



TEXAS TECH UNIVERSITY

College of Education™

Educational Leadership

*Master of Education Program
and
Principal Professional Certification Preparation
Program Handbook*

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Graduate Education and Research
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Educational Leadership

Master of Education Program and Principal Professional Certification Preparation Program

Program Overview

The purpose of this guide is to provide specific information that will assist students as they consider applying to the Master's degree and school principal professional certification preparation programs in Educational Leadership. Specific descriptions of courses are in the *Texas Tech University Graduate Catalog*. Information about Texas Tech University can be found online at www.ttu.edu. Information about the College of Education can be found at www.educ.ttu.edu.

The TTU Principal Professional Certification Program is a 42 credit hour program which fully incorporates a 36 credit hour Masters Degree in Educational Leadership. The TTU Principal Professional Certification Preparation Program prepares students interested in pursuing careers as elementary or secondary school principals in Texas.

NOTE: In addition to coursework requirements, the Texas Education Agency requires Texas certification as a teacher and at least two years of TEA-approved teaching experience. SBEC's School Principalship TExES examination must also be passed. Information regarding the TExES for school principal certification and registration materials is available from the College of Education Certification Office.

Graduate Faculty

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Admissions and Advisement Procedures

Admissions Procedures

- A. Apply through the Office of Graduate Admissions in Holden Hall for “General Admission” to the Graduate School. Read the Graduate Catalog of the University for admission requirements. A bachelor’s degree from Texas Tech University or any other university does not guarantee admission to the master’s program.
- B. The Graduate School has three admission statuses, described briefly here. Official descriptions are in the current graduate catalog. The graduate admissions categories are: (1) Full admission to the masters program in Educational Leadership (GM); (2) Graduate temporary (GTMP); and (3) non-degree certification only. Students may enroll as a “Graduate Temporary” (GTMP) graduate student for up to 12 semester credit hours while awaiting admission results.

The College of Education (COE) has established a holistic approach to the admission process.

- C. The standards for admission to the Educational Leadership Program go beyond those for admission to the Graduate School. Complete the master's degree application process by submitting recommendation forms and applicant statement.

Student applications will be reviewed by program faculty on an ongoing basis. Applications should be completed at least a month prior to the review. The program recommendation regarding admission is forwarded to the Graduate School. Hill Country cohort begins in the first summer session.

Notification of acceptance. The official letter of acceptance or rejection will be sent by the Office of Graduate Admissions. Admission is competitive; not all applicants will be admitted.

Appeal process. Applicants who are not accepted into the master’s program in educational leadership may appeal the Education Leadership program faculty's decision. The first level of appeal is to reapply to the program, addressing the program faculty's reasons for rejection, as delineated in the notification of the rejection letter. If an applicant is still rejected by the Educational Leadership program faculty, the next level of appeal is the College of Education Graduate Academic Affairs Committee. In making an appeal to the Graduate Academic Affairs Committee committee, the applicant must address the Educational Leadership program faculty's reasons for rejection as defined in the previous letters. If the applicant's appeal is denied by the College of Education Graduate Academic Affairs Committee, there is no further recourse for admission.

Advisement Procedures

The endorsement plan (for certification) and/or degree plan (for graduation) are the primary advisement tools. Both are completed early in the student's program, ideally in the first semester, and provide the listing of courses needed for graduation. The student is responsible for keeping the endorsement and/or degree plans updated and for bringing the plans to advisement sessions. Students need to file degree plan changes when necessary.

The student's advisor will provide other forms of guidance as requested by the student. This includes providing suggestions for preparing for the comprehensive evaluation.

Degree Plan

As soon as possible after admission to a degree program, but no later than during the first semester of work, the student should contact his or her assigned departmental advisor to develop a "Program for the Master's Degree." After the student's departmental degree plan is signed by the advisor and department head and approved by the Graduate School, the student is expected to follow it as the basis of all subsequent enrollments.

Transfer credit. Only 6 approved semester hours of coursework may be transferred from another accredited university. Transfer courses may not include the principal internship. No course on the degree plan may be over six years old at the time the degree is conferred.

Applicants with a prior master's degree. The TTU Graduate Catalog states that permission to work toward a second degree of the same level is granted only upon approval by the Educational Leadership program and review by the Graduate Dean. The applicant is subject to all requirements as a new student. There is no guarantee that any work from the first master's degree may apply to the second.

Continuation of Enrollment

Students who have been granted admission are expected to register in the term for which admission is granted. Any student who fails to register during any one-year period prior to graduation, and who does not have an official leave of absence from study granted by the Educational Leadership program and the Graduate School, may be required to apply for re-admission to the program according to the procedures and standards in effect at the time of reconsideration.

Program of Study

Educational Leadership

(School Principal Professional Certification Preparation)

The 36-credit hour Master of Education in Education Leadership program is completely integrated into the 42 credit hour Principal Professional Certification Preparation Program. The Principal Professional Certification Preparation Program is designed to prepare students interested in pursuing careers as elementary or secondary school principals in Texas.

The program utilizes study of factual knowledge and theory, as well as internship field experiences, to develop student knowledge and skills. The 42 credit hour Principal Professional Certification Program includes the following courses:

Required (39 hours)

EDLD 5001	Advanced Education Workshops in Teaching and Administration
EDLD 5306	School-based Leadership
EDLD 5310	Instructional Supervision
EDLD 5330	Staff Development
EDLD 5340	Educational Law
EDLD 5350	School Personnel and Fiscal Management
EDLD 5361	Process of Educational Change
EDLD 5391	School and Community
EDLD 5392A	Principal Internship in Education, First Semester
EDLD 5392B	Principal Internship in Education, Second Semester
EDCI 5320	Curriculum Theory: Foundations
EDCI 5380	Action Research I* OR
EPSY 5379	Introduction to Educational Research*
EPSY 5323	Cultural Foundations of Education

Note: Students must also complete Instructional Leadership Development (ILD) and Professional Development and Supervision (PDAS) training at a Texas Regional Education Service Center (equivalent to 3 semester credit hours).

*Students have the option of taking either EDCI 5380 (Action Research I) or EPSY 5379 (Introduction to Educational Research).

Additional Information

1. Successful completion of the courses above satisfies the academic requirements for the school principalship in Texas.

2. The courses above include course requirements for professional school principal certification in Texas. Such certification also requires a satisfactory score on SBEC's TExES examination for school principals, a valid Texas teacher certificate, and two years of teaching experience. Students must also apply to the College of Education Certification Office.

Additional Information

Principal Internship (Field-based Experience)

Practicum (6 hours). Students complete supervised field-based experiences that total a minimum of 110 clock hours in the fall semester (EDLD 5392A) and action research projects in the spring semester (EDLD 5392B). The internship experience provides for the development of individual building-level organizational leadership skills under supervision of site- and university-based supervisors.

Comprehensive Evaluation

All Educational Leadership master's degree students must pass a comprehensive evaluation prior to receiving their degree. Students are permitted to take the evaluation during their last semester of coursework. The evaluation is offered once each semester. Students must apply to take the evaluation in the office of the College of Education Associate Dean for Graduate Studies and Research (Ed., Room 105) or online via the College of Education webpage at <https://educfmk.educ.ttu.edu/SSL/Applications/mcompapp/>. Since deadlines for applying to take the evaluation apply, students are encouraged to inquire about the procedures in their last year of course enrollment.

For a full description of the Master's Comprehensive Evaluation, see the *Graduate Catalog*.

Other Resources and Suggestions

Other important issues such as registration, financial assistance, ethics, and appeals procedures are outlined in the *Graduate Catalog*. Students are given a copy of the *Graduate Catalog* during their first semester of enrollment in the Education Leadership Program. A copy is also available for review in the Program office, College of Education Room 105.

Although Educational Leadership program faculty members are available to assist the student, the final responsibility for following correct procedures remains with the student. In addition to the *Graduate Catalog*, students must also follow the procedures outlined in the *current* Texas Tech University Graduate Catalog.

- Before applying, talk to professionals in the K-12 school leadership community to clarify your understanding of the rewards and demands of school administrative careers.
- Assess how your personal strengths and weaknesses may impact your ability to be a school administrator.
- Attend conferences, network, read journals published by school leadership professionals.

Application Materials

Steps in Application Process

- ❑ Contact one of the program faculty for advisement in the master's degree admissions process
- ❑ Submit the Application for Admission to the Graduate School of Texas Tech University to the Graduate School (03 Holden Hall) online at <http://www.depts.ttu.edu/gradschool/admissions/how.php>
- ❑ International students: Submit official Test of English as a Foreign Language (TOEFL) score to the Graduate School
- ❑ Submit official transcripts of all college work to the Graduate School
- ❑ Submit the program application form (enclosed), applicant statement and acknowledgement form (enclosed) to the Associate Dean of Graduate Education and Research, College of Education, Box 41071, Lubbock, Texas 79409-1071
- ❑ Submit 2 recommendation forms (see attached form) to the Associate Dean of Graduate Education and Research, College of Education, Box 41071, Lubbock, Texas 79409-1071. At least one of the two recommendation forms must be completed by someone who has served or presently serves in a supervisory relationship to the applicant.
- ❑ IF YOU RECEIVE AN OFFICIAL LETTER OF ADMISSION from the Graduate School, develop the Program for Master's Degree (degree plan) with your faculty advisor, who will also advise you on course selection and registration.
- ❑ IF YOU RECEIVE A REJECTION LETTER from the Graduate School, contact the Associate Dean of Graduate Education and Research (806) 742-1998, Ext 447 (Ed., Room 110-A) for advisement regarding the admissions appeals process.

Admissions Criteria

- 1) **Academic aptitude for master's level study.** Indicators:
 - a) High grade point average in bachelor's degree work.
 - b) High grade point average in post-bachelor's degree graduate work (if any).
 - c) Successful completion of or progress in TTU graduate courses in educational leadership or related courses.
- 2) **Interest in assuming an identity as a school administrator.** Indicators:
 - a) An expressed preference for becoming a school administrator.
 - b) Knowledge of school organizational leadership.
 - c) Employment or volunteer experience in a K-12 school environment.
- 3) **Successful work experience or leadership activities.** Indicators:
 - a) One or more years of full-time work experience.
 - b) Recognition as a successful employee, volunteer, or college student.
 - c) Leadership experiences as an employee, volunteer, or college student.
- 4) **Interpersonal skills.** Indicators:
 - a) History of positive relationships with peers, professors, employers, friends, and family.
 - b) Ability to handle stressful situations effectively.
 - c) No evidence of having behaved unethically.

As part of its commitment to the Texas Tech University policy of affirmative action, and to the professional ethics and values of the field of educational leadership, the Educational Leadership Program strives to seek a diverse student body.

**Master of Education Degree in Educational Leadership and
Principal Professional Certification Program
Texas Tech University College of Education
Recommendation Form**

To the applicant: Complete the information requested below and give this form to the person serving as a reference along with a stamped envelope addressed to the Associate Dean of Graduate Education and Research, College of Education, Box 41071, Lubbock, TX 79409. Sign the waiver below if you want the recommender's comments to remain confidential.

Applicant's Name: _____
Last First Middle

Recommender's Name: _____
Last First Middle

I waive my rights to ever see this form and any supplementary notes or letters.

Signature Date

Applicant: Do Not Write Below This Line

To the recommender: The person named above is applying for admission to the graduate program in Educational Leadership at Texas Tech University. We would appreciate having your appraisal of the applicant's qualifications for graduate work. Please respond on this form and attach an additional letter if desired. Thank you for your assistance.

1. How long have you known the applicant? less than one year more than one year
2. How well do you know the applicant? casually fairly well very well
3. In what capacity have you known the applicant? _____

4. Please rate the applicant on the characteristics shown below, by marking an X along the line to indicate your assessment. Indicate below to whom you are comparing the applicant.

- undergraduates master's level students doctoral level students

	Weak	Strong	Can't Judge
	0 10 20 30 40 50 60 70 80 90 100		
a. Capacity for analytical thinking			
b. Accepts responsibility			
c. Motivation and enthusiasm			
d. Organizational ability			
e. Ability to work with colleagues			
f. Ability to handle stressful situations effectively			
g. Possesses integrity			
h. Potential as a school administrator			

5. Do you have knowledge of the applicant ever behaving in an unethical or unprofessional manner?

Yes No If yes, please explain in #6 below

6. Write a few sentences describing the applicant's chances of successfully completing the program of study in Educational Leadership and his or her likely performance as a leader in the profession once the degree is completed. Statements about the candidate's **emotional maturity and stability, character and integrity, organizational leadership abilities, and interpersonal effectiveness** are particularly important for persons applying to our program.

7. If you alone were making the decision to accept this applicant as a graduate student, which of the following would best describe your decision?

- Recruit – will be a truly outstanding student and professional
- Definitely accept – will complete the degree at a superior level
- Accept – will complete the degree at an adequate level
- Accept – with reservations about ability or motivation
- Accept – with reservations
- Do not accept (please explain in #6 above)

**Please return the completed recommendation form promptly.
The application will be not reviewed until all recommendations are received.**

Name: _____ Signature: _____ Date: _____

Position: _____

Address: _____

Office Phone: _____ Home Phone: _____ Email: _____

Thank you for your assistance.

Please return this form in the envelope provided to:
Associate Dean for Graduate Education and Research
College of Education
Box 41071
Lubbock, Texas 79409-1071

List of Major Steps Required by the Graduate School for the MASTER'S DEGREE

ACTION	INITIATED THROUGH	SUBMITTED TO	TIME	
1	Plan courses for degree	Graduate Advisor	Graduate Advisor	Prior to registration
2	Set up thesis advisory committee and title, if applicable	Graduate Advisor	Graduate Advisor	Prior to filing "Program for the Master's Degree and Admission to Candidacy" form
3	File "Program for the Master's Degree and Admission to Candidacy" form (Not to be confused with the "Statement of Intention to Graduate" form, see #6 below)	Graduate Advisor or Chair, Advisory Committee	Graduate School	After first semester of master's coursework, no later than the posted deadline
4	File changes in degree program, if necessary	Graduate Advisor or Chair, Advisory Committee	Graduate School	As needed
5	Enroll in semester of graduation (at least 3 hours of thesis, if defending thesis)	Graduate Advisor or Chair, Advisory Committee	Registrar	Semester of graduation
6	File "Statement of Intention to Graduate" form, including official title of thesis, if applicable. (Not to be confused with the "Program for Master's Degree and Admission to Candidacy" form see #3 above)	Student	Graduate School	Semester of graduation* (One must be filed for each intended graduation semester)
7	Submit the "Thesis Title Page Request" form	Student	Graduate School Thesis Coordinator	Prior to deadline during semester of graduation
8	Pay thesis document fee, if applicable	Graduate School Thesis Coordinator	Student Business Services	Prior to deadline during semester of graduation*
9	Schedule final comprehensive examination and/or defense and send result by memo to Graduate School	Graduate Advisor or Chair, Advisory Committee	Graduate School Master's Coordinator	Semester of graduation* (usually about 6 weeks before graduation)
10	After incorporating committee changes, submit .pdf file of thesis and signed title page to Graduate School for official review	Advisory Committee	Graduate School Thesis Coordinator	Semester of graduation (usually 5 weeks before graduation date)
11	Final grade for thesis hours (A or B) Grade will be "CR" until final semester	Chair, Advisory Committee	Registrar Final grade roll	End of semester
12	Submit official .pdf of thesis to ETD web site; order and bring all personal/paper copies to Graduate School	Student	Graduate School Thesis Coordinator	Prior to deadline

*Deadline packets will be sent to students according to proposed date of graduation indicated on "Program for the Master's Degree and Admission to Candidacy" form.

Forms may also be downloaded from the Graduate School web site: <http://www.depts.ttu.edu/gradschool/>

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