M.S. IN EDUCATION WITH A CONCENTRATION IN EDUCATIONAL LEADERSHIP WITH PRINCIPAL AND CURRICULUM SUPERVISOR CERTIFICATIONS

Admission Requirements and Procedures
The Master of Science degree includes a Master of Science with a concentration in Educational Leadership geared towards school leaders, specifically Curriculum Supervisors, Special Education Supervisors, Principals, and Superintendents. For students with a previous M.S. degree, Graduate Teacher and Administrative Certificates (post-graduate program) certification programs are offered in each of those same fields (Curriculum Supervisors, Special Education Supervisors, Principals, and Superintendents).

The Master of Science degree with a concentration in Educational Leadership is a 36-credit professional degree that may also lead toward certification as a school supervisor (of curriculum and instruction in one's certification area, including special education) or principal. Prior acceptance in the program, an informal phone interview is required. Students are advised to contact the Director of Educational Leadership graduate programs for all advising needs – including academic progress and compliance for certification – on a semester basis.

Students must be formally admitted to the Educational Leadership program for certification eligibility. Five years of teaching experience (minimum three by the time of acceptance in the program) or experience related to the instructional process is required. A valid teaching certification or a chief school administrator’s verification of the completion of three years of relevant professional experience in an educational setting related to the instruction process must be included in the application materials. Students not seeking a certification and only seeking a Master’s with a concentration in Educational Leadership do not need a valid teaching certification and/or five years of full-time teaching experience.

Since Spring 2012, this program is offered online, as well as face-to-face. The curriculum and program requirements are the same for all online and face-to-face students.

In order to be eligible for programs leading to certification within the Educational Leadership combination offerings, applicants must be U.S. citizens or legal permanent residents. Application requirements are as follows:

- A completed Saint Joseph’s University graduate application.
- Official sealed transcript(s) of undergraduate/graduate coursework.
- Grade Point Average (GPA) in undergraduate work.
- Personal statement – a 500 word statement of intention outlining how the applicant’s professional goals fit the stated goals and objectives of the Educational Leadership graduate programs.
- Two letters of recommendations.
- Copy of a valid teaching certificate.
- Five years full-time teaching experience (minimum three by the time of acceptance in the program)
- An informal phone interview with the Graduate Programs Director.
- $35 application fee.

Additional application requirements for the Principal Certification Program include the following portfolio items:

Two letters of recommendations from school district administrators; one of which must be from the applicant’s supervising administrator. Both letters must substantiate the candidate’s leadership potential and qualifications to become a school administrator.

Portfolio items:
- Essay concerning how principals shape learning in their schools (500 words)
- Resume that includes evidence of leadership potential (other leadership roles)
- Applicant’s educational philosophy
- A written description of a problem based learning activity

Finally, professional development is offered via the Digital Teacher Professional Development Program. The Digital Teacher Professional Development consists of five courses that are designed to prepare classroom teachers for the successful and seamless integration of technology using the school district’s curriculum.

Course Load
All courses must be completed at the 500 level or above. A full-time course load is three courses (9 credits) per term for fall and spring semesters, and four courses (12 credits) for the summer term. Working professionals may not register for more than two courses (6 credits) for the fall and spring terms and two courses (6 credits) for each summer term. Course load may be further discussed with the academic advisor on a one-on-one basis.

Any exceptions to this policy must be approved by the Graduate Programs Director. Students requesting full time status should submit a letter in writing to the Director of Graduate Education stating that they are working less than 20 hours per week during the semester(s) for which full-time status is being requested.

All certification programs meet the General and Specific Standards of the Bureau of Teacher Preparation and Certification of the Department of Education in the Commonwealth of Pennsylvania. Candidates are required to meet certification standards in force at the time of their application for certification.

Criteria for certification are demonstrated by professional behavior in the classroom and in fieldwork. Students who do not meet the high standards of professionalism established by the Pennsylvania Department of Education risk being dismissed from the fieldwork or the program.

Contact information for Graduate Admissions is as follows:
Graduate Operations Office
Saint Joseph’s University
5600 City Avenue
Philadelphia, PA 19131
Telephone: 610.660.1101
Fax: 610.660.1224
Domestic students (U.S. Citizens, Permanent Residents, Refugees & Asylees) must complete and submit the Application Form, along with all credentials, application documents, and the required $35 USD application fee directly to the Graduate Operations Office. For applications submitted as a result of attendance at an Open House information session, the application fee is waived.

Applicants for admission must possess a Bachelor’s degree from a regionally accredited institution and must provide evidence of their ability and preparedness necessary for the satisfactory completion of graduate work. Specific requirements differ among the programs, and students are advised to consult the appropriate program requirements listed in each program section.

Domestic students who have received degrees from outside the U.S. should review our International Admissions section for information on required documentation. All documents submitted in support of an application will become the property of the University and are not returnable.

**Terms of Acceptance**

An applicant is afforded “full acceptance” when all admission criteria have been met and all required application materials have been submitted, reviewed and approved.

“Provisional acceptance” may be provided if an application is complete, but academic credentials have not been satisfied. In this case an applicant is allowed a trial semester of up to 9 credits. Candidates must receive a grade of B or better during all courses taken during the trial semester.

Applicants whose application package is incomplete may receive “conditional acceptance,” and permitted to register for up to 3 credits in the first semester. To be granted “conditional” status, an application must at least include and application form and unofficial transcript.

Applications that do not meet at least provisional academic requirements are generally not accepted.

**Transfer of Courses**

Applicants who have taken graduate courses elsewhere may request transfer of not more than six graduate credits in Arts and Sciences programs. Such requests must be filed at the time of application for admission. Only those courses which are judged to meet program requirements and in which a student has received a grade of B or better will be accepted. In no instance will courses taken more than five years ago be accepted for transfer credit. Under no conditions will Continuing Education units be accepted for transfer credit. However, Alliance for Catholic Education (ACE) approved courses are eligible for transfer.

**Fieldwork Requirement**

Effective Fall 2015, the three two-credits fieldwork courses (EDL 695, EDL 696, EDL 697) current in 2014-2015 were transitioned into two three-credits fieldwork courses (EDL 695 and EDL 696).

Learning Goals and Objectives

**Goal 1:** Students will demonstrate knowledge of Educational Leadership content, theory and practices.

**Goal 2:** Students will demonstrate knowledge of and professional leadership skills in developing a strong, positive school culture to ensure P-12 student success.

**Goal 3:** Students will demonstrate knowledge of school improvement plans based on data and school community input.

**Goal 4:** Students will demonstrate knowledge of and professional growth plans for self and others.

**Objective 1.1:** Student will develop and articulate a shared school vision, mission, and goals for P-12 student success.

**Objective 1.2:** Students will demonstrate knowledge of school leadership skills in developing a strong, positive school culture to ensure P-12 student success.

**Objective 2.1:** Students will demonstrate knowledge of an effective instructional program conducive to a positive school culture and P-12 student learning.

**Objective 2.2:** Students will demonstrate knowledge of the instructional and leadership capacity of school staff and design comprehensive professional growth plans for self and others.

**Objective 3.1:** Students will develop operational policies and procedures and assess them for long-term school plans and the welfare of the school community.

**Objective 3.2:** Students will demonstrate knowledge of human, fiscal and technological resources to manage school operations and develop capacity for democratic (distributed) leadership.

**Objective 4.1:** Students will accurately interpret laws, policies and regulations to promote P-12 students success.

**Objective 4.2:** Students will apply basic Jesuit principles in a plan that promotes social opportunities for P-12 students.

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**Advanced Fieldwork/Seminar I**

**Advanced Fieldwork/Seminar II**

**Advanced Fieldwork/Seminar III**

**Managing Financial Resources**

**Seminar in Admin of Curriculum**

**Managing Financial Resources**

**Advanced Fieldwork/Seminar I**

**Advanced Fieldwork/Seminar II**

**Advanced Fieldwork/Seminar III**

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1 Students beginning Fieldwork fall 2015 will have 6 hours over a full year in Fieldwork I & II, so they will not need Fieldwork III.