

Guidelines

Administrative/Supervisory Certificate Program College of Education and Human Services Utah State University

INTRODUCTION

The Administrative/Supervisory Certification (A/SC) Program outlined in the following pages is designed to prepare prospective educational leaders to fulfill leadership responsibilities by providing a knowledge base in four areas: leadership, management, special education, and internship experiences. The program has been designed to conform to both the certification requirements adopted by the Utah State Board of Education, and the Educational Leadership Policy Standards: ISLLC 2008 of the National Policy Board for Educational Administration. The program is designed to satisfy the requirements for the Administrative License Area of Concentration, which most Utah school districts require when hiring an administrator or supervisor at any level.

ADMISSION REQUIREMENTS

Candidates seeking admission into the Administrative/Supervisory Certificate program must:

- Hold, or be eligible to hold, a Utah Professional Educator Level II license or an equivalent certificate approved by the Utah State Board of Education.
- Meet the admission standards for matriculation in an approved graduate program at Utah State University.
- Be admitted to an approved master's degree program or have completed a master's or higher academic degree from an accredited institution of higher education.
- Must have taught or functioned in a professional school related role (teacher, school counselor, social worker, etc.) for a minimum of three years.

APPLICATION PROCEDURES

<http://www.cehs.usu.edu/htm/students-programs/asc/admissions/>

All of the following should be sent to:

***A/SC Program Coordinator
College of Education
Utah State University
2800 Old Main Hill***

Logan, UT 84322-2800
Attn: Michelle Wilson

IF the student has a master's degree and is seeking only admittance to the ASC program for licensure:

1. Completed A/SC Program application form.
2. Application Fee: Check payable to Utah State University for \$50.
3. Recent photograph of the applicant.
4. Copy of the applicant's current educator license.
5. Two letters of recommendation. One letter **should** be from a superintendent, one from a principal. The letters should address the candidate's qualifications and/or potential to become an administrator/supervisor in public schools.
6. Transcripts from all graduate work completed at any college or university attended.
7. E-Mail Address: You **must** obtain an e-mail address if you don't currently have one.
8. Once approved for the program, applicants will need to submit the applicable/reapplication form and check to Utah State University Admissions.

IF the student is seeking a master's degree with an emphasis in educational leadership as well as licensure:

- Application to the Graduate School at Utah State University (<http://www.usu.edu/graduateschool/>)
- Send items 1, 2, 3 and 4 to the address and contact above.

REAPPLICATION PROCEDURE

- Any student denied admission in the Administrative/Supervisory Certificate program may reapply in for admittance in a subsequent semester. Reapplication requires the submission of an additional \$50 application fee.

ADMISSION PROCEDURE

- Applications will be considered for each semester; however, only those candidates whose files are complete by the application deadline will be considered. Files that are complete after the deadline may be considered for the following semester.
- The admission committee will review applicant files, and finalists will be invited for interviews soon after the application deadline date.
- There is a limit to the number of students resources will support; therefore, admission is competitive and some applicants who meet all of the minimum requirements may not be admitted.

- Minimum standards for grades are the same as those for graduate programs at USU.

STOP-OUT POLICY

Any student in good standing who interrupts her/his educational experience for more than one calendar year may be subject to program, department, college, and/or university requirements that are in effect at the time she/he returns.

COMPLETION POLICY

The Administrative/Supervisory Certificate must be completed within eight years of admission into the program. Coursework that is more than eight years old must be retaken or validated in conjunction with the candidacy form/program of studies approved by the Administrative/Supervisory Certificate Admissions and Advisory Board. Coursework that is validated will be subject to the eight-year regulation from the date of validation.

ADVISEMENT

The A/SC Program Coordinator and/or the Associate Dean for Education Outreach in the College of Education and Human Services will approve the student's program of studies. This process will include approving any prior course work that may be used toward the certificate, and all course work that will be taken to meet the requirements for the Administrative/Supervisory Certificate for the State of Utah.

The A/SC Program Coordinator and/or the Associate Dean for Education Outreach in the College of Education and Human Services may recommend the transfer of course credit earned at another accredited institution as part of the Administrative/Supervisory Certificate. Since it is possible that **not** all courses taken prior to admission will be approved for use in the program, students are encouraged to apply for and be admitted into the program as early as possible. The program will use the Utah State University Graduate School standard regarding transfer of credit as a guide when evaluating prior experience. This standard is that no more than 12 semester credits taken from another accredited higher education institution may be applied to the program and that credit older than eight years cannot be used toward the certificate without validation. Applicable credit from Utah State University that is eight years, or less old, may exceed the twelve credit maximum. At the time of admission, a program of studies will be agreed upon, which will serve as the guide for completion of the certificate program.

The A/SC Program Coordinator and the Associate Dean for Education Outreach in the College of Education and Human Services provide continuing advisement for students regarding their programs of study. This program is designed to meet

certification requirements for Utah. Anyone who wishes to be certified in another state will be responsible to make sure that they meet those requirements in addition to the Utah requirements. To confirm reciprocity agreements with other states in this area, please contact Educator Quality and Licensing at the Utah State Office of Education, 801-538-7740, 250 East 500 South, Salt Lake City, UT 84111.

PROGRAM COMPONENTS

This program is guided by the standards adopted by the National Policy Board for Educational Administration and the licensing requirements of the Utah State Board of Education. To complete this program successfully, students will be expected to demonstrate knowledge and ability in the areas specified in the standards and state licensure requirements. The knowledge encompassed in these standards will be acquired in structured courses and internship experiences within the program, and demonstrate as part of the internship experiences.

The Educational Leadership Policy Standards: ISLLC 2008 are described more completely in the section dealing with the culminating experience.

ADMINISTRATIVE/SUPERVISORY CERTIFICATE (K-12)

To be recommended for the Administrative/Supervisory Certificate, the candidate must successfully complete the certificate program requirements and have completed three years of successful and acceptable, professional experience.

The semester hour requirements in the areas where candidates for the A/SC (K-12) should be knowledgeable and demonstrate competence are described below.

PREREQUISITES

Prerequisites for this program include an understanding of the subject matter, methodology, instructional techniques, and computer literacy. It is assumed that the candidate has completed coursework prior to entering the program that will provide adequate competency in these areas. Where the competencies are not present prior to admission, the candidate will be responsible to take the necessary coursework to remediate any deficiencies.

REQUIRED COURSES IN PROGRAM AREAS

***Instructional Leadership [9
Credits]***

EDUC 6080
Leadership and the School
Principal (3)

EDUC 7080/6090
Theories of Org
Leadership in Education
(3)

EDUC
7050/6050 Theories of
Instructional Supervision
(3)

Special Education [6 credits]

SPED 6280
Instructional
Leadership for At-
Risk Students (3)
SPED 6060 Legal
Aspects of Special
Education (3)

**Administration and
Management [6 Credits]**

EDUC 6740 Public
School Law (3)
EDUC 6500 School
Finance and Resource
Management (3)

**Internship (application of
knowledge) [6 Credits]**

EDUC 6930
Supervision & Admin
Internship[#] (Elem)(3)
EDUC 6940
Supervision & Admin
Internship[#] (Sec)(3)

**Portfolio (professional
reflection) [1 Credit]**

EDUC 6950
Leadership
Portfolio* (1)

Prerequisite: EDUC
6050 or 7050.

* Must be taken in last
semester.

In addition to the courses required in the Administrative/Supervisory Certificate Program above, students in a Utah State University master's of education with

emphasis in educational leadership and licensure, OR a student whose master's degree is not in an education related field must complete the following:

Curriculum and Instruction

Core [14 Credits]

EDUC 6410

Educational

Foundations

EDUC 6540 Data-

Based Decision

Making for School

Leaders

EDUC 6710

Diversity in

Education

EDUC 6150

Foundations of

Curriculum

EDUC 6190

Theories of

Learning & Models

of Teaching

Any substitution of courses for the above requirements will need approval, in advance, by the A/SC Program Coordinator and/or the Associate Dean for Education Outreach in the College of Education and Human Services.

Effective July 1, 2007. Utah State Office of Education now requires that the Praxis test for Educational Leadership be taken and a score provided as part of your licensure. Students completing after September 1, 2007 will be required to take the test, and provide her or his score in the Academic Records section of the portfolio. Information on the test, including how and where to take it can be found on our website at: <http://www.cehs.usu.edu/htm/students-programs/asc/>

Leadership Portfolio

The requirement to develop a portfolio as part of the A/SC program is designed as the culminating experience of the program. Students should register for this credit during the final semester of their program. The portfolio requirement is designed as an opportunity for students to create an organized view of themselves, their preparation to be a school administrator, and their professional capabilities around and against the Educational Leadership Policy Standards: ISLLC 2008. While the requirement is to be completed during the last semester of the program, **students are strongly encouraged to collect and organize**

material as they proceed through the program. The portfolio may include any items that an individual may wish to place in it, but the focus should be on making the best possible presentation of your skills, experiences, and philosophies as they relate to your role as an educational administrator.

Your portfolio should be organized so that it presents evidence of your proficiency and experience for each of the standards of the Educational Leadership Policy Standards: ISLLC 2008. For each of the standards you should provide a one or two page paper describing your knowledge and accomplishments as related to the various functions listed under each standard. Where appropriate for each standard present supporting documentation after the summary paper. This may include your own written work, research, and/or experiences.

The ISLLC 2008 standards are:

An educational leader promotes the success of every student by . . .

1. facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by all stakeholders.
2. advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.
3. ensuring management of the organization, operation, and resources for a safe, efficient, and effective learning environment.
4. collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.
5. acting with integrity, fairness, and in an ethical manner.
6. understanding, responding to, and influencing the political, social, economic, legal, and cultural context.

Your portfolio should include at least seven major sections. The first section should be a biographical section that includes the following:

- A vita or resume
- A statement of your philosophy of education with a specific emphasis on your role and function as an educational leader.
- Copies of your mentors' evaluations of your internships,
- A copy of your academic record.
- A copy of your Praxis scores

The next six sections should address each one of the standards as described above. Among the items that may be included as supporting material are the following:

- Significant papers written as part of class assignments
- Curriculum or educational materials you have developed
- Any published material you may have authored
- News articles relating to educational leadership in which you are featured or quoted
- Abstracts of research you have conducted
- Grants which you have received or for which you have applied
- Other appropriate materials

You may include a final or eighth section to include other items you feel are appropriate.

You should submit your portfolio, an additional copy of your vitae, a current copy of your official transcripts from all graduate programs as well as proof that you have requested a copy of your official Utah State University transcript be sent to Michelle Wilson @ UMC 2800 after grades for the current semester [the semester in which you are registered for EDUC 6950] have been posted; along with a **\$70 money order** made out to the **USOE** (Utah State Office of Education). All of these items are required to receive a satisfactory grade for EDUC 6950. **Portfolios are due two weeks before the end of each term. Approximately, April 15th for Spring Semester, July 25th for Summer Term, & November 30th for Fall Semester.**

The portfolio will be returned to you after it has been reviewed, if you make arrangements for its return shipping costs. The vita will be used to update our records as necessary, and the transcripts and **money order** will be used as part of the application (we will submit for you) to the state for your Administrative/Supervisory Certificate. You will receive a copy of what is submitted to the USOE so that you will know your paperwork has been completed on Utah State University's end.

Portfolio Required Course: EDUC 6950 Leadership Portfolio Development

ADMINISTRATIVE/SUPERVISORY INTERNSHIP

The Administrative/Supervisory internships are considered to be one of the most important and significant components in the training of instructional leaders. They are designed to provide prospective administrators/supervisors with the opportunity to apply and reflect on the principles and theories learned in the classroom. Therefore, it is in the best interests of students to complete as much

of the required coursework as possible prior to requesting an internship placement.

Students need to arrange for an internship and apply to have that internship approved by the university. The intern is responsible for determining a location and mentor; the university will assign a supervisor for the intern. Those who are ready for the internship are provided the necessary information to help them gain approval of an appropriate site and mentoring administrator.

The internships should provide the student with a culminating experience to apply the knowledge and practice the competencies outlined in the program.

Internship Criteria:

- The internships shall consist of a minimum total of 450 clock hours of supervised clinical experience—typically 225 hours in a secondary education setting and 225 hours in an elementary setting.
- Additional hours required by the university for seminars or discussion sessions shall not be included in the required 450 clock hours.
- A minimum of 200 of the required 450 hours shall take place in a school setting which offers the opportunity of working with a properly certified principal, students, faculty, classified employees, parents and patrons.
- The remainder of the required internship hours may include experiences in school district office, the USOE or other approved and appropriate agencies.
- The majority of the school-level supervised experience shall take place during the regular school day in concentrated blocks of a minimum of three hours each when students and teachers are present.
- Intern involvement in extracurricular activities is expected where such involvement is a part of the respective school experience.
- Internships shall include experiences at elementary and secondary schools and must include significant special education experience at both levels.

Required Internship Courses:

EDUC 6930 Supervision and Administration Internship (3 credits)

EDUC 6940 Supervision and Administration Internship (3 credits)

EDUC 6950 Leadership Portfolio Development (1)