

INFORMATIONAL HANDBOOK

MASTER'S DEGREE PROGRAMS

IN

EDUCATIONAL LEADERSHIP

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ADMISSION TO MASTER'S DEGREE PROGRAMS

Admission to the Master's Degree programs in Educational Leadership is based on (1) acceptance to the university, (2) prior academic and professional achievement, for the M.Ed. program only: evidence of course work approved for basic state of Florida bachelor's teaching certificate (3) test scores on the Graduate Record Examination, and (4) recommendations. Once accepted into the Educational Leadership program, the student will be assigned an academic advisor. The UCF Graduate Catalog is the university's official record of graduate policies, admission requirements, and program requirements. Please refer to the current online Graduate Catalog at <http://www.ucf.edu/catalog/> for up to date information.

EDUCATIONAL LEADERSHIP PROGRAM GOALS

The following broad goals assume a constructivist perspective to program development. These goals have been identified by program faculty as appropriate broad goals to be used in building upon and extending the prior knowledge and experiences of individuals already in professional roles in schools. These goals are supported throughout the literature and under gird the several sets of state and national standards and competencies which must be considered in the preparation of students and in program development. In particular, these goals are used in the development of programs that encourage students to (a) reflect on current practice of administrators, and (b) use research and research methods along with knowledge about issues to improve practice in schools and classrooms.

Goal One: To develop knowledge and understanding of the broad, systemic, and dynamic context of education (progressively advanced understanding at the Specialist and Doctoral levels)

Goal Two: To develop a conceptual understanding of and personal competency in basic interpersonal relations

Goal Three: To develop an awareness of and responsibility for the development and maintenance of creative, effective, and logical systems

Goal Four: To develop a skillful and continuing interpretation of the legal, political, societal, economic and cultural climates operating on and within the educational system

Goal Five: To develop a self-awareness of individual strengths, weaknesses, and skills in relationship to potential alternative career roles for both master's and specialist degree students and fostering a professional commitment to

the field of education and the practice of administration for students in the doctoral program

Goal Six: To develop an appreciation for (entry-level students) and a continuing concern for (advanced students) the development, utilization, and knowledgeable dissemination of research in education and administration (doctoral students).

EDUCATIONAL LEADERSHIP M.ED. AND M.A. DEGREE DESCRIPTIONS

Two Master's Degree programs are offered in Educational Leadership: the Master of Education Degree (M. Ed.) and the Master of Arts Degree (M. A.). The purpose of the M. Ed. in Educational Leadership is to prepare individuals for leadership positions and administrative careers in education. M. A. options are designed to meet the needs of students who wish to work in education-related agency or higher education settings. The M. A. options do not fulfill state certification requirements. Master's Degree Programs of Study must be completed within a seven-year period.

MASTER OF EDUCATION (M. ED.) IN EDUCATIONAL LEADERSHIP

The M. Ed. in Educational Leadership is a 39-semester hour Program of Study applicable toward Florida Educational Leadership Certification. It is designed to provide the theoretical and conceptual knowledge base required for the principalship and for Florida Level 1 Educational Leadership Certification. Courses required in the program address the eight competency domains specified by the Florida Department of Education and included in the Florida Educational Leadership Examination (FELE). Educational Leadership Certification is subject to approval by the Florida Department of Education. The M. Ed. in Educational Leadership or its equivalent, three years of teaching experience, and successful completion of the Florida Educational Leadership Examination (FELE) are required by the state of Florida for Certification in Educational Leadership.

MASTER OF ARTS (M. A.) IN EDUCATIONAL LEADERSHIP

There are two tracks leading to an M. A. in Educational Leadership Degree:

- The Student Personnel Administration in Higher Education Track is a 39-semester hour program designed to prepare individuals for leadership positions in student personnel administration in higher education.

- A second option for M. A. students is a 42-semester hour Program of Study designed to prepare individuals for leadership positions in education related fields.

M. ED. and M. A. DEGREE PROGRAMS OF STUDY

Upon admission to one of the degree programs, the student should initiate contact with the advisor to finalize the Program of Study. Program of Study worksheets (See Appendix) and projections of courses on the Orlando, Brevard and Daytona campuses are available in the department office and should be used in planning for future enrollment.

Soon after admission to an Educational Leadership Master's Degree program, students should access their academic audit from their myUCF account. This audit should be reviewed early in students' programs to verify correctness of admission status, any transfer courses and any variances in students' understandings of the program from that presented on the audit. The academic audit should be checked periodically. It is, in effect the Program of Study, and students must meet the requirements as presented on the audit prior to graduation.

M. ED. IN EDUCATIONAL LEADERSHIP (39 SEMESTER HOURS)

Leads to Florida Administrator Certification

Area A: Core—9 Credit Hours

- EDF 6432 Measurement and Evaluation in Education (3 credit hours)
- EDF 6481 Fundamentals of Graduate Research in Education (3 credit hours)

Select one:

- EDF 6155 Lifespan Human Development and Learning (3 credit hours)
- EDF 6259 Learning Theories Applied to Classroom Instruction and Management (3 credit hours)
- EDF 6517 Perspectives on Education (3 credit hours)
- EDF 6608 Social Factors in American Education (3 credit hours)
- EDF 6886 Multicultural Education (3 credit hours)

Area B: Specialization—24 Credit Hours

It is recommended that these courses be taken in the following sequence:

- EDA 6061 Organization and Administration of Schools (3 credit hours)
- EDA 6232 Legal Aspects of School Operation (3 credit hours)
- EDA 6240 Educational Financial Affairs (3 credit hours)
- EDA 6260 Educational Systems Planning and Management (3 credit hours)
- EDA 6931 Contemporary Issues in Educational Leadership (3 credit hours)
- EDS 6123 Educational Supervisory Practices I (3 credit hours)
- EDS 6130 Educational Supervisory Practices II (3 credit hours)
- EDA 6946 Graduate Internship (3 credit hours; students must have teaching experience to complete the internship)

Area C: Electives—6 Credit Hours

- EDA 6300 Community School Administration (3 credit hours)
- EDA 6502 Organization and Administration of Instructional Programs (3 credit hours)
- EDG 6223 Curriculum Theory and Organization (3 credit hours)
- EDG 6253 Curriculum Inquiry (3 credit hours)

*Florida Administrator Certification requirements

M. A. IN EDUCATIONAL LEADERSHIP (39 SEMESTER HOURS)

Student Personnel Administration in Higher Education Track

Area A: Core—6 Credit Hours

- EDF 6481 Fundamentals of Graduate Research in Education (3 credit hours)
- EDF 6432 Measurement and Evaluation in Education (3 credit hours) OR
- EDF 6401 Statistics for Educational Data (3 credit hours)

Area B: Specialization—24 Credit Hours

- EDA 6540 Organization and Administration of Higher Education (3 credit hours)
- EDH 6065 History and Philosophy of Higher Education (3 credit hours)
- EDH 6505 Finance in Higher Education (3 credit hours)
- EDH 6935 Capstone Seminar in Student Personnel (3 credit hours)
- EDH 6407 Ethical and Legal Issues in Student Personnel (3 credit hours)
- EDH 6634 Student Personnel Services in Higher Education (3 credit hours)
- EDH 6044 Career Exploration in Higher Education (3 credit hours)
- EDH 6047 The College Community and the Student (3 credit hours)

Area C: Electives—3 Credit Hours

Approved by adviser

Area D: Professional Field Experience— 6 Credit Hours

- EDH 6946 Higher Education Internship (3 credit hours)
- EDH 6947 Practicum in Student Personnel (3 credit hours)

M. A. IN EDUCATIONAL LEADERSHIP (42 SEMESTER HOURS)

Education Related, Noncertification Track

Area A: Core—15 Credit Hours

- EDF 6155 Lifespan Human Development and Learning (3 credit hours)
- EDF 6481 Fundamentals of Graduate Research in Education (3 credit hours)
- EDF 6517 Perspectives on Education (3 credit hours) OR
- EDF 6608 Social Factors in American Education (3 credit hours)
- EDF 6401 Statistics for Educational Data (3 credit hours) OR
- EDF 6432 Measurement and Evaluation in Education (3 credit hours)
- EDA 6909 Research Report (2,1 credit hours)

Area B: Specialization—9 Credit Hours

Approved by adviser

Area C: Administration—18 Credit Hours

It is recommended that these courses be taken in the following sequence:

- EDA 6061 Organization and Administration of Schools (required) (3 credit hours)
- EDS 6123 Educational Supervisory Practices I (3 credit hours) OR
- EDS 6130 Educational Supervisory Practices II (3 credit hours)
- EDA 6232 Legal Aspects of School Operation (3 credit hours)
- EDA 6240 Educational Financial Affairs (3 credit hours)
- EDA 6260 Educational Systems Planning and Management (3 credit hours)
- EDA 6931 Contemporary Issues in Educational Leadership (required) (3 credit hours)

APPLICATION PROCEDURES

The Office of Graduate Studies will assist prospective students in applying for a program; however, the Graduate Studies website can answer many questions. Persons interested may complete the application for graduate admission on-line or download the application forms at the Graduate Studies website: <http://www.graduate.ucf.edu> . Applications to the Educational Leadership M. Ed. or M. A. programs are reviewed once a student's file is complete. Application deadlines for the three academic terms are as follows: Fall (July 15), Spring (December 1); and Summer (April 15). Completed application files include:

1. Graduate Admission (online)
2. Official transcripts of all previous academic work
3. Official GRE score

MINIMAL ADMISSION REQUIREMENTS

- Bachelor's Degree from a regionally accredited institution
- GPA of 3.0 for the last 60 attempted semester hours of undergraduate study and a minimum combined score of 840 on the verbal and quantitative sections of the GRE

OR

- GPA of less than 3.0 combined with a GRE of 1000 or above
- Admission Committee recommendation

PROVISIONAL ADMISSION

Students who fail to meet UCF admission standards have the opportunity to apply for admission via the provisional category. To be considered for provisional status, students must file an application for provisional status (sent to applicants with letter of nonacceptance). Applications for provisional admission are considered once each term for admission the following term. This application must be signed and supported by the program coordinator.

DEGREE REQUIREMENTS

1. Complete the prescribed Program of Study, a minimum of 39/42 semester hours beyond the bachelor's degree including the selected program requirements, within a period of 7 years (transfer credit may not exceed 9 semester hours).
2. Have an overall 3.0 GPA on all graduate work attempted (6 maximum hours of C).
3. Attain a passing score on a comprehensive examination near the conclusion of the planned Program of Study.

ASSIGNMENT OF ACADEMIC ADVISOR

At the time of notification of acceptance into an Educational Leadership program, the student will be assigned to an academic advisor. The advisor is the key individual with whom the student will work and the departmental representative who will monitor all progress toward completion of degree requirements. If the student, for some particular reason, prefers a different advisor, the program coordinator should be contacted immediately after the initial appointment. Any requests for a change of advisor, after the student has worked with a given advisor, should be directed in writing to the Educational Leadership Program Coordinator for consideration.

TRANSFER OF CREDIT

Students may transfer into the program a maximum of nine (9) semester hours from another accredited institution or hours completed at UCF prior to admission to the program. Students who have reached the nine (9) semester hour limit but have not been admitted will not be able to register for further course work until admission status is resolved. In order for any transfer of credit to take place, an official transcript must have been received by the University and a request for such credit must be requested by the student and approved by their advisor. The student and advisor will complete the Transfer Request form from the College of Education Student Services webpage at: <http://studentservices.education.ucf.edu/forms.htm> .

THE ADMINISTRATIVE INTERNSHIP (EDA 6946)

All students enrolled in the M. Ed. Educational Leadership Program are required to complete an administrative internship (EDA 6946 Administrative Internship). The purpose of the internship is to assist students in bridging theory and practice under the mentorship of a successful practicing administrator who serves as the supervising administrator for the intern experience.

While students will document internship experiences in each of the 10 Florida Principal Leadership Standards, customized goals will be developed based on a self assessment. These goals will be finalized during a pre-internship conference involving the graduate student, supervising administrator and the UCF Coordinator of Administrative Internships.

Basic requirements of the internship are to document approximately 200 hours of field experience prior to the beginning of the internship, and documentation of a minimum of 90 hours of field experience and 4 STAR experiences during the internship. Enrolled students also participate in three conferences with the supervising administrator and the coordinator of administrative internships. Seminars are offered during the internship that are designed to maximize practical benefit of the internship experience and to assist graduate students in transitioning from the university experience to successful candidacy

for administrative positions in school districts. Detailed information on the internship is provided in A Guide to the Administrative Internship in Educational Leadership EDA 6946. This Guide should be downloaded from the Educational Leadership website. After reviewing the Guide, questions should be referred to the Coordinator of Administrative Internships.

COMPREHENSIVE EXAMINATION

Prior to graduation, all students are required to successfully complete an academic culminating experience which is planned and evaluated by each student's program area. The Comprehensive Examination, administered once each semester (spring, summer and fall), is required for all Educational Leadership Master's Degrees.

Failure on a comprehensive examination requires re-enrollment and re-examination during a subsequent semester. Students are required to be enrolled during the semester in which they take examinations to satisfy this requirement and must be enrolled in the term they plan to graduate. The schedule for examinations is published a year in advance. The examination provides the student and the advisor evidence of weaknesses and strengths in the student's work. From the evidence provided, program adjustments may be made.

ELIGIBILITY FOR EXAMINATION

The Comprehensive Examination for the Master's Degree in Educational Leadership shall ordinarily be taken when students have completed required pertinent course work as shown on the program of study. Students typically are expected to have completed all of the core courses required in the program and a minimum of 22 hours or 2/3 of the planned program. Students may, however, request permission to sit for the examination when they and their academic advisors have determined they have adequately prepared themselves. Students who have incomplete grades in pertinent course work should not apply to take an examination. Students should submit to their advisor for approval by the application deadline, an Application for Comprehensive Examination, this can be found in the College of Education Student Services office, or on their webpage at:

<http://studentservices.education.ucf.edu/forms.htm>

DATES OF EXAMINATION

The dates of the examination will be established one year in advance by the College of Education Student Services office, check their webpage for the current schedule: <http://studentservices.education.ucf.edu/forms.htm> . Due to occasional conflicts with FELE test dates, an alternate examination date may be arranged with the student's advisor and/or the program coordinator. Students should verify anticipated test dates at the beginning of the term in which they expect to complete the exam. Examinations are ordinarily administered on Saturday, 9 am to 12 noon on dates designated each semester.

PREPARATION OF EXAMINATION

The program coordinator assumes responsibility in the preparation of the exam by soliciting exam questions and convening the faculty who will be involved in preparing and evaluating the examination. Examination questions will be solicited by the program coordinator from appropriate members of the faculty. Prior comprehensive examination questions are available on the department webpage for review.

ORGANIZATION AND CONTENT OF EXAMINATION

The Master's Degree Comprehensive Examination is a three-hour examination usually administered to students on Saturday on a scheduled examination date. This examination poses questions for students that call on them to demonstrate their knowledge and ability to write in area(s) of their required Educational Leadership course work. This requires students to integrate learnings from various courses.

READING AND SCORING THE EXAMINATION

Responses to each question on the comprehensive examination will be evaluated by a professor who is particularly knowledgeable in the area. Readers will be assigned by the program coordinator. Answers to examination questions will be evaluated using the following criteria:

1. Conceptual knowledge
2. Factual knowledge
3. Application
4. Supportive Research
5. Reasonability
6. Communication skills (Written and Organization)

GRADING THE EXAMINATION

The final decision as to the student's passing, passing on condition, or failing is reached in a faculty meeting attended by those persons involved in preparing and evaluating the examination. The student's advisor, after making independent evaluations and having knowledge of the experts' decision, shall recommend appropriate action by the faculty as to whether the student has passed or failed a particular question or the entire examination.

If the faculty determines that the student has attained a "Conditional Pass," the student will be required to demonstrate competency in the area of deficiency. This could require completing additional written work or an oral examination or rewriting that portion of the examination within a prescribed time frame.

If the student is determined to have failed the examination, the entire examination will be rewritten no sooner than the next test administration. Students must be enrolled in a credit course during the semester in which they take the comprehensive examination.

APPLYING FOR GRADUATION

Students must be registered in the term they are graduating. Go to the UCF Registrar's webpage to view the deadlines for filing an Intent to Graduate form. This form can be found at www.graduate.ucf.edu) under Forms. After obtaining advisor signature/approval, the form should be submitted to the College of Education Student Services Office.

APPENDIX

Educational Leadership Program of Study Worksheets:

M. Ed. (Administrative Certification track)

M. A. (Education Related, Noncertification track)

M. A. (Student Personnel Admin in Higher Ed track)

NAME _____

PID# _____

Date Admitted _____

Advisor _____

**EDUCATIONAL LEADERSHIP MASTER OF EDUCATION DEGREE
WORKSHEET**

C0-REQUISITES (9 SH)	SH	TERM	GRADE	COURSE SUBST	INSTITUTION (IF NOT UCF)
EDF 6432 Meas & Eval in Ed	3				
EDF 6481 Fund Grad Res Ed	3				
Select One:					
EDF 6155 Lifespan Hum Dev	3				
EDF 6259 LrnTheor Applic Class Inst/Mgt	3				
EDF 6517 Perspec on Educ	3				
EDF 6608 Soc Fac in Amer Ed	3				
EDF 6886 Multicultural Ed	3				
SPECIALIZATION (24 SH)					
EDA 6061 Org/Adm Schools	3				
EDA 6232 Legal Asp Sch Op	3				
EDA 6240 Ed Finan Affairs	3				
EDA 6260 Ed Sys Pl Mgmt	3				
EDA 6931 Con Iss Ed Lead	3				
EDS 6123 Ed Superv Prac I	3				
EDS 6130 Ed Superv Prac II	3				
EDA 6946 Admin Internship	3				
ELECTIVES (6 SH)					
Select Two:					
EDA 6300 Commun Sch Admin	3				
EDA 6502 Org/Adm Instr Prog	3				
EDG 6223 Curric Theory & Org	3				
EDG 6253 Curric Inquiry	3				

Total _____ (required 39)

Transfer hours _____ (9 max)

NAME _____

PID# _____

Date Admitted _____

Advisor _____

**EDUCATIONAL LEADERSHIP MASTER OF ARTS
DEGREE WORKSHEET**

The M.A. options do not fulfill state certification requirements

CORE (15 SH)	SH	TERM	GRADE	COURSE SUBST	INSTITUTION (IF NOT UCF)
EDF 6155 Lifespan Hum Dev	3				
EDF 6481 Fund Grad Res Ed	3				
EDF 6517 Perspec on Amer Ed OR	3				
EDF 6608 Soc Fac in Amer Ed					
EDF 6401 Stat Educ Data OR	3				
EDF 6432 Meas Eval Educ					
EDA 6909 Research Report	3				
SPECIALIZATION (9 SH) Approved by Advisor					
	3				
	3				
	3				
ADMINISTRATION (18 SH) Recommended in the following sequence					
EDA 6061 Org/Adm Schools	3				
EDS 6123 Ed Superv Prac I OR	3				
EDS 6130 Ed Superv Prac II					
EDA 6232 Legal Asp Sch Op	3				
EDA 6240 Ed Finan Affairs	3				
EDA 6260 Ed Sys Pl Mgmt	3				
EDA 6931 Con Iss Ed Lead	3				

Total _____ (required 42)

Transfer hours _____ (9 max)

worksheet.ma.doc

NAME _____

PID# _____

Date Admitted _____

Advisor _____

**EDUCATIONAL LEADERSHIP STUDENT PERSONNEL ADMINISTRATION
IN HIGHER EDUCATION
MASTER OF ARTS DEGREE WORKSHEET
The M.A. options do not fulfill state certification requirements**

C0-REQUISITES (6 SH)	SH	TERM	GRADE	COURSE SUBST	INSTITUTION (IF NOT UCF)
EDF 6481 Fund Grad Res Ed	3				
EDF 6432 Meas & Eval in Ed OR EDF 6401 Stat in Ed Data	3				
Specialization (24 SH)					
EDA 6540 Org/Adm of Hi Ed	3				
EDH 6065 His Phil of Hi Ed	3				
EDH 6505 Finance in Hi Ed	3				
EDH 6935 Capstone Sem St Per	3				
EDH 6407 Ethical Legal Issues	3				
EDH 6634 Stu Per Ser in Hi Ed	3				
EDH 6044 Career Expl Hi Ed	3				
EDH 6047 Com Coll & Student	3				
ELECTIVES (3 SH)					
Approved by advisor					
PROF FIELD EXPER (3 SH)					
EDH 6946 Hi Ed Internship	3				
EDH 6947 Hi Ed Practicum	3				

Total _____ (required 39)

Transfer hours _____ (9 max)

worksheet.maHE.doc