TSPC Standards (refer to the CAL Mentor Handbook or Quarterly Assessment form). The supporting documentation is composed of artifacts, such as meeting minutes, reports, personal logs, evaluations, brochures, improvement plans, etc. A brief (one page) introduction is required for the overall Portfolio. This introduction explains how the overall Portfolio is organized with a general summary of the artifacts included. Each of the 6 TSPC Standard sections also will have a brief introduction of the artifacts included.
- Enrollment in the one-credit Portfolio course (LEAD520) is required to complete the program. This course is typically taken the last term of the CAL coursework.

8. Tests?

- TSPC does not require the PRAXIS or ORELA for either the IAL or CAL--for the moment, at least.

9. Program completion?

- Final completion of the CAL requires: all coursework completed, program plan submitted and verified, LEAD 520 completed and Portfolio turned in and approved. Practicum log verified with 270 hours across all three authorization levels, 9 credits of Practicum coursework completed, and 4 Quarterly Assessment completed (2 with mentor and 2 with an SOU Supervisor).
- After the CAL Program Coordinator approves the Portfolio Margaret Wright does a final transcript verification that all coursework is completed. Margaret then issues the C-2 form to TSPC verifying program completion.
- The final steps for the CAL student are then:
 - a) Order SOU transcript sent to TSPC (and any transfer courses from another university): <http://www.sou.edu/enrollment/forms/transcripts.html>
 - b) Apply to TSPC for the CAL by sending in the C-1 form (online) and paying the appropriate fee: http://cms.oregon.gov/tspc/Pages/Forms_C-1_Instruct.aspx

10. Number of years to complete program?

- Current TSPC regulations allow the IAL to be renewed once for a total of 6 years at which time the CAL must be completed.
- SOU allows course work no more than 7 years old to be applied to program completion. Coursework between 7 and 10 years old may be approved by petition.

11. Further help?

- Admissions, registration: Anita Caster -- caster@sou.edu, 541-552-6996
- Program planning, coursework, advising:
 - Geoff Mills ☐ Mills@sou.edu, 541-552-6920
 - Ken Kempner ☐ Kempner@sou.edu, 541-552-6417
- TSPC and licensing: Margaret Wright ☐ mbwright@sou.edu, 541-552-6938