

School Administration

Student Handbook Master of Science in Education (MSE) Revised August 2018



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Wayne State College
School of Education and Counseling
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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 other certificated employees. The program standards and outcomes are aligned with requirements contained in 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 administrator certification in Nebraska, the candidate must have two years of verified successful teaching experience. Students seeking certification for the first time in Nebraska may be required to complete additional coursework in human relations and special education.

The School of Education and Counseling has eight different degree and endorsement programs in school administration. Note that the credit-hour numbers in parentheses for endorsements assumes that the student has completed previous masters-level coursework in professional education. In actuality, individual students may need more; some may need less. The student and his or her advisor will collaborate in the development of a program of study that best fits 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)
- Endorsement Only Programs: 7-12 (9); PK-8 (9)
- Focus Area Option: Athletic Administration

Degree and Endorsement Only 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 in their teaching content field may be certified by completing an Endorsement Only program of study that does not lead to an additional degree. Students who have not previously completed a Master Degree program are required to 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 evaluation by the Dean of Education and Counseling, may be transferred from another regionally accredited graduate institution and applied toward a degree. Graduate credit accepted must meet a minimum course grade of B and be an appropriate substitute for courses in a WSC program.

Credit that has been applied toward a previously earned degree will not be accepted for a graduate degree at WSC, except for the nine-credit hours that are a 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 402-375-7067 or by email at 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 aid 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 who pursue a degree for Principal at the P-12 level 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 want 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/graduate and selecting the appropriate program of study. If you have further questions about getting admitted to graduate studies at Wayne State College, contact the WSC Admissions Office at 1-800-228-9972 (x7234). 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 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.

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 an 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 evaluated 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 e-mail the form back to your advisor. The recommendation form is designed to obtain feedback about the applicant’s potential for completing an academic program of study in school administration and for becoming a successful school administrator.

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

[Note: This application process need not be repeated for those students 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 conducted via online video conference (e.g. Skype, Zoom). A faculty determination will be made using the progress interview rubric regarding the candidate’s suitability to continue in the school administration program.

Course Rotation Schedule

Core Classes

EDU 603, Introduction to Graduate Studies/Research: Online every semester and the June and July summer sessions (**required**)

EDU 626, Advanced Ed. Psych.: Online every fall semester and summer in July (elective)

EDU 627, Currents Issues & Trends: Online every fall semester and the summer June session (elective)

EDU 658, Fundamentals of Curriculum Development: Online every spring semester and the July summer session (**required**)

EDU 674, History and Philosophy of Education: Online every spring semester and during the June summer session (elective)

Content/Discipline Core

EDU 610, Elementary School Administration: Every spring semester

EDU 611, Secondary School Administration: Every fall and spring semester

EDU 645, Principal as an Instructional Leader: Every fall and spring semester

EDU 655, School Law: Every spring semester and July summer session

EDU 657, School Organization & Community Relations: Every fall, spring, and summer

EDU 659, School Finance & Facilities Management: Every fall and spring semester

EDU 666, Supervision of Instruction: Every fall and June summer session

EDU 689*, Elementary School Internship: Every fall and spring semester

EDU 690*, Secondary School Internship: Every fall and spring semester

*Internships must be taken within the last nine hours of program coursework. For PK-12 program students, only one internship course may be taken in a given semester. You will need to contact your advisor for admission to the internship.

Core class may be substituted from a prior MSE degree program of study into an MSE program in school administration. All classes online; rotation subject to change

Internship (Job Shadowing Hours)

In accord with NDE Rule 24, all school administration students must complete a total of 250 internship hours in master's-level classes, 110 of which will be done in either EDU 689 or EDU 690. [PK-12 program students must complete 380 hours, 220 of which will be in the EDU 689 and 690 internships] All of the **Content/Discipline** classes involve 20 clock hours of internship/job shadowing. Additionally, students will be required to work with their advisor to identify 20 additional hours of job-shadowing by attending an educational conference or a webinar for school administrators. These may include conferences or webinars sponsored by state departments of education, professional educational leadership organizations, or a regional education association such as an ESU or AEA.

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 the Dean of the School of Education and Counseling Graduate Office (402-375-7164) to take the comprehensive examination at least two weeks before the examination period. The student will have the opportunity to select four courses from their program of study on which they wish to respond to an examination question. After receiving the four questions via e-mail, the student will have approximately ten (10) days to complete and return the examination via a Microsoft Word e-mail attachment.

Application for Graduation

Students pursuing degrees must file an Application for Graduation with the Graduate Office no later than the end of the second week of the semester in which they intend to graduate. Commencing with the date of the first-course registration, all requirements for the degree must be met within ten calendar years. 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. 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.

Table of Requirements

Program	Admit Essay	Admin. Rec. (3)	Progress Int.	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 ETS Praxis II Exam Educational Leadership: Administration and Supervision upon completion of the program. Students must achieve a passing score as established by the Nebraska Department of Education before being certified. Students should visit the ETS website at www.ets.org to obtain information on the exam, exam dates, and exam locations. Visit the Nebraska Department of Education certification website at www.education.ne.gov/tcert for information on the Praxis Subject Assessment (Content Test) requirements.

The ETS Content Test that Nebraska uses for the Principal endorsement (ELAS # 5411) was regenerated in the summer of 2018, and will not be available after September 2019. The new regenerated test, ELAS # 5412 is available beginning the Fall of 2018. The Nebraska Department of Education (NDE) policy has always been that candidates can take either the current test OR the new regenerated test. NDE will not officially adopt the new regenerated test until September 1, 2019. Both tests will be accepted during the 2018-2019 year, and NDE will continue to accept both tests for at least five years. However, candidates will not be able to register for or take ELAS # 5411 after September 1, 2019. Only ELAS #5412 will be available after that date.

Certification

Initial Certification. Upon degree or endorsement completion, the student should contact WSC Certification Officer Phyllis Spethman (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 Educational Leadership Administration and Supervision. Our program of study is designed to prepare you for such a test, but 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 a period of five years.

Renewal of Certificate. 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 9 hours to advance their endorsement to the P-12 level prior to 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 the evaluator training workshops, and higher education institutions in Iowa may offer graduate credit for this experience. If the Iowa Evaluator Training is taken for graduate credit and students intend to use the hours in completing their program of study, they should have the credit transferred to WSC. WSC offers SPD 611 online in the July summer session, which meets Iowa certification requirements. Three hours of graduate credit for the Iowa Evaluator training may be used to substitute for EDU 666, Supervision of Instruction, or as a program elective. The three hours of credit for SPD 611 may be used as elective coursework on the PK-12 program of study. In addition, those intending to seek Iowa certification must have a special education experience as a part of this program's internship/job-shadowing 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 an initial administrative licensure by the Iowa Board of Educational Examiners. A candidate seeking licensure in the State of Iowa must 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 is 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 (515/281-5849; <http://www.boee.iowa.gov>) for licensure requirements in Iowa.

Table of School Administration Benchmark Levels

Level	Requirement for Admission
Initial Enrollment	Admission to Graduate Studies Certified or Licensed as a Teacher
School Administration Program Admission	2.75 GPA Undergrad or 3.0 GPA Graduate Courses Admission Essay Accepted Recommendations Three (3) Administrators Approved Program of Study
Candidate for Degree/Certificate	Progress Interview – Faculty Approval Passing Score Comprehensive Exam (Degree Students Only) Minimum of two (2) years’ experience as a teacher 3.20 GPA or higher

General and Graduate Catalog

A current *General and Graduate Catalog* may be downloaded from: <http://www.wsc.edu/catalog>. The catalog provides detailed information on all college programs and services.

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