Fall 2011

Dear Candidate:

Congratulations on being selected as a member of the 2011 Future Leaders Cohort. You are embarking on a wonderful mission to increase educational opportunities for all PreK-12 students.

School leadership is a compelling responsibility that requires a positive disposition and a well-developed skill and knowledge base. The Department of Educational Leadership (EDL) is confident that it has selected wisely and that you will be successful in making schools better places for all your constituents.

The SDSU Educational Leadership Program will provide you with skills and knowledge through a variety of coursework and field experiences that are tied to the California Professional Standards for Educational Leaders (CPSELS). Your fieldwork experiences will provide you with the opportunity to apply those skills and be supervised by university instructors along with your site supervisor.

Your cohort is your learning community. Achieving all the requirements for the credential in 3 semesters and the masters in 5 semesters will require commitment and dedication. It can only happen through your hard work, flexibility, perseverance and professional attitude. Your cohort will serve as a support system providing encouragement as needed.

The faculty and staff in the Educational Leadership Department are here to assist you in any way. Please do not hesitate to call with your questions and/or concerns.

Our best wishes for a very productive experience.

Sincerely,

EDL Department Personnel
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The Mission of the Educational Leadership Department is to prepare future school leaders who desire to make a powerful difference in the lives of students. The EDL Department is committed to developing the skills and dispositions of future leaders who want to:

- **Learn** how to respond to emerging challenges and opportunities facing schools,
- **Lead** and nurture the capacity of others toward a vision of excellence for all demographic groups of students, and
- **Transform** schools into dynamic learning communities that focus on results.

The credential program in the EDL Department is comprised of two main strands. The two elements of the credential program are: courses with benchmark assignments and field experience.

There are seven benchmark assignments that are distributed throughout the coursework. They include:

- Budget project (EDL 600)
- Target group improvement plan (EDL 630)
- Clinical supervision cycle (EDL 652)
- Educational platform (EDL 610, 655)
- Community relations project (EDL 640)
- Self assessment of leadership development and final reflection (EDL 655)
- Shadowing (EDL 610, 655)

The field experiences, through EDL 660, include two semesters of working with a site based advisory committee focused on increasing student achievement for a target group. Tasks include:

- Self assessment of leadership development baseline tool and reflection
- Target Group Selection Process
- Advisory Group meeting 1 reflection
- Advisory Group meeting 2 reflection
- Advisory Group meeting 3 reflection
- Advisory Group meeting 4 reflection
- Advisory Group meeting 5 reflection
- Advisory Group meeting 6 reflection
- Evaluation of plan
- Mid-point self assessment of leadership development and reflection
- Checking in

The master's program adds a third strand that includes:

- Research methods
- Research seminar that results in a project
PRELIMINARY ADMINISTRATIVE CREDENTIAL
AND MASTERS DEGREE REQUIREMENTS

All master’s and credential programs in the Department of Educational Leadership are cohort based. You will take classes in sequence with your peers. Exceptions to this format need to be addressed to the Program Coordinator. All candidates who wish to be recommended for a Preliminary Administrative Services Credential must meet the following requirements:

**Credential Only Candidates must:**

1. Apply and be accepted into both the EDL Credential Program and SDSU. In order to be accepted candidates must demonstrate that they possess a Master’s degree from an accredited university, have taken the CBEST, and have been employed full time for three years in a position that requires the Teaching, Pupil Personnel Services, School Librarian, or School Nurse Credential. If the candidate does not possess a Master’s degree then he/she must select the Master’s option in EDL.

2. Complete all classes outlined in the following table:

<table>
<thead>
<tr>
<th>Term</th>
<th>Course No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester I (Fall)</td>
<td>EDL 630</td>
<td>Curriculum Design and Management</td>
<td>3 units</td>
</tr>
<tr>
<td></td>
<td>EDL 600</td>
<td>Principles of Educational Administration</td>
<td>3 units</td>
</tr>
<tr>
<td></td>
<td>EDL 660</td>
<td>Field Experience in Educational Leadership</td>
<td>3 units</td>
</tr>
<tr>
<td>Semester II (Spring)</td>
<td>EDL 610</td>
<td>Educational Leadership in PK-12 Educational Organizations</td>
<td>3 units</td>
</tr>
<tr>
<td></td>
<td>EDL 652</td>
<td>Seminar in Instructional Improvement and Evaluation</td>
<td>3 units</td>
</tr>
<tr>
<td></td>
<td>EDL 660</td>
<td>Field Experience in Educational Leadership</td>
<td>3 units</td>
</tr>
<tr>
<td>Semester III (Fall 2)</td>
<td>EDL 640</td>
<td>Educational Leadership in School Community Relations</td>
<td>3 units</td>
</tr>
<tr>
<td></td>
<td>EDL 655</td>
<td>Communication, Problem Solving &amp; Decision Making in PreK-12 Education</td>
<td>3 units</td>
</tr>
</tbody>
</table>

**Masters candidates:**

As indicated, application for the Preliminary Administrative Credential requires a Master’s Degree. If you do not have one, you may take classes that will lead to both the Masters in Educational Leadership and the Preliminary Administrative Services Credential endorsement.

1. Candidates must apply and be accepted into both the EDL Credential and MA Programs (as well as SDSU).
2. Candidates must take the classes listed below:
<table>
<thead>
<tr>
<th>Term</th>
<th>Course No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester I</td>
<td>EDL 630</td>
<td>Curriculum Design and Management</td>
<td>3 units</td>
</tr>
<tr>
<td>(Fall)</td>
<td>EDL 600</td>
<td>Principles of Educational Administration</td>
<td>3 units</td>
</tr>
<tr>
<td></td>
<td>EDL 660</td>
<td>Field Experience in Educational Leadership</td>
<td>3 units</td>
</tr>
<tr>
<td>Semester II</td>
<td>EDL 610</td>
<td>Educational Leadership in PreK-12 Educational Organizations</td>
<td>3 units</td>
</tr>
<tr>
<td>(Spring)</td>
<td>EDL 652</td>
<td>Seminar in Instructional Improvement and Evaluation</td>
<td>3 units</td>
</tr>
<tr>
<td></td>
<td>EDL 660</td>
<td>Field Experience in Educational Leadership</td>
<td>3 units</td>
</tr>
<tr>
<td>Semester III</td>
<td>ED 690</td>
<td>Methods of Inquiry</td>
<td>3 units</td>
</tr>
<tr>
<td>(Summer)</td>
<td>EDL 640</td>
<td>Educational Leadership in School Community Relations</td>
<td>3 units</td>
</tr>
<tr>
<td>Semester IV</td>
<td>EDL 655</td>
<td>Communication, Problem Solving and Decision Making in P-12 Education</td>
<td>3 units</td>
</tr>
<tr>
<td>(Fall 2)</td>
<td>ED 795A &amp;B</td>
<td>Seminar</td>
<td>6 units</td>
</tr>
<tr>
<td>Semester V</td>
<td>ED 795A &amp;B</td>
<td>Seminar</td>
<td>6 units</td>
</tr>
<tr>
<td>(Spring 2)</td>
<td></td>
<td></td>
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</table>

**Master's Research Project**

Master’s candidates participate in a focused research project. They conduct a literature review, gather and analyze data and then arrive at conclusions and recommendations. They work together as part of a professional learning community, exploring leadership topics through a variety of research questions. The first stage of the process involves learning about investigation in ED 690. In ED 795A and B, candidates work with an advisor. Master’s candidates meet with their advisor on selected dates to ensure project success.

**Second Master’s Degree**

A leadership candidate desiring to work for a second master’s degree must petition the Graduate Council for permission to enter a course sequence leading to the second degree. The candidate must be a student in good standing at the time of petition and must submit an Application for Classified Graduate Standing form to the EDL program coordinator. The coordinator will verify completion of all required documentation as well as the student’s current status in the program, before seeking the department chair’s approval for the petition. The form can be accessed at [http://gra.sdsu.edu/grad/classgradstand.html](http://gra.sdsu.edu/grad/classgradstand.html).
PERFORMANCE EXPECTATIONS OF ALL CREDENTIAL/MASTERS CANDIDATES

- Candidates must maintain the university minimum 3.0 grade point average with no grade lower than a B-. Falling below a minimum 3.0 GPA or receiving any single grade of C+ or lower (including NC) regardless of GPA, will initiate a faculty review and could be grounds for dismissal from the program.
- Candidates must have at least a rating of 2 (meets standards) on all of the aforementioned benchmarks in the EDL program. If a candidate receives less than a 2, the benchmark task should be revised in a timely manner and resubmitted. Students will be afforded only one opportunity to revise a benchmark task. If the final revision does not receive a rating of 2 (meets standards), the student may be subject to a faculty review that could result in a recommendation for dismissal from the program.
- Candidates must receive a rating of meets or exceeds standards on the Comprehensive Oral Exam in order to be recommended for the administrative credential. Students who do not meet standards will be provided with one additional opportunity to retake the exam. If standards are not met on the second attempt, the candidate will have exhausted all remedies and will not be recommended for credential eligibility.

TECHNOLOGICAL TOOLS USED IN THE PROGRAM

Students in the EDL program will use two technological tools: Task Stream and Blackboard. Blackboard is an educational platform that professors often use as a support for face to face classes. It includes basic course information, resources and collaborative or individual work spaces. You will automatically be enrolled in Bbd. each semester when you register for your courses. Task Stream is an electronic space used for storing and providing feedback on documents. This is where you will upload your benchmarks and field tasks described previously. Use of this space has a cost. Task Stream will be explained in Student Orientation while Bbd. will be explained in your classes.

CANDIDATE APPEAL PROCESS

Any student seeking exceptions to program requirements, or any other programmatic issues, may appeal via the following procedures:

1. Discuss the issue with the professor of record and/or the Department Coordinator (depending on the issue).
2. If the issue is not resolved, discuss with his/her Cohort Program Coordinator
3. If the issue is not resolved, bring grievance to the EDL Department Chair.
4. If the Department Chair is not able to resolve the problem to the candidate’s satisfaction, the candidate can send a letter of appeal to the Department of Educational Leadership’s Admissions and Exceptions Committee.

5. Decisions of the Admissions and Exceptions Committee may be appealed to the Assistant Dean for Student Affairs in the College of Education.

Informal procedures must be attempted before a student may file a grievance with the Student of Grievance Committee.

If the problem is not resolved informally, students may file a grievance with the Student Grievance Committee. Any type of student complaint or problem may be presented to the Student Grievance Committee for official review. This campus hearing body follows a set of formal procedures, and the Ombudsman will assist students in presenting their case. The deadline for filing a grievance is the last day of the semester (excluding summer and winter session) after the semester during which the student was allegedly aggrieved. Decisions made by the Student Grievance Committee are not subject to appeal.

Examples of student problems which have been resolved through this process include, but are not limited to: disputes over grades, course requirements, faculty or staff conduct, fines, and administrative policies and procedures.

The Student Grievance Committee does not lend itself to quick solutions, so resolution at a lower level is always more desirable. Attempts at such a resolution are required before the committee will accept a case. Paperwork is available in the Office of the Ombudsman.

SDSU student appeal process is delineated at the following web site: 
http://www.sa.sdsu.edu/ombuds/index.html

THE COMPREHENSIVE ORAL EXAM

The Comprehensive Oral Exam is an opportunity for students to demonstrate mastery of the CPSEL Standards required for credentialing. This exam takes place once students have completed all credential coursework. The exam is conducted on an individual basis before a panel of faculty members. Candidates must receive a rating of meets or exceeds standards in order to be recommended for the administrative credential.
UPON COMPLETION OF THE PROGRAM

Certificate of Eligibility

The Certificate of Eligibility serves as documentation of successful completion of the Preliminary Services Administrative Credential Program. Each candidate is highly recommended to apply for this certificate upon the successful completion of the credential and/or masters program.

Procedures for Applying for Certificate of Eligibility (COE)

1. EDL Department will submit Credential Program Clearance to Office of Student Services (OSS) for all students who have completed course requirements. Master’s students must complete their degree requirements before receiving clearance from EDL department.

2. Candidate completes Credential Evaluation Request
   a. Access request form on-line at http://edweb.sdsu.edu/ceac/
   b. Submit information to Office of Student Services
   c. Submit with $25.00 evaluation fee
   d. If Masters candidate, also submit application for graduation

3. Await for notification from OSS to apply for COE
   a. Notice will be sent to you via email
   b. Allow 4-5 week processing period for response from OSS
   c. OSS will also inform Commission on Teacher Credentialing (CTC) of your eligibility to apply for COE

4. Await for email notice from CTC
   a. CTC will send you email notice and directions for applying on-line for the COE
   b. Complete fee payment process on-line ($55.00)
   c. Avoid using AOL, Road Runner, Netscape accounts

Note to all candidates:

It is strongly recommended that you immediately apply for the Certificate of Eligibility for a Preliminary Administrative Services credential upon completion of your credential and/or master’s program. There is no expiration for the Certificate of Eligibility, and this certificate ensures prospective employers that you are eligible to serve in an administrative capacity. (However, there is an expiration date for application for the Certificate of Eligibility. If you do not apply within 5 years of program completion, you will have forfeited your rights to apply for such certificate.)
You should not apply for the Tier 1 Preliminary Administrative Services Credential until you have secured your first administrative position. The Preliminary Administrative Services Credential is valid for five years. During your first 5 years in your first administrative position, you must complete a Tier 2 administrative program, leading to the Professional Administrative Services Credential.

**Application for Graduation**

Graduation is not automatic on the completion of degree requirements. An Application for Graduation (along with the graduation services fee of $55) must be filed with the Division of Graduate Affairs via the Cashier’s Office. The university begins accepting applications for graduation the semester or term prior to anticipated graduation. However, the deadline occurs during the first few weeks of the semester or term in which the student expects to be graduated. Refer to the most recent academic calendar for deadline dates.

Students who do not graduate in the semester or term for which they have applied must reapply for the subsequent semester or term in which they expect to be graduated. The graduation services fee of $55 must accompany each subsequent Application for Graduation.

**Exit Survey**

Each December candidates completing their credential coursework are encouraged to complete an Exit Survey developed in our department. The survey is intended to gauge candidate satisfaction regarding the quality and focus of our administrative preparation program. The survey is conducted online, is totally anonymous, and is of immense use to us as we seek to enhance and improve program quality and relevance.