

Sonoma State University
School of Education
Educational Leadership Handbook

Table of Contents

<u>Topics</u>	<u>Page</u>
I. <u>Educational Leadership Program Overview</u>	1
II. <u>Frequently Asked Questions and Program Component Details</u>	2
<u>A. The Preliminary Administrative Services Credential</u>	2
Description and Coursework	
Fieldwork	
Maintaining Standing in the Program	
Use of Technology	
Non-program Admission	
Obtaining the AS Certificate of Eligibility	
<u>B. The Preliminary Administrative Services Intern Credential</u>	4
Description and Coursework	
<u>C. The Masters Degree with a Specialization in Educational Leadership</u>	5
The Importance of a Masters Degree	
Program requirements	
III. <u>Admission to the M. A./Credential Program</u>	6
Legal Requirements	
Applying to the Program	
Admissions Process	
Transferring and Challenging Coursework	
Deferring Admission and Leave Requests	
Add/drop requirements	

Master of Arts in Educational Leadership with Administrative Services Credentials

I. Program Overview

The School of Education at Sonoma State University offers a graduate program in Educational Leadership. This program provides candidates the opportunity to earn an MA degree in Educational Leadership, a Preliminary Administrative Services Credential. The credential program is embedded in the Masters of Arts degree program with a concentration in Educational Leadership. Students admitted to the program have the option of completing their M.A. degree, in addition to the completion of requirements for their administrative credential. All credential programs have been formally approved by the California Commission on Teacher Credentialing and are fully accredited.

The Administrative Services Credential program was designed to prepare graduates for positions of leadership in P-12 educational settings. The Preliminary credential authorizes the holder to serve as a vice principal, principal, coordinator, program director, superintendent, or in other district or county level administrative positions. The Intern Credential authorizes individuals to serve in administrative positions while completing the approved program for a Preliminary Credential. Areas of competence addressed in each program are developmental, and expand upon prior learning and experiences included in each level of preparation. Throughout all courses, participants progress from concrete applications of what is being studied, to more advanced applications of theory into practice that call for the critique and redefinition of one's knowledge base. Multiple learning opportunities are provided to adult learners, which emphasize the acquisition of personal awareness and personal reflection. The curriculum focuses on building a knowledge-base to enhance understanding of complex educational issues, the development of process skills that emphasize problem solving and decision making, and on demonstrable procedures that relate directly to the CTC approved Administrative Standards.

The Preliminary Credential program focuses on entry-level skills for effective administration with particular emphasis on the responsibilities of school site leaders. The program is 27 semester units and can be completed by taking classes in extended Fall and Spring semesters. The program is conducted in a cohort format with a combination of some weekday late afternoon/evening classes and on some Friday evenings and Saturdays. A portion of some courses are also completed in an on-line format with students completing assignments and communicating on-line during the semester. In addition, each candidate enrolls in three units of fieldwork each semester. Fieldwork provides candidates the opportunity to apply the skills and knowledge gained in the program at their own worksite or other sites in the community in order to gain practical experience in leadership and link theory and practice.

A Masters of Arts degree with a concentration in Educational Leadership offers students the opportunity to extend their course of study and focus on an area of particular interest to provide a strong academic foundation for administrative leadership. Students earning their Preliminary credential are encouraged to pursue a Masters degree. Preliminary program coursework fulfills the initial requirements for the M.A degree. In addition, each candidate completes the MA core classes required for all School of Education MA candidates and then chooses one of three pathways of study: the completion of a thesis/creative project, or a cognate, or an individualized examination. These pathways give candidates the opportunity to synthesize the credential program work and related leadership activities.

Information on these three "pathways" can be found in the School of Education Handbook <http://www.sonoma.edu/education/handbooks/ma-handbook.pdf>

Additional information on California Credentialing procedures and requirements is available in the SSU catalog, the School of Education Credentials Office, and the Commission on Teacher Credentialing. It is the student's responsibility to consult these sources.

II. Frequently Asked Questions

A. The Preliminary Administrative Services Credential (ASC I)

What is the Preliminary Program?

The Preliminary Credential program focuses on entry-level skills for effective school administration with particular emphasis on the responsibilities of school site administrators. The program for the credential is 27 semester units with courses beginning in the early Fall semester (late August) and finishing in June.

How is the program structured?

The program is designed to be completed in one year (two semesters). A cohort model is utilized with all candidates beginning the program during August and completing the program the following June. Class sessions meet a combination of a weekday evening and weekends and weekends. In this hybrid model classes are not offered every week or every weekend. Weekday class sessions meet from 4:15 – 9:40. Weekend sessions are scheduled on Friday evenings and Saturdays several times a semester. Frequency of the class meetings is dependent upon course requirements. However, classes do not meet every week or every weekend. A course schedule is provided to students at the beginning of each semester.

How many semesters does it take to complete the program?

The program is usually completed in one year, starting in late August and concluding the following June. However, candidates may extend the time needed for program completion by meeting with an advisor and customizing the program to meet individual needs. Candidates who wish to complete a Masters Degree in Education in conjunction with the credential will take additional courses. (See section C for more information)

What courses will I need to take?

The curriculum for the program consists of the following 7 courses:

- EDEL 580A: Introduction to Educational Leadership and School Management
- EDEL 581: Management of Educational Personnel: Policies and Procedures
- EDEL 582: Educational Policy and Politics
- EDEL 583 School Law
- EDEL 588 Educational Curriculum, Instruction and Program Assessment
- EDEL 589 Leadership with Diverse Populations
- EDEL 580B Advanced Educational Leadership and School Management

All Preliminary candidates must also enroll in 3 units of supervised administrative fieldwork (EDEL 587A & B Field Experience in Administration) for both the Fall and Spring semesters.

Are students required to complete the program in one year?

Candidates may extend the time needed for program completion by meeting with an advisor and customizing the program to meet individual needs.

What administrative practicum/fieldwork experience must I have during the program?

Because the Preliminary Credential is a K-12 authorization, the state suggests that administration practicum experiences include the following where possible: fieldwork in schools with diverse student populations and fieldwork at more than one grade level (e.g., elementary school and secondary school).

Fieldwork is designed to provide hands-on administrative experiences in which theory learned in coursework is applied in a practical setting. Fieldwork runs concurrently with coursework with activities beginning early in the program and continuing through to the culminating experience at the end of the program. In most cases candidates perform their fieldwork in the district or school setting in which they work. In consultation with the SSU Fieldwork Supervisor and a district or school-based mentor, candidates develop an individualized fieldwork action plan comprised of administrative activities aligned with the six California Professional Standards for Educational Leaders (CPSEL). The standards can be found at the following link: http://www.wested.org/online_pubs/cpsel_standards.pdf.

What are the requirements to maintain standing in the program?

Students are required to maintain a GPA of 3.0 or better in the program. In addition, retention is based on validation of academic and professional skills by faculty. At the conclusion of the first semester, the faculty conducts a mid-program assessment of all students in the program. The purpose of the mid-program assessment is to identify students who may need additional assistance in order to successfully complete the program. Students who have not made sufficient progress will be provided with advising regarding criteria for successful completion of the program. Students who have been determined to Fall significantly below program criteria at the mid-term assessment may be advised to take fewer classes in the second semester or may be required to withdraw from the program.

What are the technology use requirements of the program?

Communications regarding coursework, fieldwork, and university notifications are conducted through the use of electronic mail. Students are required to establish an SSU email account. In addition, all courses will have a course website. The use of the website will vary for each course. The Moodle course website may be used to post assignments, resources, forums or other class activities. In addition, students will have electronic access to the SSU library for research, course reserves, e-journals, etc.

Are the Educational Leadership courses open to other graduate students?

Students wishing to take Educational Leadership courses as part of their Masters program in other School of Education programs need the permission of the instructor in order to enroll in Educational Leadership classes. Due to the varied course schedule, students exercising this option need to contact the instructor prior to the first day of instruction.

How do I obtain the Certificate of Eligibility?

Candidates who are completing their Preliminary/Intern program requirements at SSU must file their credential application with the School of Education Credential Analyst. Detailed explanations of this procedure will be provided to candidates near the end of the program. Contact the School of Education Credentials Office for more information.

It is important to note that following completion of the program, students must also work with the School of Education Credential Analyst to file with the Commission on Teacher Credentialing for a Certificate of Eligibility or the Preliminary Administrative Services Credential. The Certificate of Eligibility authorizes employment in administrative positions requiring the Preliminary Credential. Once employed in an administrative position, individuals then must apply to the CTC for the award of the Preliminary Credential, which is valid for a period of five years. Once employed candidates should

check with the Commission on Teacher Credentialing to identify the most current requirements for obtaining a Clear Credential.

Please note that the Preliminary Administrative Services Credentials is considered a dependent credential by the Commission on Teacher Credentialing (CTC). This means that the primary credential to which these are attached must also remain current during the working life of the Administrative Services Credential. If you know that your primary credential (your teaching or pupil services credential) will need renewing within the year that you plan on filing for a Administrative Services Certificate of Eligibility or the Preliminary Credential please remember to go online to www.ctc.ca.gov to renew the primary credential.

B. The Preliminary Administrative Services Intern Credential

What is the Intern Credential?

The Intern Credential can be thought of as preliminary authorization issued to individuals who are hired as administrators *before* they have completed the ASC Prelim. training. Interns work as administrators while completing their university-approved training. An intern can apply to the program whenever they are appointed to an administrative position.

Is the coursework the same for interns?

Interns take the same courses as students enrolled in the Preliminary program. Fieldwork supervision starts as soon as an intern is admitted. The course sequence may be a little different for interns who begin their program in the Spring semester. Interns receive more intensive field study supervision.

Is the admissions process the same for interns?

The admissions process is the same for Interns except that interns may apply for the program beyond the established deadline for Fall admission. Interns may also be admitted for the Spring semester if their appointment to an administrative position is made after the start of the Fall semester. For example, if you are appointed by your district to an administrative position in October, you may begin the program in the Spring semester. The Credentials Office will help students complete the necessary paperwork to file for an Intern Credential once an administrative appointment is made.

C. The Master of Arts Degree in Education

Should I get a Masters of Arts Degree?

Definitely yes! Individuals planning careers in educational leadership positions are often expected to hold a Masters of Arts degree as they advance in their administrative assignments. The Educational Leadership concentration will allow you to gain specialized knowledge that will deepen your understanding and assist you in your professional accomplishments.

What if I already have a Master of Arts Degree?

A Master of Arts Degree in an area related to educational administration should meet the expectations for career advancement. Related areas include Special Education, Counseling, Psychology, Curriculum and Instruction, Organization Development, etc. Completing the additional work required for this specialized emphasis in Educational Leadership will give you an opportunity to further explore this discipline.

What are the requirements for the Masters of Arts Degree?

The Master of Arts Degree in Education is a minimum of 30 semester units. Most courses taken for the Preliminary Credential program count toward this total. In addition to the courses listed previously, all students take two required core classes: EDUC 570 (The Reflective Educator) and EDUC 571 (Educational Research). Following these courses, students will then select one of three pathways for the Masters of Arts Degree: thesis or thesis/project; cognate; or examination. The remainder of the coursework for the Masters Degree depends upon the particular pathway that the student selects. Coursework in the Clear Credential program will also count toward an MA degree, but additional courses will also be required. Interested candidates should contact an Educational Leadership Advisor.

Complete information regarding the Masters of Arts Degree program and can be found by downloading the Masters Handbook located at the following URL:

http://www.sonoma.edu/education/masters/handbook_07.pdf

How do I apply for admission to the Master of Arts Degree Program?

When you apply to the credential program you can indicate that you are also applying for the MA Degree. No additional documentation will be needed. You may take the introductory courses for the Masters of Arts Degree the summer prior to beginning the Cohort sequence of courses.

Can I work on the administrative Services Preliminary Credential while completing the MA Degree?

Candidates may work toward their administrative certification while working toward their Master of Arts Degree. However, students wishing to be eligible for administrative positions should give the completion of the administrative certification priority.

III. Admission to the Masters of Arts and/or Credential Programs

What are the legal requirements for admission to the program?

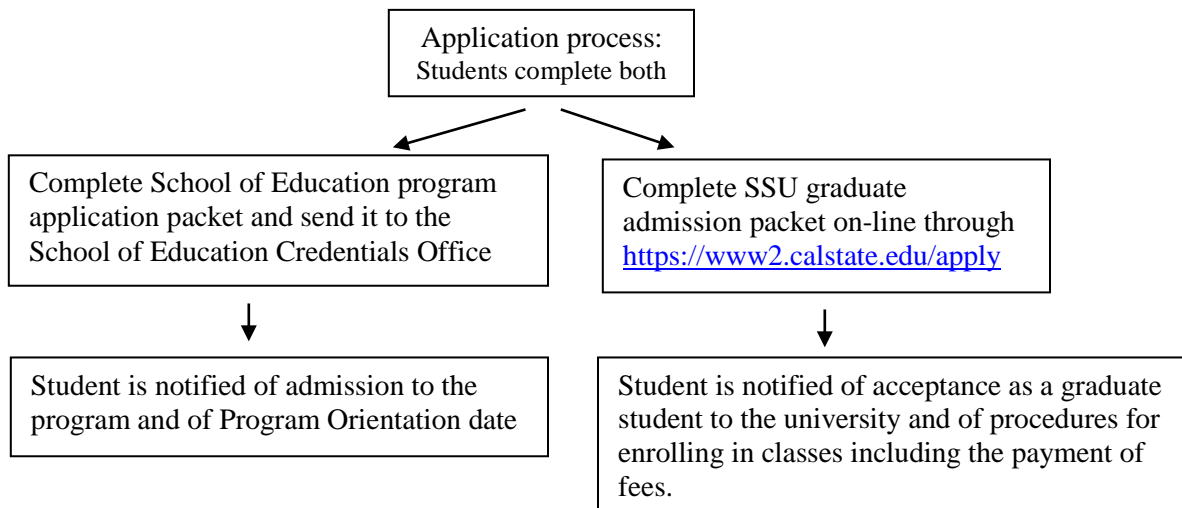
All students applying to the ASC Preliminary Credential program must meet the following requirements:

- A baccalaureate degree from an accredited institution.
- A valid California Clear teaching credential or services credential with a specialization in pupil personnel, health or library sciences.
- A minimum of five years of successful full-time teaching experience in public or private schools. Full-time experience for the PASC or CE is defined as teaching a minimum of four hours per day on a daily basis for at least 75% of a school year. Experience may be accrued in increments of a minimum of one semester. Day-to-day or other short-term substitute experiences are not acceptable. However, the experience does not have to be earned while holding a teaching or other qualifying credential. Experience earned in a private school of equivalent status prior to issuance of a teaching/services credential or experience earned in a public school on the basis of an emergency permit, intern credential, Short-Term Staff Permit, or Provisional Internship Permit is acceptable toward the required five years of experience.
- Successful completion of the CBEST.

How do I apply for admission to the program?

All students must complete **both** of the following:

- Students must apply for graduate study at SSU via <https://www2.calstate.edu/apply>.
- Students apply to the Preliminary program using application forms available at www.sonoma.edu/education or the Credentials Office.



What materials must I submit as part of the School of Education program application?

1. Two sets of Official transcripts (details provided in the application packet)
2. Two photocopies of a valid clear California teaching credential or services credential
3. Verification of 5 years of full-time teaching and/or services experience.
4. Two recommendations on the forms provided in the application packet that indicate your leadership potential; at least one must be from a school administrator
5. Program application, which includes your professional goals statement
6. Documentation of University admission or application
7. Verification of Basic Skills via CBEST scores or other approved options
8. Current resume

It is the responsibility of the student to submit a complete application and supporting documents to both the Credentials Office in the School of Education and to the university admissions and records. Students are responsible for submitting *all* required materials listed above on or before the application deadline.

What is the application deadline?

Students are encouraged to apply in the early Spring for Fall admission. A complete application packet must be submitted by February 28th for priority Fall admission. (Please contact the Credentials Office at (707) 664-2832 for changes to this period). Priority applications are screened and responded to first. The overall deadline is established annually. Please go to www.sonoma.edu/education for the current deadline.

Are there any other steps in the admission process?

Students may be called for an interview prior to admission into the program.

How are students notified of admission?

Candidates will be notified by the Credentials Office of their admission to the program. At that time candidates will be given date of the program Orientation session for newly admitted students. Candidate attendance is required. It is usually held in mid-June.

Students will also receive an official letter of acceptance from Sonoma State University. Students need to follow the procedures outlined in their acceptance letter to obtain access (a SSU user ID) to register for classes and information regarding payment of fees in order to register for classes.

Why do I need to attend an Orientation session?

Students admitted to the program must attend an Orientation session in the Spring prior to starting the program in order to learn more about program requirements and timelines. Students will receive important information regarding class schedules, program expectations, course readings, and enrollment information. Due to the cohort model and the unique program schedule, students need to make efforts to stay informed regarding class scheduling and enrollment information, which is provided at orientation.

When do classes begin?

The SSU Fall semester begins in mid to late August. Educational Leadership courses often start before the beginning of the semester. The program schedule will be provided to students at the Orientation session. This schedule may be different than the schedule posted on the SSU course registration site.

How do I register for courses? Students need to consult the SSU registration webpage for dates and procedures for registering for Fall classes. It is helpful to register early in order to receive assignments prior to the beginning of courses due to the condensed nature of the program.

How many units may be transferred into the program?

A maximum of nine units may be transferred for courses taken at other institutions provided they meet the following requirements:

- a. Courses must be at the graduate level, from an accredited institution and acceptable in a graduate degree at the school.
- b. Courses must have been taken within the last five years.
- c. Courses must have been passed with a grade of B or better.
- d. Courses must be equivalent to those required in the SSU program and must be approved by the program coordinator.

In order to apply to transfer coursework, students must submit a School of Education petition that includes a photocopy of the catalog description, transcripts, and other documentation for courses to be evaluated.

Can program admission be deferred?

If a student has been accepted to the program but wishes to defer admission for one year, the student needs to contact the SOE Admissions Office in writing requesting to defer admission.

Is it possible to request a leave from the program?

If a student has been accepted to the program and completes one semester but wishes to postpone additional coursework, the student may file a leave request. Leave requests are available at www.sonoma.edu/education or the School of Education office.

What are the add/drop requirements?

Students are responsible for noting the add/drop dates for courses posted on the SSU admissions webpage under registration information.