

Table of Contents

[Mission Statement](#)

[Program Description](#)

[Degree Plan: Master's in Educational Leadership](#)

[Degree Plan: Master's in Educational Leadership with an Emphasis in](#)

[Bilingual Education](#)

[Admission](#)

[Application Process](#)

[Certificates](#)

[Principal Certification Only](#)

[Probationary Principal Certificate](#)

[Superintendent Certification](#)

[Certification Process](#)

[TEXES Principal Certification](#)

[TEXES Superintendent Certification](#)

[Program Timeline](#)

[Calendars](#)

[Scholarships/Assistantships](#)

[Expectations](#)

[Competency in Writing](#)

[Assessments](#)

["Go To" People](#)

Mission Statement

The Master of Education degree with a major in Educational Leadership prepares students for school leadership roles. The program provides opportunities for students to learn and apply knowledge, skills, and dispositions set forth in [Educational Leadership Constituent Council \(ELCC\) standards](#).

[Table of Contents]

Program Description

The Master's of Educational Leadership program is comprised of [36 hours](#) plus the [Impact on Student Learning Project](#). The Master's of Educational Leadership with an Emphasis in Bilingual Education program is comprised of [42 hours](#) plus the [Impact on Student Learning Project](#). Students who already have a master's degree may complete a principal certificate only; the length of their program will depend on classes previously taken, plus [the Impact on Student Learning Project](#). Students will work in informal cohorts to apply educational leadership knowledge and skills to current school issues, often in actual school settings. Students who complete the educational leadership program are eligible to apply for [Texas Principal Certification](#) upon satisfactory completion of the [state mandated TExES examination](#) and [two years of classroom teaching experience](#). The program is aligned to the [Educational Leadership Constituent Council](#) (ELCC) standards.

[Table of Contents]

Degree Plan:

Master's in Educational Leadership

Core Courses:

EDLE 5593	Leadership and Communication Processes
EDLE 5603	Introduction to Leadership
EDLE 5623	School Law and Personnel
EDLE 5643	School Business Management
EDLE 5673	Leadership in School Change

Additional Courses:

EDUC 5053	Introduction to Educational Research
EDLE 5583	Curricular Supervision for School Leaders
EDLE 5653	Building School Communities for Diverse Learners
EDLE 5663	Community Politics and Public Relations
EDLE 5683	Instructional Improvement and Staff Development
EDUC 6753	Applied Research
EDLE 5693	Graduate Internship in Educational Leadership

[Table of Contents]

Degree Plan:

Master's in Educational Leadership with an Emphasis in Bilingual Education

Educational Leadership Courses:

EDLE 5603	Intro to Leadership
EDLE 5623	School Law and Personnel
EDLE 5673	Leadership in School Change
EDLE 5593	Leadership and Communication Processes
EDLE 5643	School Business Management
EDLE 5683	Instructional Improvement/Staff Development
EDUC 5053	Introduction to Research
EDLE 5693	Internship

Bilingual Education Courses:

EDBE 5013	History, Politics and Law in Biling/ELL Educ
EDBE 5023	Communications and Pedagogy in Biling Ed
EDBE 5033	Linguistic Foundations of First and Second Language Acquisition
EDBE 5043	Assessment in Bilingual/ELL Classrooms/Schools
EDBE 6223	Current Issues in Bilingual/ELL Ed
EDBE 5063	Biliteracy in Bilingual Classrooms

[Back to TOC]

Admission

[Admission to the Educational Leadership program](#) without conditions requires GRE scores with a writing score of 3.5, an undergraduate grade point average of 3.0, and a satisfactory background of education and experience.

[Table of Contents]

Application Process

The [application process](#) is completed [online](#). [GRE test scores](#), official transcripts from other universities attended, and verification of having had the [bacterial meningitis vaccination](#) (if you are under 30 years old) are required. A \$35.00 application fee will be assessed.

[Table of Contents]

Certificates

Principal Certification Only: Students who already possess a master's degree may enroll in a non-degree program leading to principal or superintendent certification. Students pursuing principal certification will be directed by a program advisor to enroll in required educational leadership courses not already taken in their master's degree work. If the student has six hours of research from the previous master's program, additional research courses are not required; Internship is required. Non-degree seeking candidates must complete the [Impact on Student Learning Project](#), reflecting the student's ability to support K-12 student learning and development. Financial aid is not available for students seeking a certificate only. However various scholarships are available through the [university](#) and also through the [West College of Education](#).

Probationary Principals Certification: A probationary principal certificate is available upon completion of the [15 hours of core courses](#) and a documented job offer. The certificate is valid one year at a time for up to 3 years. Students must enroll in EDLE 5793 to participate in a probationary internship the first year and EDLE 5791 for each additional year.

Superintendent Certificate: The Superintendent Certificate Program is an [18 hour cohort program](#) that is completed in 12 months. The program is aligned to the [2011 Educational Leadership Constituents' Consortium District Level Standards](#). The program includes a 240 hour internship completed under the supervision of the mentor superintendent. Students must have a master's degree and principal certificate, two years of principal experience, and a superintendent willing to serve as a mentor. The Superintendent Certificate Program is offered on an as-needed basis.

[Table of Contents]

CERTIFICATION PROCESS

TExES Principal Certification : After the student successfully completes the Educational Leadership master's program or the principal certification program, s/he is eligible to sit for the [TExES Principal Certification Test](#). When the student is ready to register for the test, [Dr. Jane Owen](#), program coordinator, should be contacted. She will verify that the student has completed the program, and she

will authorize Sherrie Johnson, Education Administrative Assistant, to place the student's name on the "ready to test" state database.

When the TExES Principal Certification Test has been passed and the student has two years of class room teaching experience as reflected on the [Service Record](#), the student should bring a copy of the Service Record to Sherrie Johnson in Ferguson Hall 211. Distance students may contact Sherrie at sherrie.johnson@mwsu.edu or 940-397-4762 for instructions. The final step in the certification process is that Dr. Darter, Certification Officer, recommends the student to the State of Texas for the principal's certificate.

TExES Superintendent Certification : After the student successfully completes the Superintendent Certification Program, s/he is eligible to sit for the [TExES Superintendent Certification Test](#). When the student is ready to register for the test, [Dr. Jane Owen](#) should be contacted. She will verify that the student has completed the program and will authorize Sherrie Johnson, Education Administrative Assistant, to place the student's name on the "ready to test" state database.

When the TExES Superintendent Certification Test has been passed, the student [must bring a copy of the Principal Certificate](#) (or its equivalent issued under this title or by another state or country) to Sherrie Johnson in Ferguson Hall 211. Distance students may contact Sherrie at sherrie.johnson@mwsu.edu or 940-397-4762 for instructions. The final step in the certification process is that Dr. Jeff Blacklock, Certification Officer, recommends the student to the State of Texas for the superintendent's certificate.

[Table of Contents]

PROGRAM TIMELINE

- Beginning with the semester the student begins the Educational Leadership program, there will be a six year window during which time the student must complete the program and graduate.
- A student may take six hours (two classes) before admission to the Educational Leadership program will be required, unless the Educational Leadership classes are counting as electives for another program in which the student is enrolled.
- After the [five core classes](#) have been completed, the student must take the Educational Leadership Constituents Council Assessment of Content Knowledge. This is offered once a semester. Contact the EDLE program coordinator for the next assessment date. The student must pass the Educational Leadership Constituents Council Assessment of Content Knowledge (or "practice test") in order to be permitted to sit for the State Principal TExES Certification test.
- The Educational Leadership Capstone Project: Assessment of Ability to Support Student Learning and Development must be completed either as a part of EDUC 6753 Applied Educational Research (for degree-seeking students who are not transferring research hours into

their EDLE master's program) or individually (for principal certification students who have six hours of research from their previous master's program, or students who are transferring in Applied Research or its equivalent from a previous master's program). This project must be completed before graduation.

- EDLE 5693 Internship in Educational Leadership should be the last class taken in the program. Students must arrange for their own internship placement, typically on the campus where they teach.
- Monitor the [Application for Degree website](#) for deadlines to apply for graduation.
- One semester before graduation, complete a [Degree Evaluation](#) to verify you are on target to graduate.
- Monitor the [MSU Commencement website](#) for information concerning the graduation ceremony.

[Table of Contents]

CALENDARS

- [Academic Calendar 2013-2014](#)
- [Event Calendar 2013-2014](#)

[Table of Contents]

SCHOLARSHIPS/ASSISTANTSHIPS

Scholarships: There are several types of scholarships available from the West College of Education. These are in addition to any scholarships that can be accessed from the Financial Aid office or the MSU Scholarship office. A [common application form](#) is used for all WCOE scholarships. Some of the scholarships are open to degree-seeking students only; other scholarships include certification students. Check with the WCOE Dean [Matthew Capps](#) for additional information.

[Graduate Merit Scholarship](#): (under "online forms," left side of page.) Due Date—May 1 of each year for the following year.

[Arbor Creek Apartment Scholarship](#): (under "online forms," left side of page.) Due Date—July 15 each year. The scholarship awards one student a no-cost apartment for the year.

[Graduate Student Travel Scholarship](#): (submit one month prior to travel date.) The scholarship provides funding for graduate students to travel to conferences to present their research findings.

Assistantships: The West College of Education has Graduate Assistantships and Research Assistantships available. Contact Donna Tettleton donna.tettleton@mwsu.edu or 940-397-4314 for information.

[Table of Contents]

EXPECTATIONS FOR GRADUATE LEVEL STUDY

- When writing emails or discussion board contributions, please use formal writing, not “text-speak.”
- If you will be late to class or absent from class, notify the professor ahead of time. Be aware of the attendance requirements of the class.
- If you need to request an extension on an assignment, contact the professor well in advance of the due date. Only very serious reasons will be considered.
- If you are attending class via [Elluminate](#), remember that you are in a classroom setting (no children, dogs, cell phones, or other distractions).
- [Grades for Graduate Study:](#) Only grades of A, B, or C are acceptable in graduate courses.
- [Student Fitness and Performance:](#) Student fitness for educational leadership and performance in the program is of utmost concern to the West College of Education. Under certain circumstances, students can be administratively withdrawn from the Educational Leadership program.

[Table of Contents]

COMPETENCY IN WRITING

Because the Educational Leadership program is writing-intensive, it is necessary to be a good writer in order to be successful.

Writing Requirement for Admission:

The Educational Leadership program requires a score of 3.5 on the GRE writing. If the student does not obtain that, the GRE Score It Now can be taken; a 4.0 must be made. Both the GRE and the GRE Score It Now are administered through the [MSU Testing Center](#). If the student still is not successful, ENGL 2113 must be taken; an A or B must be made in the class.

Assistance offered: [The MSU Writing Center](#) is a source of writing assistance for all students. The Writing Center uses the video conferencing software program Elluminate to assist distance students. If you are a distance student, contact the Writing Center for additional instructions.

[Table of Contents]

ASSESSMENTS

Assessment Overview (Required for NCATE accreditation)

Assessment # 1 – : [TExES state certification exam](#)

Assessment #2 – Educational Leadership Constituents Council Assessment of Content Knowledge.

Assessment #4 – Internship Activities throughout courses and in EDLE 5693; Building Level Educational Leadership Internship Evaluation

Assessment #5 – Impact on Student Learning Project (in EDUC 6753)

Assessment #6 – School-based Data-Gathering Project (in EDLE 5673)

Assessment #7 – School Finance Project (in EDLE 5643)

Midwestern State University's educational leadership program is aligned to the [Educational Leadership Constituents Council Standards](#), the nationally recognized standards for educational leadership programs. In order to measure student progress on these standards, one or more assignments in select classes (see chart below) will be uploaded to a data collection and management program called "[TK20](#)." There is a \$100 one-time fee for each student's use of TK20 during the program. The fee must be paid before the first assignment can be uploaded. Assignments and rubrics for each of the "TK20" assessments can be found below.

The Internship in the Educational Leadership Program is considered to be ongoing throughout the program as well as during the Internship course (EDLE 5693) because students conduct certain activities in actual school settings. Special Internship assignments will be assessed in four different courses and will be added to the Internship Portfolio in TK20.

Other assignments for the internship portfolio will be completed in EDLE 5693 Internship in Educational Leadership. The assignments include both [required internship assignments](#) and [elective internship assignments](#). They will be uploaded into the TK20 internship portfolio. There is a \$100 one-time fee for each student's use of TK20 during the program. The fee must be paid before the first assignment can be uploaded. Assignments and rubrics for each of the "TK20" assessments can be found below.

Course	Intern Hrs.	Activity	ELCC	TEXES Comp.
EDLE 5593 – Leadership and Communication Processes	10	Internship Activity: Speech to Civic Organization The purpose of this assignment is to develop candidates’ public speaking ability while incorporating several ELCC standards. (ELCC Assessment #4, to be submitted for the Portfolio)	1.2 1.3 1.4 1.5 6.2 6.3	Domain II Competency 002
EDLE 5603 – Introduction to Educational Leadership	10	Internship Activity Personal Growth Plan Articulate personal philosophy and Complete an LSI Inventory which provides feedback to student(s) regarding values; behaviors and skills inherent in optimum leadership. Generate as self-improvement. (ELCC Assessment #4 to be submitted for the Portfolio)	1.1 1.2 2.4	Domain I 001 Domain II 004 005 006
EDLE 5623 School Law and Personnel	10	Internship Activity: Development of a Legal Plan The purpose of this assessment is to provide the student with the opportunity to interview a school lawyer that will yield information on a legal professional’s advice to school personnel. (ELCC Assessment #4 to be submitted for the Portfolio).	3.2 3.3 6.1 6.3	Domain II 002 003
EDLE 5643 School Business Management		School Finance Project : The purpose of this assessment is to provide students an opportunity to analyze and determine the relationship of a selected school district improvement plan and a campus budget. (ELCC Assessment #7, to be submitted for the Portfolio)	1.2 1.4 3.1 3.2 3.3 6.1 6.3	Domain I 001 Domain III 008 009 Domain II 007
EDLE 5673 Leadership in School Change	10	Internship Activity: School Climate Survey of Parents and Other Community Members (ELCC Assessment #4 to be submitted to the Portfolio).	4.1 4.2 4.3	Domain I 001 002 003
EDLE 5673 Leadership in School Change		School-Based Data Gathering Project The purpose of this assessment is for candidates to apply knowledge of data-based research strategies to inform school improvement decisions. (ELCC Assessment #6)	6.1 1.2 1.4 1.3	
EDLE 5693 Internship in Educational Leadership	144	This culminating experience requires students to complete a number of skill related activities. The candidate, prior to this point, has completed internship activities and documented their experiences in schools. In addition to completing 180 hours of dedicated time to the internship, candidates must complete the additional activities . Candidates are evaluated on their internship portfolio activities completed throughout the program and through the internship class. The Educational Leadership Internship Evaluation Assessment will be used. (These activities will be submitted to the ELCC Portfolio) An Internship Manual provides additional detail.		
EDUC 6753 Applied Research	36	Impact on Student Learning Action Project (ELCC Assessment #5)	2.2 2.3 3.2 4.2 6.1 6.2 6.3	

[Back to TOC]

“Go To” People

In the West College of Education

Name	Phone	Email	Responsibilities
Dr. Matthew Capps Dean, WCOE	397-4138	matthew.capps@mwsu.edu	Level of appeal if an issue cannot be resolved at the program level.
Dr. Jane Owen Educ. Ldrshp Program Coordinator	397-4315	jane.owen@mwsu.edu	<ul style="list-style-type: none"> • Point of contact for all program questions, issues; • Advisor (will advise you into classes each semester) • Available by email or in the office (Hardin 205)
Sherrie Johnson, Asst. to the Dean	397-4762	sherrie.johnson@mwsu.edu	All support services for graduate students including certification questions.
Donna Tettleton Asst. to the Dean	397-4314	donna.tettleton@mwsu.edu	General information

In Other Areas of MSU

Name	Phone	Email	Office Location
Graduate Dean Dr. Jane Owen	397-4315	jane.owen@mwsu.edu	Hardin 205
Graduate Office Devah Scholl	397 -4867	devah.scholl@mwsu.edu	Hardin 205
Graduate Admissions Amanda Cantu	397-4920	amanda.cantu@mwsu.edu	Hardin 146
Financial Aid Kathy Pennartz, Dir.	397-4119	Kathy.pennartz@mwsu.edu	Hardin 102
Technology Support James Morris	397-4726	james.morris@mwsu.edu	Hardin 228
Testing Center Lynn Ducioame	397-4676	Lynn.ducioame@mwsu.edu	Hardin South 224

Disability Support Services Debra Higginbotham	397-4120	Debra.higginbotham@mwsu.edu	Clark Student Center 168
MSU Writing Center	397-4283	writing.center@mwsu.edu	Bea Wood 224

[Table of Contents]