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 Counseling has eight different degree and endorsement programs in school administration. Note that the credit-hour numbers in parentheses for endorsements assume that the student has completed previous masters-level coursework in professional education. 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

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 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 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 402-375-7067 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 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 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 http://www.wsc.edu/mse-school-administration. 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 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 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 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 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.
Course Rotation Schedule

Core Classes
EDU 603, Introduction to Educational Research Design: Online every semester and the May-June summer session (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)
EDU 604, Lang Arts in the Elementary/Middle School: June Summer Session (P-8 & P-12 Only)
EDU 682, Dev, and Integ Tech in the Classroom: June Summer Session (7-12 & P-12 Only)
SPD 611, Organization and Administration of Special Education: July Summer Session

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 Org & Community Relations: Every fall, spring, and June summer session
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 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 each 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.

Internship (Job Shadowing Hours)
In accordance 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.
Job-shadowing should be completed with the support of a school administrator who will sign off on the student’s experiences. Activities can include observing or participating in educational leadership activities. Activities may consist of observing a principal; researching a school problem for your administrator; helping with administrative tasks in the office; supervising school activities; participating in school-wide or district-wide committees; attending professional development activities for or also attended by school administrators; attending a school board meeting; or participating in a student assistance team, IEP, or IFSP meeting as an observer. You may not include activities that are part of a teacher’s regularly assigned duties. These hours may not be duplicated and used in multiple courses requiring job-shadowing activities.

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 (402-375-7164) to take the comprehensive examination at least two weeks before the examination period. 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. 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. 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.

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<th>Admin. Rec. (3)</th>
<th>Progress Int.</th>
<th>Comp Exam</th>
<th>ETS Praxis II Exam</th>
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* 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 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 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 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 before 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**

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<td>School Administration Program</td>
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<td>Candidate for Degree/Certificate</td>
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<td>Passing Score Comprehensive Exam (Degree Students Only)</td>
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<td>Minimum of two (2) years’ experience as a teacher</td>
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<td>3.20 GPA or higher</td>
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**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. If anything in this document contradicts the language in the General and Graduate Catalog, the General and Graduate Catalog shall take precedence.

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