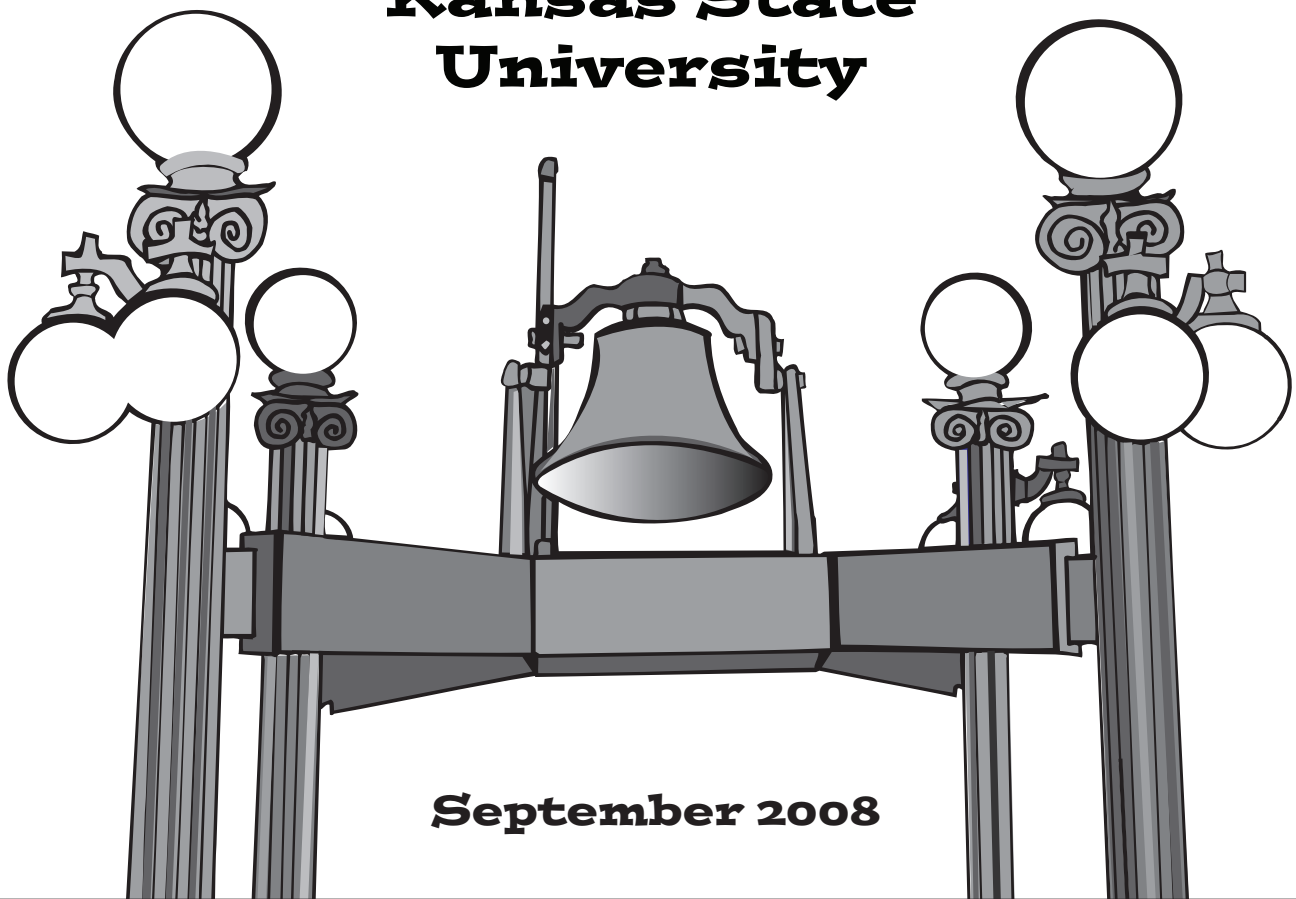


Master of Science in Educational Administration

**College of Education
Kansas State
University**



September 2008

Master of Science in Educational Administration

College of Education

Department of Educational Leadership

Kansas State University

MISSION STATEMENTS

"Preparing Knowledgeable, Caring, Ethical Educational Leaders for a Diverse Society"

The Department of Educational Leadership is committed to serving the rapidly changing needs of educational leaders through:

- undergraduate, masters, and doctoral level education
- the translation of research into practice
- the production and dissemination of professional education scholarship
- the analysis and interpretation of educational policy and practice
- the provision of professional development services to school-related personnel, and
- explicating and fostering the evolution of administration to new models of leadership for learning.

The faculty provide instruction, consultation, and scholarship which focuses on defining and resolving problems of professional practice in a diverse and pluralistic society. They promote: ethical decision-making, methodologies which concentrate on quality, are student- and client-centered, incorporate emerging technologies and alternative delivery mechanisms, utilize authentic assessment, and emphasize the educational value of clinical experience. The faculty engage in a range and intensity of leadership activities which brings attention at the state, national and international levels of their skills at informing the profession and interpreting the integrated nature of the modern curriculum and organizations dealing with schooling, and the social-political environments they mirror.

Adopted October 28, 2003

GOAL STATEMENTS

"Preparing Knowledgeable, Caring, Ethical Educational Leaders for a Diverse Society"

Our primary goal is to prepare educational leaders to acquire knowledge, establish beliefs, and develop skills in the following areas: Vision for Learning, Culture for Learning, Management for Learning, Community For Learning, Ethics for Learning, Context for Learning, and Internship for Learning. Specifically, we believe that an educational leader promotes the success of all students by:

Vision for Learning

- facilitating the development, articulation, implementation, and stewardship of a vision for learning that is shared and supported by the school community.

Culture for Learning

- advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.

Management for Learning

- ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.

Community for Learning

- collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.

Ethics for Learning

- acting with integrity, fairness, and in an ethical manner.

Context for Learning

- understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.

Internship for Learning

- synthesizing and applying knowledge, beliefs, and skills of educational leadership in real settings, planned and guided cooperatively by the institution and school district personnel.

Adopted October 28, 2003

Admission to graduate study is granted by the Graduate School upon the recommendation of the faculty in the graduate program.

ADMISSION REQUIREMENTS

The Educational Leadership faculty have set the following minimum requirements for admission into this program (M.S. degree):

- a. A completed Graduate School application. The application materials may be obtained online at <http://www.k-state.edu/grad/gsprospective/apply/> or from the Office of Graduate Studies
- b. A statement of objectives which includes:
Your reasons for seeking this degree; your intended area of specialization within the program; any research interests; past and present employment; and future professional plans. If you have a request for a certain advisor, indicate that preference in the statement of objective
- c. Two OFFICIAL transcripts from the institution awarding your bachelors degree and two OFFICIAL transcripts from all institutions at which any graduate credits were completed. Copies that are stamped "issued to student" cannot be accepted. (If you have credits from KSU, we can obtain a copy of the KSU transcript at no cost to you)

- d. Evidence of successful teaching and/or other relevant experience as documented by student teaching reports, 3 letters of recommendation, teaching evaluations, etc.
- e. Relevant prior education equivalent to KSU programs for certification to teach in preschool, elementary, or secondary schools (possible exceptions for preschool special education applicants).
- f. At least a 3.00 GPA during junior and senior years. Those with GPAs between 2.65 and 2.99 may be considered for probationary admission if it can be demonstrated there is the potential for success in the graduate program. This is most often demonstrated on the basis of GRE or MAT test scores.
- g. A Miller Analogies Test (MAT) of 399 or higher or average or higher scores on each subpart (verbal, quantitative, analytical) on the General Test of the Graduate Record Examination (GRE). Those with one or more GRE scores below the 50th percentile or a MAT below 399 may be considered for probationary admission if there is credible evidence of potential for success such as a strong academic record.

h. Graduate School Application Fee

Domestic Students A \$40 application fee is required for all domestic students: ***your application will not be processed without this fee.*** Please make a check out to the KSU Graduate School, and include it with your application. If you are applying online, you may pay by credit card.

International Students A \$55 application fee is required; ***your application will not be processed without this fee.*** Please pay with an international cashier's check or money order (in U.S. funds) to the KSU Graduate School, and include it with your application. We cannot accept cash or personal checks from international students. If you are applying online, you may pay by credit card.

The application materials are to be submitted to the Office of Graduate Studies NOT the department.

Office of Graduate Studies
 College of Education
 18 Bluemont Hall
 1100 Mid-Campus Drive
 Kansas State University
 Manhattan, KS 66506-5301
 785-532-5595
 coegrads@ksu.edu

Application Deadlines. Although the College of Education accepts applications throughout the year, the following deadlines are established to allow the faculty adequate time to review the completed application. Failure to meet the deadline could delay admission to the program

Domestic Students

Fall semester	March 1
Spring semester	October 1
Summer semester	February 1

International Students

Fall semester	February 1
Spring semester	August 1
Summer semester	December 1

For more information about requirements for this degree, contact:

Department of Educational Leadership
Faculty of Educational Administration
363 Bluemont Hall
1100 Mid-Campus Drive
Kansas State University
Manhattan, KS 66506-53 12
785-532-5535
Sandy Evans, Sr. Admin. Asst
Sandte@ksu.edu

Non-Degree Status ("Special Student"). In some cases, a student may wish to take a course prior to being admitted in a degree program. In these cases, a person must be admitted for nondegree status (often referred to as a ",special student").

No more than nine credit hours earned as a non-degree student may be applied for an advanced degree if the student is later admitted to a degree program. It is to the student's advantage to apply for admission into the degree program as soon as possible after deciding to pursue a degree.

Master's Degree Procedures Handbook. Once admitted, students should obtain this handbook from the Office of Graduate Studies in the College of Education. This handbook includes information and guidelines about advising, the program of study, enrollment, transfer credits, the final oral/written exam, and required approval forms.

Graduate Assistantships. A limited number of graduate assistantships are available in the College of Education. Contact the Office of Graduate Studies for an application. Assistantships are available usually only for the academic year (fall and spring semesters). Completed graduate assistant applications must be sent by April 1 to each department for which the applicant would like to be considered. It is helpful to talk with the appropriate department chair to find out specifics of the assistantships available in the department.

Financial Aid. Questions about financial assistance should be directed to the Student Financial Assistance Office, 104 Fairchild Hall, Manhattan, KS 66506. 785-532-6420, *ksufa@k.su.edu*

PROGRAM REQUIREMENTS

M.S. in Educational Administration

College of Education
Kansas State University
36 Hours Required

*Conditional Building Leadership License. **

CORE LEADERSHIP (9 hours)

EDADL	786	Orientation to Leadership	1
EDADL	886	Ethical Dimensions of Leadership	2
EDADL	886	Historical/Philosophical Analysis	3
EDADL	836	School-Community Relations	3

SUPPORT AREAS (6 hours)

EDSP	710	Education of Exceptional Individuals	3
or			
EDSP	886	Seminar in Special Education	3
and			
EDCEP	715	Principles of Assessment	3
or			
EDCEP	916	Research Methods	3

BUILDING LEADERSHIP (21 hours)

EDADL	855	Administrative Leadership in Curriculum	3
EDADL	885	Technology Leadership for Administrators	3
EDADL	819	Introduction to Education Finance	3
EDADL	865	Administrative Leadership in Staff Development	3
EDADL	831	Educational Law	3
EDADL	835	Principalship	2
EDADL	889	Practicum in Educational Administration	I **
EDADL	910	Educational Personnel Administration	3

*Professional Building Leadership License****

EDADL	886	Conditional Building License Practicum	4
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* All conditional building license Candidates must complete the School Leaders Licensure Assessment through ETS (www.ets.org) and meet a minimum score of 165,

** Students are required to document a minimum 150 clock hours guided field experience through the formal practicum and other coursework (i.e., additional practicum requirements are imbedded in many courses in the licensure sequence to assist in reaching the 150 clock hour requirement). A written log of practicum activities must be included with the student's final portfolio assessment. Further, see policy on acceptable internship settings.

*** After receiving a conditional license, students must complete a one-year supervised internship in an administrative position to earn the professional license and successful complete EDADL Post-practicum (4 semester hours).

Programs NOT including licensure may contain fewer than 36 hours at the supervising committee's discretion.

Building license requirements will be reviewed every two years.

PRACTICUM AND INTERNSHIP GUIDELINES

In 1992, NCATE offered guidelines regarding multicultural requirements in the masters degree practicum in educational administration. Since that time, the Department of Educational Leadership has engaged in a series of initiatives designed to enhance the multicultural experiences in both masters and doctoral degree programs. Reviewing these changes retrospectively produces the following results:

- Successful graduates are now required to present a portfolio, in which learning regarding multiculturalism should be demonstrable. While in program, degree aspirants are required via course projects, examinations, and group learning experiences to demonstrate understanding and application of learning on topics relating to cultural, ethnic, and economic diversity among school populations.
- All courses are expected to be sensitive to cultural and economic issues related to leadership and diverse populations.
- A separate course has been developed in the department's curriculum entitled Special Education Law, designed to address exceptional needs students, including students from other disadvantaged backgrounds.
- A special course has been developed in the department's curriculum entitled Leadership for Diverse Populations, designed to address a wide range of student interests, including students from socially and economically diverse backgrounds.
- The department has further acted to increase multicultural awareness through a variety of strategies that affect curriculum delivery, including:
 - A faculty vacancy was filled with a qualified person with experience and training in multiculturalism.
 - Faculty from the department have been heavily involved in college-wide task forces and training on diversity.
 - All coursework in the department contains elements addressing multiculturalism from the appropriate academic basis.

To further enhance the training experiences of prospective educational leaders, the Department of Educational Leadership has adopted guidelines addressing both the masters degree practicum and the doctoral degree internship:

BUILDING LEVEL PRACTICUM

1. Students recommended for building level certification as educational leaders through the Department of Educational Leadership at Kansas State University shall serve a practicum assignment conforming to current NCATE and Kansas State Board of Education (KSBE) standards.
2. Students recommended for building-level certification through the department shall have completed a practicum containing at least the following requirements:
 - a. The student shall complete a minimum of 150 clock hours working in a directed experience targeting school building operations. Practicum clock hours may be accumulated through the core courses and the formal practicum, as well as other courses throughout his/her degree program.
 - b. The student's total practicum experience should contain exposure to a multicultural setting in

- which time spent in such location should comprise 25% or more of total required clock hours' experience. An acceptable multicultural setting is any school in which the ethnic/racial/economic diversity composition is 25% or more.
- c. The student's portfolio, required for successful completion of the masters level examinations, shall contain evidence of multicultural knowledge and experience.
 - d. All faculty are responsible for ensuring that practicum requirements are met.

DOCTORAL INTERNSHIP

1. Students seeking a doctoral degree through the Department of Educational Leadership shall serve an internship assignment conforming to current NCATE and Kansas State Board of Education (KSBE) standards.
2. Students seeking a degree through the department shall have completed an internship containing at least the following requirements:
 - a. For internship purposes, the student shall complete a directed experience and shall complete the number of hours required by the 12 credit semester hour internship block.
 - b. The student's total internship experience should contain exposure to a multicultural setting in which time spent in such location should comprise 25% or more of total required clock hours' experience. An acceptable multicultural setting is any school in which the ethnic/racial/economic diversity composition is 25% or more.
 - c. The student's internship portfolio should contain evidence of the multicultural portion of the internship experience.
 - d. The major professor shall review and approve all internship experiences.