



# School Administration (MSE) Handbook

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**Master of Science in Education (MSE)**  
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**Wayne State College**  
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# MSE and Endorsement Programs in School Administration

## Program Overview

School administration programs at 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)

## 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.

## Transfer Credit

A maximum of 18 graduate credits, subject to an evaluation by the faculty and approved by the Dean of Education and Behavioral Sciences, may be transferred from another regionally accredited graduate institution and applied toward a degree. 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. Graduate credit accepted must meet a minimum course grade of B and be an appropriate substitute for courses in a WSC program.

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. All classes within an MSE degree program must fit into a ten-year timeframe for degree completion.

## Financial Aid

Financial Aid information may be obtained from the financial aid office at Wayne State College. 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.

## 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 Graduate Studies

The first step is to [apply for admission to graduate studies](#) at Wayne State College by visiting [www.wsc.edu/admissions-application](http://www.wsc.edu/admissions-application). If you have further questions about getting admitted to graduate studies at Wayne State College, contact the WSC Admissions Office at 1-866-972-2287. Officials there will guide you 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.

## Initial Enrollment

Graduate students may enroll in up to 9 credit hours of coursework-before being admitted into the school administration program. Program admission will be completed in EDU 657. New enrollees should enroll in EDU 657 School Organization and Community Relations as a part of the initial program enrollment.

## 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>

## Admission to School Administration Program of Study

All students admitted to graduate studies must also be admitted to the school administration program. The admission to school administration will begin during the EDU 657 School Organization and Community Relations course. The applicant will submit a 3-page essay on "Why I am Interested in Becoming a School Administrator" to his or her assigned advisor. 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?

Also, while enrolled in EDU 657, the applicant will need to select three current or former school administrators as references. The applicant will have access to the recommendation form in EDU 657 or may request the recommendation form from his or her assigned advisor. Upon receipt, forward the recommendation form to your references and request that they email the form back to your advisor. The recommendation form is designed to obtain feedback on the applicant's potential to complete an academic program of study in school administration and become a successful school administrator.

All program admission application materials must be received and on file in the Dean's Office to complete EDU 657. Students who fail to complete the application materials will receive an IP (In Progress) and will not be allowed to continue in the program until the admission documents are received.

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

## **Progress Interview**

The final step of program admission is the successful completion of a progress interview. After completion of at least 15 program credit hours, the student's advisor and one other faculty member in school administration will conduct an interview to assess student progress and garner feedback on the relevancy of coursework. The interview will be completed via an online video conference (e.g., Skype, Zoom). A faculty decision will be made using the progress interview rubric about the candidate's suitability to continue in the school administration program.

## **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

## 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) days 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 with the Extended Campus Program Office no later than the end of the second week of the semester from which they intend to graduate. A link to the application can be found in the student's Wildcats Online account. All requirements for the degree must be satisfied within ten years, beginning with the date of the first-course enrollment. Courses can be no more than ten years old at the time of graduation. Students completing degrees may participate in Commencement ceremonies. Commencement is 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.*

## ETS Praxis II Exam

All program participants shall take the Educational Testing Service (ETS) Praxis II Exam Educational Leadership: Administration and Supervision upon completion of the program. Students shall take but are not required to pass the ETS Praxis Exam prior to 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 Wayne State College.

The ETS Content Test that Nebraska uses for the Principal endorsement is ELAS # 5412. Students who may have previously taken ELAS #5411, the predecessor to #5412, may submit those scores to Wayne State College and NDE.

## Certification

**Initial Certification.** Upon degree or endorsement completion, the student should contact WSC Certification (402-375-7373) to process the application of an administrative and supervisory certificate with the added endorsement of Principal. The Nebraska Department of Education (NDE) may impose requirements for certification beyond your program of study at WSC, including the receipt of a passing score on the ETS Praxis II exam #5412 Educational Leadership Administration and Supervision. Our program of study is designed to prepare you for such a test. Still, performance on that test may depend on many issues beyond the control of

our department, including but not limited to prior professional educational knowledge, teaching and administrative experiences, test-taking skills, and the candidate's retention of course material. Typically, the Nebraska Administrative and Supervisory Certificate will be good for five years.

**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 P-8 or 7-12 degree may want to consider taking the additional nine hours to advance their endorsement to the P-12 level for certificate renewal to meet NDE's renewal requirements.

## 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. Wayne State College 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 Wayne State College'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.

### 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>• 3.20 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.