



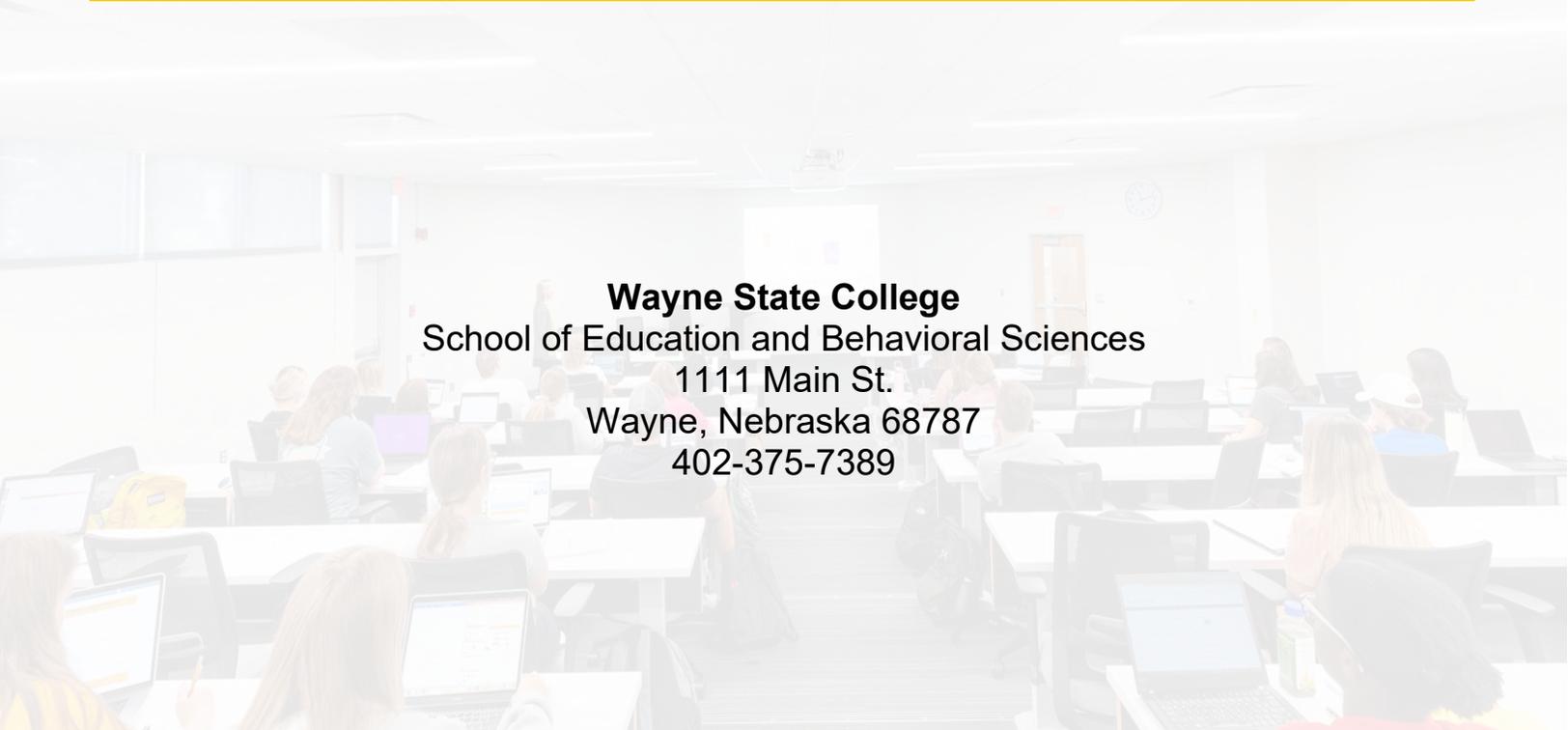
# School Administration (MSE) Handbook

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**Master of Science in Education (MSE)**  
Revised April 2024



**No. 4 in the U.S.**  
Best College for School Administration, 2024  
*College Factual*



**Wayne State College**  
School of Education and Behavioral Sciences  
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# MSE and Endorsement Programs in School Administration

## Program Overview

School administration programs at Wayne State College (WSC) prepare students for building-level principalships or other administrative positions involving the supervision of certificated employees. Program standards and outcomes are aligned with Nebraska Department of Education Rules 21 and 24. The program meets the standards of the Council for the Accreditation of Educator Preparation (CAEP) and the Professional Standards for Educational Leaders (PESL). To be eligible for a Nebraska Administrative Certificate, the candidate must have two years of successful teaching experience. Students seeking certification for the first time in Nebraska may be required to complete additional courses in human relations and special education.

The School of Education and Behavioral Sciences has eight different degree and endorsement programs in school administration and two add-on focus areas. A focus program or a program to extend the level must be added to a degree or certificate program. Note that the credit-hour numbers in parentheses for endorsements are typical for the program. Individual students may need more; some may need less. The student and his or her advisor will collaborate in developing a program of study that best suits the student's interests and career path.

- MSE Degree Programs: 7-12 (36); PK-8 (36); PK-12 (45)
- Certificate of Advanced Studies (Non-Degree): 7-12 (36); PK-8 (36); PK-12 (45)
- Programs to Extend Level (Add to existing Principal Endorsement): 7-12 (9); PK-8 (9)
- Focus Area Option: Athletic Administration; Special Education Supervision (12)

## Faculty Advisor Information

Name	Title	Office	Office Phone	Email
Dr. Kevin Lein	Assistant Professor	Benthack 205Q	(402) 375-7576	<a href="mailto:kelein1@wsc.edu">kelein1@wsc.edu</a>
Dr. Jenny Piening	Assistant Professor	Benthack 205R	(402) 375-7376	<a href="mailto:jepieni1@wsc.edu">jepieni1@wsc.edu</a>
Dr. Michael Sieh	Assistant Professor	Benthack 205A	(402) 375-7185	<a href="mailto:misieh1@wsc.edu">misieh1@wsc.edu</a>

## Degree and Certificate of Advanced Studies Programs

Students must have completed a master's degree in education to be certified as a Principal in Nebraska. Students who have completed a master's degree in Curriculum and Instruction or their teaching content field may be certified by completing a Certificate of Advanced Studies program of study that does not lead to an additional degree. Students who have not previously completed a master's degree program must take the MSE Degree Program for school administration. Either program will prepare students equally for the role of a school building administrator.

## **P-8; 7-12; or P-12 Levels**

In Nebraska, students may be certified as a Principal at the P-8 or 7-12 level. These programs require 36 credit hours to earn a master's degree. Students pursuing a P-12 Principal degree will need to complete 45 credit hours. Students who have completed a P-8 or 7-12 degree may extend their endorsement to the P-12 level by completing a nine-credit-hour endorsement after completing their administrative degree. Students who want to be certified in Nebraska may wish to consider how the hours will be applied for advancement on their district's salary schedule in determining the level for their program of study. Iowa requires a P-12 endorsement to be certified as a Principal in that state. Students in other states should check with their school administrator licensing agency.

## **Admission to the Program**

All students admitted to graduate studies must also be admitted to the school administration program.

### **Step 1 – Apply for Graduate Studies**

Apply Online. The first step is to [apply for admission](http://www.wsc.edu/admissions-application) to graduate studies at WSC. An application can be completed online at [www.wsc.edu/admissions-application](http://www.wsc.edu/admissions-application). If you have any further questions about getting admitted to graduate studies at WSC, contact the WSC Admissions Office at 1-866-972-2287. Officials there will guide the student through the admissions process. Applicants must have a minimum GPA of 2.75 in the undergraduate degree or a GPA of 3.0 in the first nine hours of core courses in the graduate program.

### **Step 2 – Essay**

The applicant will submit a 3-page essay on "Why I am Interested in Becoming a School Administrator." The essay should be completed as a Microsoft Word Document, double-spaced, and in 12-point font. It will be assessed on organization, content, and mechanics and grammar using a four-point rubric:

1 = not acceptable; 2 = acceptable; 3 = target; 4 = exemplary.

Be sure to address the following items in your admission essay:

- Describe your background.
- How did your interest in school administration evolve?
- What leadership experiences have you had to this point in your career?
- What personal characteristics and professional skills do you possess that would contribute to your potential for becoming an effective educational leader?
- Other than your graduate program of study, how do you plan to prepare yourself for a role in educational leadership?

### **Step 3 – References**

The applicant must choose three current or former school administrators as references. Each of these administrators must fill out the WSC recommendation form, which can be accessed during the admission process.

Note: This application process need not be repeated for WSC school administration program completers who wish to add another nine-hour administrative endorsement level.

## Directions for Enrollment in Classes

Students admitted to graduate studies in the School Administration degree/endorsement program may enroll in classes.

1. Visit [myWSC](http://www.wsc.edu/mywsc) at [www.wsc.edu/mywsc](http://www.wsc.edu/mywsc) to login into your WSC student account
2. Select the Wildcats Online icon
3. Click on the Enrollment tab
4. Select the appropriate term
5. Search for course(s) and add your chosen course(s) to the shopping cart
6. Click the Enrollment Checkout button
7. Click the box by the course(s)
8. Click on enrollment selected
9. Confirm the enrollment statement by clicking "I understand"

## Transfer Credit

Graduate credit from other accredited higher education institutions may be accepted into the program, assuming that (a) minimum course grade of B, (b) the coursework was not a part of another graduate degree, (c) the course or courses are an appropriate substitute for courses in the WSC School Administration Program, and (d) the coursework will fit into the 10-year time frame. Transfer credits are limited to 18 hours from other regionally accredited institutions. Regionally accredited graduate institutions include those accredited by the Higher Learning Commission, Middle States Commission on HE, New England Commission of HE, Northwest Commission of Colleges and Universities, Southern Association of Colleges and Schools, and the Western State Commission of Colleges and Universities. Transfer credits are subject to an evaluation by the faculty and approved by the Dean of Education and Behavioral Sciences.

Credit applied to a previously earned degree will not be accepted for a graduate degree at WSC, except for hours that are part of the Professional Education core.

## Progress Interview

After the completion of at least 15 program hours, at least two faculty members in school administration will conduct an interview to assess student progress and garner feedback on the relevancy of the program. The interview will be conducted via a video conference. A faculty determination will be made using the progress interview rubric regarding the candidate's suitability to continue in the school administration program.

## Financial Aid

Financial Aid information may be obtained from the financial aid office at WSC. Contact the Financial Aid Office at [402-375-7229](tel:402-375-7229) or by email at [sfs@wsc.edu](mailto:sfs@wsc.edu). Those seeking financial aid will need to complete a program of study before beginning their first course. The federal

government will not award financial assistance to students who are not pursuing a degree program. Students completing a Certificate of Advanced Studies (non-degree endorsement only) program of study will not be eligible for federal financial aid.

## Communications

Information will be communicated to students via their WSC email. Therefore, students should check their WSC email regularly. Students should also set their Canvas notifications to be forwarded to their WSC account daily as well.

## Student Dispositions

Students shall remain in good professional standing throughout the program. Students shall adhere to the code of ethical conduct for school leaders as established by the NAESP and the NASSP and their state's professional conduct code.

Students shall have a responsibility to report any professional complaints or violations of the code of professional conduct that may result in the revocation or suspension of his/her current certificate. Students should also report if they are charged with committing a crime, which might jeopardize their professional educator status. If a student violates these standards, a hold will be placed on a student's account, preventing him/her from registering for additional courses. This hold will remain in effect until the student is cleared of all charges and has resubmitted a reference from a principal who would be willing to serve as the student's mentor. Students who don't self-report and have not adhered to the conduct codes mentioned above will be removed immediately from the program by the school administration faculty. The self-reporting form can be obtained from your advisor.

## Course Rotation Schedule *(Subject to Change)*

### Professional Education Core Classes

Course No.	Course Name	When Course is Offered
EDU 603	Introduction to Educational Research and Design	Online every semester and the May-June summer session ( <b>required</b> )
EDU 604	Language Arts in the Elementary and Middle School	June Summer Session (P-8 & P-12 Only)
EDU 626	Advanced Educational Psychology	Online every fall semester and summer in July (elective)
EDU 627	Currents Issues and Trends in Education	Online every fall semester and the summer June session (elective)
EDU 658	Fundamentals of Curriculum Development PK-16	Online every spring semester and the July summer session ( <b>required</b> )
EDU 674	History and Philosophy of Education	Online every spring semester and during the June summer session (elective)

EDU 682	Developing and Integrating Technology in the Classroom	June Summer Session (7-12 & P-12 Only)
SPD 611	Organization and Administration of Special Education	Online every spring and fall semesters and July Summer Session ( <b>required</b> )

### Content/Discipline Core Courses

Course No.	Course Name	When Course is Offered
EDU 610	Elementary School Administration PK-8	Every spring semester
EDU 611	Secondary School Administration 7-12	Every fall and spring semester
EDU 645	The Principal as an Instructional Leader	Every fall and spring semester
EDU 655	School Law: Constitutional Aspects and Cases	Every spring semester and July summer session
EDU 657	School Organization and Community Relations	Every fall, spring, and June summer session
EDU 659	School Finance and Facilities Management	Every fall semester and June summer session
EDU 666	Supervision of Instruction	Every fall and spring semester
EDU 689*	Internship in Administration PK-8	Every fall and spring semester
EDU 690*	Internship in Administration 7-12	Every fall and spring semester

\*Internships for P-8 or 7-12 students must be taken within the last nine hours of program coursework. For PK-12 program students, internship classes must be taken during the last 12 hours of program coursework. **Only one internship course may be taken in a semester.** Completion of EDU 657 is a prerequisite for enrolling in EDU 689 or EDU 690.

All classes are online. The rotation of classes may change.

## Embedded Clinical Experiences/Internship Hours

In accordance with NDE Rule 24, all school administration students must complete a total of 250 internship hours in master's-level classes, 130 of which will be done in either EDU 689 or EDU 690. [PK-12 program students must complete 380 hours, 260 of which will be in the EDU 689 and 690 internships] All of the **Content/Discipline** classes involve 20 clock hours of clinical experience/internship.

Clinical experience/internship activities are embedded in the course Content/Discipline courses. These embedded experiences must be completed successfully to satisfy the course requirements. If all the activities are not completed successfully, no credit will be awarded for the class, and an IP (In Progress) grade will be awarded until they are completed.

## Comprehensive Examination

Candidates for MSE degrees are required to take Comprehensive Exams. Comprehensive exams are scheduled every semester, usually in October, March, and June. It is the student's responsibility to file a request with their advisor to take the comprehensive examination at least two weeks before the examination period. If the advisor approves, they will file the request with the Dean of the School of Education and Behavioral Sciences. The student will have the opportunity to select a question from each of four courses from their program of study. The student will have ten (10) day window to complete and return the examination via a Microsoft Word document submitted to the Comprehensive Exam Canvas website.

## Application for Graduation

Students pursuing degrees must file an Application for Graduation (found in Wildcats Online) no later than the end of the second week of the semester in which they intend to graduate. The degree requirements must be met within ten calendar years, commencing with the first-course registration date. Courses can be no more than ten years old at the time of graduation. Students completing degrees may participate in commencement ceremonies, which are held in May and December. Summer graduates may participate in either the May or December Commencement.

Certificate of Advanced Studies or Non-degree endorsement-only students do not earn a degree or participate in Commencement. Non-degree students will not complete an application for graduation, and there is not a time limit on the completion of coursework.

### Graduation Requirements

Program	Admin Essay	Admin Rec. (3)	Progress Interview	Comp. Exam	ETS Praxis II Exam
7-12 Degree (36)	X	X	X	X	X
PK-8 Degree (36)	X	X	X	X	X
PK-12 Degree (45)	X	X	X	X	X
7-12 Endorsement (36)	X	X	X		X
7-12 Endorsement (9)					X*
PK-8 Endorsement (36)	X	X	X		X
PK-8 Endorsement (9)					X*
PK-12 Endorsement (45)	X	X	X		X

\* *The Praxis Exam only needs to be taken and passed once.*

## Iowa Students

To comply with the Iowa Board of Examiners' requirements, Iowa students need to complete a PK-12 program of study. They also need to complete the Iowa Evaluator Training sequence and a course in the administration of special education. The Iowa Department of Education offers evaluator training workshops. WSC offers SPD 611 online during all terms. This course meets Iowa certification requirements. In addition, those intending to seek Iowa certification must have a special education experience as a part of this program's clinical experience/internship work.

A student seeking an Iowa educator license is advised that successful completion of this institution's program of educator preparation does not automatically qualify you for initial administrative licensure by the Iowa Board of Educational Examiners. A candidate seeking licensure in the State of Iowa may be required to first be licensed/certified as a school administrator in Nebraska. WSC can assist you in contacting the appropriate certification office at this college and at the Nebraska Department of Education. This document and the program of study template are intended to assist you in understanding the administrative and supervisory certification requirements of the Nebraska Department of Education as required in WSC's program for the preparation of school administrators. The Nebraska Department of Education may have additional requirements for certification, such as the passage of an ETS Praxis II exam, a criminal background check, and evidence of certification/experience as a teacher.

Upon completion of the Nebraska certification, a candidate seeking subsequent licensure from the Iowa Board of Educational Examiners must contact the [Iowa Board of Examiners](http://www.boee.iowa.gov) (<http://www.boee.iowa.gov>) at [515-281-3587](tel:515-281-3587) for licensure requirements in Iowa.

## ETS Praxis II Exam

All program participants shall take the Educational Testing Service (ETS) Praxis II Exam Educational Leadership: Administration and Supervision #5412 upon completion of the program.

Students shall take but are not required to pass the ETS Praxis Exam before finishing their program of study. Students must achieve a passing score as established by the Nebraska Department of Education before being issued a Nebraska Standard Administrative Certificate. Students should visit the [ETS website](http://www.ets.org) at [www.ets.org](http://www.ets.org) to obtain information on the exam, exam dates, and exam locations. Visit the [Nebraska Department of Education certification website](http://www.education.ne.gov/tcert) at [www.education.ne.gov/tcert](http://www.education.ne.gov/tcert) for information on the Praxis Subject Assessment (Content Test) requirements. Scores must be sent to the Nebraska Department of Education and WSC.

## Certification

**Initial Certification.** Upon degree completion, the student should contact WSC Certification Officer Brook Jech ([brjech1@wsc.edu](mailto:brjech1@wsc.edu) or call 402-375-7373) to process the additional administrative endorsement for his/her administrative certificate.

**Renewal of Certificate.** The renewal of an administrative certificate will require successful experience as an administrator. If the applicant has not completed successful experience as an administrator at the time of renewal, an additional six (6) graduate credit hours will be required by NDE. Students who have completed a PK-8 or 7-12 degree may want to consider taking the

additional nine hours to advance their endorsement to the PK-12 level for certificate renewal to meet NDE's renewal requirements.

## School Administration Benchmark Levels

Level	Requirement for Admission
Initial Enrollment	<ul style="list-style-type: none"> <li>• Admission to Graduate Studies</li> <li>• Certified or Licensed as a Teacher</li> </ul>
School Administration Program Admission	<ul style="list-style-type: none"> <li>• 2.75 GPA Undergrad or 3.0 GPA Graduate Courses</li> <li>• Admission Essay Accepted</li> <li>• Recommendations Three (3) Administrators</li> <li>• Approved Program of Study</li> </ul>
Candidate for Degree/Certificate	<ul style="list-style-type: none"> <li>• Progress Interview – Faculty Approval</li> <li>• Passing Score Comprehensive Exam (Degree Students Only)</li> <li>• Minimum of two (2) years experience as a teacher</li> <li>• 3.0 GPA or higher</li> </ul>

## General and Graduate Catalog

A current [General and Graduate Catalog](http://www.wsc.edu/catalog) may be downloaded at [www.wsc.edu/catalog](http://www.wsc.edu/catalog). The catalog provides detailed information on all college programs and services. If anything in this document contradicts the General and Graduate Catalog language, the General and Graduate Catalog shall take precedence.