

Student ID: \_\_\_\_\_  
Student Name: \_\_\_\_\_  
Advisor Name: \_\_\_\_\_

Catalog: 2015-16 Northeastern State University Graduate Catalog  
Program: School Administration M.Ed. – Major Code 3765  
Minimum Credits Requires: \_\_\_\_\_

## School Administration M.Ed. – Major Code 3765

Master of Education General Information

**(30 Semesters Hours plus Capstone Experience)**

### Purpose

The School Administration Program is designed to prepare persons for positions in education administration at the building level. Persons admitted to this program will have the opportunity to develop the knowledge and skills necessary to administer elementary and/or secondary schools and other units of school administration such as departments of personnel, curriculum development, secondary education, elementary education, and federal programs.

### Admission

Admission to the School Administration Program includes:

#### STEP ONE:

Prior to first enrollment (in first semester):

- Be admitted to the Graduate College
- Be eligible for an Oklahoma Teacher's certificate/license.
- Meet with your assigned advisor and sign a Plan of Study.
- Must be completely admitted into the program during first semester to enroll in the second semester.

#### STEP TWO (Program Admissions):

During the first semester, meet the following program requirements:

- Score at least a six (6) on the WritePlacer© or pass other assigned writing test at the discretion of the program chair. After the second failure, the student must seek help from his/her advisor before the test can be taken a third time.
- Take and have a satisfactory score on either the MAT or GRE.
- Submit to the online portfolio:
  - A statement of your specific immediate and long-term career objectives and how master's degree in the program will help you achieve your objectives. (This statement is to be between one and two pages, typed, double-spaced, 12 point font with margins of 1 inch all around.)
  - A copy of your teaching certificate (if you are a licensed teacher in any state).
  - GRE or MAT Score
  - WritePlacer© Score
- Mail (drop off at a designated office by your advisor) three (3) sealed letters of recommendation. You may mail them or have them mailed to:  
Northeastern State University  
College of Education / Dept. of Ed. Leadership  
600 North Grand Avenue  
Tahlequah, OK 74464
- Program faculty may request a formal interview and or other material to make recommendations concerning admission to the program.
- GPA Requirement of:
  - 3.00 overall, undergraduate, or
  - 3.25 in the last 60 credit hours, undergraduate, or
  - Have an earned Master's degree from an accredited university.

If the GPA requirements (see above) are not met, one of the following items must be satisfied:

- MAT – scaled score of 393, or
- GRE – combined math and verbal score of 291
- Must use scores from MAT/GRE that are less than five (5) years old.

\*It is recommended that you pass the entrance examination prior to enrollment Admission.

#### STEP THREE (Candidacy):

After acceptance into the program, and two portfolio artifacts have been submitted to the portfolio, contact your assigned advisor to complete candidacy process.

## CONDITIONAL PROGRAM ENROLLMENT

For those persons who wish to pursue a degree, but are not able to meet the requirements for the undergraduate GPA and/or MAT/GRE, conditional enrollment may be allowed as follows:

- The MAT/GRE is to be attempted at least two more times or until a satisfactory score has been obtained.
- A graduate program GPA of 3.5 must be obtained for 12 credit hours of course work taken at Northeastern State University, and all other admittance requirements must be completed during first semester of enrollment.
- Full admittance will be considered by the program faculty at the completion of 12 credit hours upon the written request of the student within the semester deadlines for admissions.
- **The second semester of enrollment will have to be authorized by the student's advisor.**
- The regular requirements and procedures will be followed.
- Course work completed will be considered and applied to the degree as applicable.
- All coursework for a degree must be completed within a period of six years.
- Program faculty will make all final determinations on conditional enrollment.

Students who do not meet the program requirements within the specified time frames and structure will be blocked from further enrollment in the program.

### Advisement

An advisor in the School Administration program is assigned to the student by the Graduate College when the student is admitted to graduate studies. It is the student's responsibility to make an appointment with the advisor to discuss policies and procedures relevant to the degree program. The advisor develops the plan of study in conference with the student, assists in the selection of classes each semester, and counsels the student.

### Structure of the Plan of Study

This program leads to the completion of academic requirements for an elementary and/or secondary standard principal's certificate.

#### I. Professional Education 12 semester hour

##### Required Courses

Course Name	Term (to be) Taken	Grade
EDUC 5103 – Educational Research		
EDUC 5403 – Fundamentals of Curriculum Development I		
EDUC 5483 – Advanced Educational Measurements		
EDUC 5633 – Cognitive Learning Styles OR another 5000 – level school related discipline course with approval of advisor		

#### II. School Administration 18 semester hours

##### Required Courses

Course Name	Term (to be) Taken	Grade
EDUC 5553 – Fundamentals of Public School Administration and Supervision		
EDUC 5593 – Public School Finance		
EDUC 5523 – Instructional Leadership		
EDUC 5573 – Public School Relations		
EDUC 5503 – Educational Statistics		
EDUC 5623 – Legal Aspects of Public School Administration		

##### Summary of I & II

- Professional Education
- School Administration

Totals (minimum of 30)

#### III. Capstone Experience 6 hours

Course Name	Term (to be) Taken	Grade
EDUC 5933 – Internship I (Principal)		
EDUC 5953 – Internship II (Principal)		

Notes:

Student Signature:	Date:
Advisor Signature:	Date: