

MASTER OF SCIENCE IN EDUCATION—EDUCATIONAL ADMINISTRATION

Department Chair

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Program Description

The Department of Educational Foundations, Research, Technology, and Leadership prepares reflective administrative practitioners who are capable of providing effective management and instructional leadership in public and nonpublic school settings (also see the Doctor of Education in Educational Leadership section of this catalog). Post-master's programs are also provided which lead to:

- Ohio administrative licensure as elementary principal for ages 3 through 12;
- middle school principal for ages 8 through 14;
- secondary principal for ages 10 through 21;
- administrative specialist in curriculum, instruction, and professional development; and
- superintendent.

In addition, the department offers programs for Pennsylvania administrative certification as principal for grades K–12 and the letter of eligibility for superintendent.

Admission Requirements

In addition to the minimum College of Graduate Studies admission requirements, the Department of Educational Foundations, Research, Technology, and Leadership requires that master's applicants have the following:

- Qualification for a teaching certificate or license (Ohio provisional or equivalent) if enrolled in a program leading to additional certification, licensure, validation, or endorsement. Students without a teaching certificate or license may be admitted on an individual basis to graduate programs leading to certification or licensure in certain areas.
- A satisfactory score on the aptitude portion of the Graduate Record Examination or on the Miller Analogies Test if the student's undergraduate grade point average is below 3.0
- One reference letter from the applicant's principal, superintendent or other administrator to evaluate your professional knowledge, skills, professionalism and leadership potential
- Two professional recommendations
- Professional résumé
- A brief essay (500-750 words) addressing why you aspire to be a principal or building level leader and why you think you will be an effective one
- Personal interview upon departmental request

Jane Beese, Ed.D., Associate Professor
Organizational leadership; economics of education; program evaluation

Charles Jeffords, Ed.D., Assistant Professor
Administrative practices; school and community relations; school finance

Charles B. Vergon, J.D., Professor

Education law; policy development; educational change

A minimum of 30 semester hours is required for the degree. In addition to the following educational administration and foundations courses, students must successfully complete a comprehensive examination covering the educational administration courses listed under Special Notes.

Master's Degree

Introduction to School Leadership and Educational Organizations

This program introduces students to the realities of school leadership, providing them a broader vision and deeper understanding of educational policy and organizations and the role of the school leader in promoting effective instruction and continuous school improvement. It begins to transform their perspectives from that of a classroom teacher to one of an administrator. Other courses develop leadership knowledge and skills specific to building level operations, focusing on the role of principal in relation to staff and community, school safety and the administration of discipline, support programs and services for students with disabilities, and how legal and fiscal considerations shape and influence administrative decision making and the exercise of leadership.

Students must complete a minimum of 30 hours satisfying the following distributional requirements:

| COURSE | TITLE | S.H. |
|---|---|-----------|
| Foundations | | 6 |
| FOUN 6904 | Introduction to Educational Research | |
| FOUN 6902 | Sociological Bases of Education | |
| Leadership Courses | | 12 |
| EDAD 6915 | Learning, Teaching, and Instructional Leadership | |
| EDAD 6933 | Educational Policy, Politics, and Change | |
| EDAD 6947 | School Building Leadership: Models and Processes | |
| EDAD 7014 | Systematic Use of Information for Continuous School Improvement | |
| Administrative Specialty Courses | | 12 |
| EDAD 6949 | Legal and Ethical Issues in Public Administration | |
| EDAD 6952 | School Finance, Resource Planning, and Management | |
| EDAD 6954 | Educational Marketing and Community Relationships | |
| EDAD 7018 | School Discipline and Student Support Services: Policies, Programs, and Prevention Strategies | |
| Total Semester Hours | | 30 |

Special Notes

Before granting the degree, candidates must successfully complete a comprehensive examination covering leadership and administrative specialty courses.

This program provides no license in administrative areas. Upon completion of the M.S. in Education in Educational Administration degree or the equivalent thereof as evaluated by the Department, students have the opportunity to enroll in specific administrative licensure areas.¹

All transfer students, including those seeking a master's degree and those who hold a master's degree, will be evaluated using the criteria listed previously. Students who have been evaluated through direct contact with the Ohio Department of Education should be aware that they must meet the criteria established by the Department of Educational Foundations, Research, Technology, and Leadership at YSU before the M.S. in Education in Educational Administration will be granted.

¹ Completion of the minimum number of semester hours indicated for each program and any other Ohio or Pennsylvania Department of Education requirements must be achieved before recommendation for any license. Those seeking initial administrative licensure in the State of Ohio must also obtain a passing score on the state-prescribed administrative licensure exam for the license they seek.

Post-master's Licensure Requirements

Candidates for Ohio administrative license must have completed the 30 semester hours for the M.S. in Education degree in Educational Administration as required by YSU or its equivalent as evaluated by the Department of Educational Foundations, Research, Technology, and Leadership.

Principal License (OHIO) (6 semester hours)

Elementary Principal License Grades PK-6

Middle School License Grades 4-9

Secondary Principal License Grades 5-12

The licensure course work is entirely clinical in nature, consisting of two courses comprising 6 semester hours. The courses are designed to afford candidates the opportunity to apply the content knowledge from their course work and practice the skills necessary to effective leadership. Across the two courses, candidates observe and then carry out a range of administrative responsibilities including analyzing student performance, carrying out clinical supervision of teaching staff, writing a staff improvement plan, designing a HQ staff development program, creating a master schedule, participating in teacher hiring processes, administering student discipline, conducting school safety drills, and coordinating special education meetings and functions, among others. In addition, in the second clinical practice candidates design and implement an Integrated School Improvement Project addressing a real need in their school setting. Candidates and faculty participate in an interactive on-line clinical learning community spanning diverse and geographically dispersed clinical sites.

| COURSE | TITLE | S.H. |
|-----------------------------|---|----------|
| EDAD 6975 | Introduction to Administration Clinical Experience | 3 |
| EDAD 7022 | Field Experience (Elementary 7022E; Middle 7022M; or Secondary 7022S) | 3 |
| Total Semester Hours | | 6 |

Candidates must hold or qualify for a valid teacher certificate/license at the same level as the administrative license being sought; and have two years of successful teaching under a professional teaching license at the same level as the administrative license being sought. In addition, candidates must have a passing score on the state-prescribed administrative licensure exam for the principalship.

Administrative Specialist License

Administrative Specialist License in Curriculum, Instruction, and Professional Development

Master's degree in educational administration, plus 18 hours of course work from the following list, which must include EDAD 7040 Clinical Practice for the Administrative Specialist:

| COURSE | TITLE | S.H. |
|-----------|---|------|
| TCED 6922 | Principles of Instruction | 3 |
| TCED 6934 | Assessment and Accountability | 3 |
| TCED 6936 | Curriculum, Assessment, and Instruction to Improve Learning | 3 |
| SPED 6900 | Issues, Trends & Foundations in Special Education | 3 |
| SPED 7077 | Leadership in Special Education | 3 |
| EDAD 7014 | Systematic Use of Information for Continuous School Improvement | 3 |

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|-----------|---|---|
| EDAD 7018 | School Discipline and Student Support Services: Policies, Programs, and Prevention Strategies | 3 |
| EDAD 7040 | Clinical Practice for the Administrative Specialist | 3 |

Or a Master's degree in curriculum at YSU, plus coursework as follows:

| COURSE | TITLE | S.H. |
|-----------------------------|---|-----------|
| EDAD 6915 | Learning, Teaching, and Instructional Leadership | 3 |
| EDAD 6947 | School Building Leadership: Models and Processes | 3 |
| EDAD 6949 | Legal and Ethical Issues in Public Administration | 3 |
| EDAD 6952 | School Finance, Resource Planning, and Management | 3 |
| EDAD 6954 | Educational Marketing and Community Relationships | 3 |
| EDAD 6955 | Professional Development and Human Resources | 3 |
| EDAD 6975 | Introduction to Administration Clinical Experience | 3 |
| EDAD 7014 | Systematic Use of Information for Continuous School Improvement | 3 |
| EDAD 7018 | School Discipline and Student Support Services: Policies, Programs, and Prevention Strategies | 3 |
| EDAD 7040 | Clinical Practice for the Administrative Specialist | 3 |
| Total Semester Hours | | 30 |

Individuals qualifying for licensure at the Elementary or Secondary level are also issued licensure at the Middle School level.

Candidates must qualify for/hold a valid professional teacher certificate/license and have two years of successful teaching under a professional teaching certificate/license. In addition, candidates must have completed the prescribed number of hours and have an official score report indicating a passing score on the state prescribed administrative licensure examination required for the license.

Superintendent License (OHIO)

Candidates must hold an administrative certificate or license issued upon the recommendation of YSU or the equivalent thereof as evaluated by the Department of Educational Foundations, Research, Technology, and Leadership at YSU, complete the following course sequence, and meet any other Ohio State Department of Education requirements.

This model shifts the leadership focus from the micro (school site) to the macro (school systems) level and familiarizes prospective superintendents with systems knowledge and perspective on leadership in areas from educational governance to human resource administration to technology and facilities.

| COURSE | TITLE | S.H. |
|-----------------------------|--|-----------|
| EDAD 7024 | Collective Bargaining and Systems Issues in Human Resources Administration | 3 |
| EDAD 7025 | Educational Governance: Advanced Law and Policy Seminar | 3 |
| EDAD 7026 | Technology and Facilities for Learning Organizations | 3 |
| EDAD 7035 | The Superintendency and Evolving Ways of Looking at Leadership | 3 |
| EDAD 7050 | Clinical Experience: Superintendency | 3 |
| Total Semester Hours | | 15 |

PRINCIPAL CERTIFICATE K-12 (Pennsylvania)

Candidates must hold a Master's degree from an accredited program. The professional education program provides evidence that School Principal certification candidates demonstrate knowledge of and competence in working in the elementary and secondary public school settings, including completion of the 33 semester hours listed below, many of which are included in the typical master's degree in educational administration. They must also provide an official score report indicating:

- a score of at least 143 on Praxis II Specialty Test #0411 in Educational Leadership: Administration and Supervision; or
- a 163 score on Praxis Specialty Test #6011 in School Leadership Licensure Assessment (SLLA); and
- satisfy any other Pennsylvania Department of Education Requirements, plus:

Completion of 33 s.h. below (to extent not already taken as part of a master’s degree program):

| COURSE | TITLE | S.H. |
|---|---|------|
| EDAD 6915 | Learning, Teaching, and Instructional Leadership | 3 |
| EDAD 6931 | Leadership in Educational Organizations: Theory to Best Practices | 3 |
| EDAD 6947 | School Building Leadership: Models and Processes | 3 |
| EDAD 6949 | Legal and Ethical Issues in Public Administration | 3 |
| EDAD 6952 | School Finance, Resource Planning, and Management | 3 |
| EDAD 6954 | Educational Marketing and Community Relationships | 3 |
| EDAD 6955 | Professional Development and Human Resources | 3 |
| EDAD 7014 | Systematic Use of Information for Continuous School Improvement | 3 |
| TCED 6936 | Curriculum, Assessment, and Instruction to Improve Learning | 3 |
| SPED 7077 | Leadership in Special Education | 3 |
| Select one clinical experience course as appropriate to the licensure level being sought: | | |
| EDAD 7022 | Field Experience (Elementary 7022E; Secondary 7022S) | 3 |

Total Semester Hours 33

The professional education program provides evidence that each certification candidate demonstrates knowledge and competencies that foster professionalism and ethical practices in school/community settings including:

1. Professional organizations, professional literature, resources and advocacy groups.
2. Integrity and ethical behavior, professional conduct as stated in *Pennsylvania’s Code of Professional Practice and Conduct for Educators*; and local, state, and federal laws and regulations.
3. Communicating effectively (orally and in writing) with students, colleagues, faculty, families, paraprofessionals, related service personnel, outside agencies and the community.
4. Recognizing the professional responsibilities of administrators’ and teachers’ roles as collaborators, team members, advocates, and service coordinators.

Certification for the Pennsylvania Superintendent’s Letter of Eligibility

Candidates must:

- hold a Master’s degree from an accredited program;
- have six years of professional service in schools, three of which shall have been in supervisory or administrative positions;
- have an official score report indicating a score of at least 160 on the School Superintendent Assessment Exam #6021;
- all other State of Pennsylvania Department of Education requirements must be met;
- plus completion of the 57 semester hours listed below, many of which may already have been completed as part of the candidate’s master’s degree in educational administration and principalship certification programs.

| COURSE | TITLE | S.H. |
|-----------|--|------|
| EDAD 6915 | Learning, Teaching, and Instructional Leadership | 3 |

| | | |
|-----------|--|---|
| EDAD 6947 | School Building Leadership: Models and Processes | 3 |
| EDAD 6949 | Legal and Ethical Issues in Public Administration | 3 |
| EDAD 6952 | School Finance, Resource Planning, and Management | 3 |
| EDAD 6954 | Educational Marketing and Community Relationships | 3 |
| EDAD 6955 | Professional Development and Human Resources | 3 |
| EDAD 7014 | Systematic Use of Information for Continuous School Improvement | 3 |
| EDAD 7024 | Collective Bargaining and Systems Issues in Human Resources Administration | 3 |
| EDAD 7025 | Educational Governance: Advanced Law and Policy Seminar | 3 |
| EDAD 7026 | Technology and Facilities for Learning Organizations | 3 |
| EDAD 7035 | The Superintendency and Evolving Ways of Looking at Leadership | 3 |
| EDAD 7050 | Clinical Experience: Superintendency | 3 |
| FOUN 6901 | Philosophical Analysis of Education | 3 |
| FOUN 6902 | Sociological Bases of Education | 3 |
| FOUN 6904 | Introduction to Educational Research | 3 |
| FOUN 6905 | Educational Challenges in Historical Perspective | 3 |
| TCED 6936 | Curriculum, Assessment, and Instruction to Improve Learning | 3 |
| TCED 6946 | Supervision of Instruction | 3 |
| TCED 6951 | Interpersonal Communications for Educators | 3 |

Total Semester Hours 57

Learning Outcomes

1. Candidates will be able to facilitate the development, articulation, implementation, and stewardship of a building level vision of learning that is supported by the school community.
2. Candidates will be able to promote a positive school building culture, provide an effective instructional program, apply best practice to student learning, and design comprehensive professional growth plans for building staff.
3. Candidates will be able to manage school building organization, operations, and resources in a way that promotes a safe, efficient, and effective learning environment.
4. Candidates will be able to collaborate with families and other community members, respond to diverse community interests and needs, and mobilize community resources.
5. Candidates will be able to act with integrity, fairly, and in an ethical manner in carrying out building level functions.
6. Candidates will be able to influence the larger political, social, economic, legal, and cultural context.
7. Candidates will be able to synthesize and apply the above outcomes through substantial, sustained, standards-based work in real school building settings in their choice of post-master’s licensure programs- Ohio Administrative Specialist Licensure, Ohio Principal Licensure and Pennsylvania Principal Certification.