



Education Specialist (Ed.S.) – School Administration / Educational Leadership Handbook

Revised April 2026



No. 6 in the U.S.
Best College for Secondary School Administration and
Principalship, 2025
College Factual



Wayne State College
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Table of Contents

Program overview	3
Faculty advisor information	3
Admission to the program	3
Directions for enrollment in classes.....	4
Transfer credits.....	4
Progress Interview	4
Financial Aid	5
Communications	5
Student dispositions.....	5
Course rotation (subject to change)	5
Internship hours	6
Application for graduation	6
Iowa students.....	6
Certification.....	6
Educational Specialist benchmark levels	7
Academic catalog	7

Education Specialist Program Information

Program overview

The Educational Specialist program at Wayne State College (WSC) prepares students for district-level administrative positions and an endorsement for Superintendent. 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 National Educational Leadership Preparation (NELP).

Students entering the Educational Specialist program at WSC must have completed a 36-credit hour MSE degree or 36-hour endorsement program in school administration for Principal. The WSC Education Specialist Program (Ed.S.) entails 30-credit hours of coursework, which must be completed within a 10-year time frame. Students who complete the Ed.S. degree may be certified to work as a school administrator at any level in a PK-12 school system.

Faculty advisor information

Dr. Chris Stogdill
Adjunct Faculty
chstogd1@wsc.edu

Admission to the program

All students admitted to graduate studies must also be admitted to the Educational Specialist (Ed.S.) program.

Step 1 – Apply for Graduate Studies

Apply online. The first step is to [apply for admission](#) to graduate studies at WSC. An application can be completed online at 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.

Step 2 – Statement of Purpose

Unless admission protocol has been waived, the applicant will submit a 3-page essay on "Why I am Interested in Becoming a School Superintendent." 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 school superintendent?
- Other than your graduate program of study, how do you plan to prepare yourself for a role in school district leadership?

Step 3 – References

If not exempted, 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.

Step 4 – Praxis exam

Completion of a Praxis Exam #5411 or #5412 with an earned score of 145 or better. The applicant who were certified as principals in states that do not require the Praxis exam or were certified before the Praxis was required in Nebraska may request a waiver from their advisor based on previous successful administrative experience.

Waiver of admission protocol

Applicants who have completed a master's-level degree or endorsement program in School Administration at WSC may have the essay and references requirements waived if the essay and references are on file with the college and are less than 5 years old.

Directions for enrollment in classes

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

1. Visit [myWSC](https://my.wsc.edu) at <https://my.wsc.edu> to login into your WSC student account
2. Select WildcatsOnline from the Top Apps menu, or from the myWSC Apps Portal Resources page
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 credits

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 Education Specialist Program, and (d) the coursework will fit into the 10-year time frame. Transfer credits are limited to 15 hours from other regionally accredited institutions. Regionally accredited graduate institutions include those accredited by the Higher Learning Commission, Middle States Commission on Higher Education, New England Commission of Higher Education, 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.

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 finaid@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 established by The School Superintendents Association (AASA) 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 (subject to change)

Course no.	Course name	When course is offered
EDU 700	The Superintendency	Even Year Fall
EDU 704	School Law for Administrators	Even Year June
EDU 705	Problem Resolution in Educational Organizations	Odd Year Spring
EDU 710	School Improvement Planning	Odd Year Fall
EDU 721	Education Program Orientation	Every Fall, Spring, and June Summer Session
EDU 725	Educational Facility Planning	Odd Year July
EDU 730	Human Resources Administration	Odd Year June
EDU 740	Business Management	Odd Year July
EDU 745	School Finance and Budgeting	Even Year Spring
EDU 750	School and Community Relations	Even Year July
EDU 786	Advanced Internship, offered every semester (must be taken within the last nine hours on the program)	Every Spring Semester

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

Internship hours

In accordance with NDE Rule 24, all education specialist students must complete a one semester internship course (EDU 786). EDU 786 will require a total of 135 internship hours.

Nebraska educators are also held to the ethical and professional standards established in [Rule 27: Professional Practices Criteria](#), which emphasizes commitment to the profession, students, colleagues, and professional employment practices. Candidates are expected to demonstrate these standards during preparation experiences and clinical practice.

Application for graduation

Students pursuing degrees must file an application for graduation (found in WildcatsOnline) 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.

Iowa students

Iowa students have the option of substituting the Iowa School Finance Series (ISFLC) for Wayne State's EDU 740, Educational Finance and Business Management. Graduate credit is offered for this series through Drake, Iowa State University, the University of Iowa, and Northern Iowa University. Students pursuing the ISFLC must have official transcripts sent to the Dean of the School of Education and Behavioral Sciences, indicating three graduate credits earned with a grade of "B" or higher.

Iowa students must complete a course in special education when applying for their first administrative certificate. If a student desires to be licensed as an administrator in Iowa for the first time, they may need to complete a special education administration course. WSC offers SPD 611 online during all sessions, which meets Iowa certification requirements. Check with the [Iowa Board of Examiners website](#) (<https://educate.iowa.gov/educator-license>) or call [515-281-3587](tel:515-281-3587) if you are unsure if you need a special education course for licensure.

Certification

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

Educational Specialist benchmark levels

Level	Requirement for Admission
Initial enrollment	<ul style="list-style-type: none">• Admission to Graduate Studies• Certified or licensed as a teacher and administrator
Ed.S. program admission	<ul style="list-style-type: none">• 3.0 GPA graduate courses• Admission State of Purpose accepted• Recommendations three (3) administrators• Completion or waiver of qualifying examination• Completion of a principal degree or endorsement program• Approved program of study
Candidate for degree/certificate	<ul style="list-style-type: none">• Progress interview – faculty approval• Completion of 30 credit-hour degree program of study.• Minimum of two (2) years experience as a teacher• 3.2 GPA or higher

Academic catalog

A current [Academic Course Catalog](https://www.wsc.edu/academics/course-catalog) is available at <https://www.wsc.edu/academics/course-catalog>. The catalog provides detailed information on all college programs and services. If anything in this document contradicts the Academic Catalog language, the Academic Catalog shall take precedence.