PROGRAM GUIDE

MASTER OF EDUCATION DEGREE (M.ED.) IN EDUCATIONAL LEADERSHIP AND POLICY STUDIES
EDUCATIONAL LEADERSHIP CONCENTRATION
AND PRINCIPAL CERTIFICATION

Department of Educational Leadership and Policy Studies
University of Texas at San Antonio

Note: This program guide is subject to change without notification. Updates are available from ELPS faculty and in the department office. This handbook does not substitute for information contained in the UTSA Graduate Catalog.

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Introduction

This guide is intended to provide general information for students pursuing the Master of Education degree (M.Ed.) in Educational Leadership and Policy Studies with a concentration in Educational Leadership. All students are urged to consult with their ELPS faculty advisor and the ELPS Student Development Specialist for clarification or additional information. The UTSA Graduate Catalog includes all applicable program requirements.

Program Advisement

Attend the orientation meeting during your first semester of enrollment. Sign-up for the UTSA Leaders Listserv by contacting Dr. Alan Shoho (alan.shoho@utsa.edu). The Leaders Listserv provides timely information on program issues (e.g., comprehensive examination, TExES Principal Examination, jobs).

After receiving your official admission letter from the Graduate School, please take advantage of the student advising resources that are available at the University.

The department recommends that you take your coursework in the order that it is listed on your Course Plan to the best of your ability. The three core courses and C&I 5003 Theory and Dynamics of Curriculum and Instruction should be taken at the beginning of your program. EDL 5003 Introduction to School Administration is a prerequisite for the other EDL courses. Therefore, this course should be taken before the other Educational Leadership Specialization coursework. Students are then advised to take the remaining educational leadership courses in the order listed in the program of study (see below). Students do not need advisor approval to enroll in coursework. Please contact the following individuals or offices for assistance as you begin the program:

- **University Resources:** If you have questions regarding financial aid (http://www.utsa.edu/financialaid/), disability services (http://www.utsa.edu/disability/), and/or parking and/or transportation services (http://www.utsa.edu/parking/) please contact that specific office.

- **Your assigned advisor:** Please contact your advisor in your first semester of enrollment to complete a Preliminary Course Plan and/or discuss graduate transfer credits you MAY have from other institutions. You do not need to meet with your advisor prior to registering for coursework.

- **Student Development Specialist:** If you require any forms, are delaying enrollment, or there are conditions on your admission (see Official Admission Letter from the Graduate School), please contact the Student Development Specialist.
Program Requirements

Coursework

The required program of study is as follows:

Core Requirements (9 Credits)

___ EDU 5003 - Research Methods
___ EDL 5303 - Human Relations in Educational Administration
___ EDU 6223 - Education in a Culturally and Linguistically Diverse Society

Educational Leadership Specialization (27 credits)

___ C&I 5003 - Theory and Dynamics of Curriculum and Instruction
___ EDL 5003 - Introduction to School Administration
___ EDL 5203 - School and Community Relations in Education
___ EDL 5403 - The Principalship: Educational Unit and Site Administration
___ EDL 5503 - Administration and Function of Special Programs
___ EDL 5703 - Legal Foundations in Education
___ EDL 6013 – Supervision: Teaching-Learning Process
___ EDL 6023 - Supervision: Tools and Techniques
___ EDL 6943 - Internship in Educational Administration (must be taken during the last semester of the M.Ed. program; offered only in fall and spring)

Notes: All courses generally are offered during the fall, spring, and summer semesters, unless otherwise noted. Register as early as possible to ensure that you are able to enroll in the courses you desire.

Up to six semester credit hours of graduate courses may be transferred with Graduate School and ELPS faculty advisor approval.
**Filing a Course Plan**

It is the responsibility of the student to file a Course Plan (see Appendix 1) with the Student Development Specialist in order to graduate. The Course Plan includes all of the courses required in the program of study. Each student, in consultation with his/her assigned ELPS faculty advisor, should complete a preliminary Course Plan during the first semester of study in the program. Early during the last semester of study, the student must submit the final signed Course Plan to the Student Development Specialist if it has not already been filed.

**Internship Authorization**

Students must take the internship (EDL 6943) in their last semester of enrollment before graduation. During their next-to-last semester of study, students must be cleared by their ELPS faculty advisor to register for the internship. To be authorized to enroll in the internship, these guidelines must be followed:

1. A student must complete the Internship Clearance Form, obtain his or her faculty advisor’s signature, and return it to the Student Development Specialist.
2. The student’s advisor will verify the student’s eligibility. If there are any courses not accounted for in the student’s Course Plan, the student will be contacted by his/her faculty advisor.
3. Once the student is cleared to take the internship, the Student Development Specialist will contact the student about the registration process.

**Comprehensive Examination and Graduation**

Early in their last semester of coursework, students must apply to take the Master of Education comprehensive examination. Applications will be emailed to students’ preferred email address and will also be located in the ELPS Department Office (MB 3.310) and outside the Student Development Specialist’s Office (MB 3.480). To be eligible to take the exam, students must sign up for graduation through the UTSA ASAP system. If there are any questions about these registration procedures, please contact the Student Development Specialist. Comprehensive examinations are only offered in the fall and spring semesters. After passing the examination and applying for graduation by the posted deadline, students may participate in the commencement ceremony.

The Comprehensive Examination must be taken no earlier than the last semester of the M.Ed. program (offered only in the fall and spring).

**Non-Degree Students Seeking Principal Certification**

The following policies apply to non-degree graduate students who already have a master’s degree and only want to obtain a Texas Principal Certificate:

1. The student must complete the 27 semester credit hours of the Educational Leadership Requirements.
2. At least 15 of these semester credit hours must have been completed at UTSA.
3. Courses transferred from other institutions must be comparable to UTSA courses and be approved by the student’s advisor.
4. All 27 semester credit hours must be no more than 10 years old when the student completes the certification program.
5. If the master’s degree is in a discipline outside education (e.g., business), additional courses may be required to fulfill the 9 hours of core requirements as determined by the student’s advisor.

**TExES Principal Examination**

The state of Texas requires that all applicants for the Principal Certificate must pass the TExES Principal Examination. Students seeking Principal Certification must take and pass the Principal Practice Examination prior to registering for TExES Principal Examination. After passing the TExES Principal Examination, applicants receive a 5-year renewable principal certificate. Eligibility requirements for a Principal Certificate include a valid Texas Teacher Certificate, two years of acceptable classroom teaching experience in an accredited school, and a Master’s degree.

**Principal Practice Examination**

At UTSA ELPS students must first take the Principal Practice Examination before taking the TExES Principal Examination. The Principal Practice Examination is administered by the university’s Testing Services. We recommend this exam be taken in your final semester in the program.

**Registration for Practice Examination**

The Principal Practice Examination is offered on each practice test date. Examinees register for a Principal Practice Exam on Banner ASAP through Testing Services. Additional directions can be found at the TExES website: [http://education.utsa.edu/texes](http://education.utsa.edu/texes).

**Preparation**


**Scores**

Scores for the Principal Practice Examination will be available on Banner ASAP several days after the examination is taken.

**Workshops**

Individuals must attend both workshops before they can register to take the TExES Principal Examination regardless of what score they make on the Practice Exam. Workshops are offered during the fall and spring semesters. Please contact the Student Development Specialist for information on workshop schedules.
**TExES Principal Examination**

The TExES Principal Examination is administered by Educational Testing Services (ETS). A passing scaled score of 240/300 is required by the state.

**Registration Requirements**

Individuals may register for the TExES Principal Examination when they have completed EDL 6943 Internship, taken the Principal Practice Examination and completed both TExES Workshops.

**Registration with ETS**

All students seeking certification through UTSA are required to have “approval to test” each time they register for a state exam. This includes exams for teacher certification, professional certification and individuals re-taking an exam.

Practice tests and Review sessions may be completed in any order. It is the students’ responsibility to plan in advance and determine the best time to attend Review sessions and Practice exams, when applicable.

Go to the UTSA TExES website for Review and Practice exam schedules: [http://education.utsa.edu/texes/welcome_to_texas/](http://education.utsa.edu/texes/welcome_to_texas/)

**Exam Approval**

1. Complete all UTSA eligibility requirements for the exam.
2. Submit an “Eligibility Form” to the TExES Office PNB 1.204 or Fax to 458-5794. The form can be found in the TExES Office or at the UTSA TExES website: [http://education.utsa.edu/texes/welcome_to_texas/](http://education.utsa.edu/texes/welcome_to_texas/)
3. First-time test takers will go to the TEA website [www.tea.state.tx.us](http://www.tea.state.tx.us) and create a new TEAL account, or login to the TEAL system if an account has already been created and up-date your educator profile. Provide all requested information in the Educator Profile and you will be assigned a TEA ID number to use when registering for a state exam.
4. Allow 2 business days for exam approval to be completed. Check exam approval status by logging in to your TEAL account and click on “View Examinations”. UTSA will not notify students when they have been approved.
5. Go to the ETS website to register for the state exam: [www.texas.ets.org](http://www.texas.ets.org)
Exam Registration
Register for computer-administered test (CAT) online with ETS: www.texas.ets.org. If registration problems exist, call the UTSA TExES Office 210-458-5849 for assistance.

All test availability by location for CAT exams will be displayed when you register with ETS.

1. First-time test takers will follow the “Quick Start” directions for setting up an ETS account. Print the directions and write down your login and password information.
2. Use your TEA ID number each time you register for an exam.
3. Students may only register for exams that correspond to their area of certification through UTSA.

*Once a student is certified, meaning they have received their certificate, they may register for additional exams directly with ETS.

a. Phone registration (Emergency Registration only):

- Submit your Eligibility Form to the TExES Office (MB 0.500) or fax it to 458-5794. Allow three business days for your “approval to test” to be entered on the TEA system by the TExES Coordinator.
- Call 1-866-902-5922 and have your TEA ID Number available to complete the registration process.

Examination Schedules

The examination schedules for the TExES Principal Practice Examination and the TExES Principal Examination are available online at: http://education.utsa.edu/texes.

Application for Principal Certification

Individuals may apply to the Texas State Board of Educator Certification (SBEC) for the Principal Certificate upon successful completion of the UTSA Principal Certification Program and achieving a passing score on the TExES Principal Examination. The URL for SBEC is: www.sbec.state.tx.us.

Before students can be recommended for the Principal Certificate, the UTSA Certification Officer must be provided with a copy of a service record showing at least two years of teaching experience. The service record can be faxed directly from the school district personnel office to (210) 458-5410. Questions about the recommendation process may be addressed to the Certification Office.
Probationary Principal Certification

Eligibility Requirements

Effective May 31, 2005, the Texas State Board of Educator Certification (SBEC) no longer is issuing Temporary Principal Certificates. However, students in the Educational Leadership program who wish to obtain a Probationary Principal Certificate must meet the eligibility requirements listed below before applying. **This certificate is only intended for students who are in their last year of the program.**

| 1. Professional requirements | • At least two years of successful teaching experience  
| • District job announcement indicating a probationary certificate is acceptable |
| 2. Academic requirements | • Be a student in good standing in the M.Ed. and/or Principal Certification program at UTSA  
| • Have completed the following eight courses (with grades of A or B):  
| o EDU 5003 Research Methods  
| o EDL 5303 Human Relations in Educational Administration  
| o EDU 6223 Education in a Culturally and Linguistically Diverse Society  
| o C&I 5003 Theory and Dynamics of Curriculum and Instruction  
| o EDL 5003 Introduction to School Administration  
| o EDL 5403 The Principalship  
| o EDL 5503 Administration and Function of Special Programs  
| o EDL 5703 Legal Foundations in Education |

Application Process

If all of the eligibility requirements listed above have been met, the following steps must be completed to obtain the Probationary Principal Certificate:

1. Students should contact the Student Development Specialist and complete the Probationary Principal Certificate Eligibility Form. If approved, students will be provided with a signed copy of the Verification for Probationary Eligibility Form from the UTSA Certification Office, which can be provided to district officials when they apply for a position.
2. If a job offer is made for an administrative position in a school district, students provide documentation verifying their hiring to the UTSA certification office.
3. Students apply online to SBEC for the certificate.

Additional Requirements

ELPS students are expected to complete their additional four academic courses within one year of receiving the Probationary Certificate. Therefore, the probationary certificate is good for one year and cannot be renewed. In addition, students employed in jobs using the Probationary Principal Certificate must be enrolled in EDL 6943 Internship in Educational Administration, and must complete at least three semester hours of internship. Students will work with their advisors to enroll in the internship.
Important Tasks and Deadlines

- Contact your advisor During first semester of enrollment
- Attend orientation meeting First semester of enrollment or earlier (not in summer)
- Sign up for internship Next-to-last semester of enrollment (not in summer)
- Sign up for comprehensive exam Early in last semester of enrollment (not in summer)
- Complete final Course Plan Early in last semester of enrollment
- File for graduation Early in last semester of enrollment
- Complete comprehensive exam Last semester of enrollment
- Enroll in ELPS TExES workshops Last semester of enrollment
- Take Principal Practice Examination Before the second TExES workshop
- Take TExES Principal Examination After passing Principal Practice Examination and taking two ELPS TExES workshops
- Attend graduation (M.Ed. students) Early December for fall commencement
  Early May for spring commencement

Contacts

ELPS Department Office
Graduate Advisor of Record (Mariela Rodriguez) MB 3.310 458-5436 mariela.rodriguez@utsa.edu
Student Development Specialist (Elisha Reynolds) MB 3.456 458-5413; elisha.reynolds@utsa.edu
TExES Coordinator (Cherie Weiss) MB 3.480 458-6620; cherie.weiss@utsa.edu
Certification Office MB 0.500 458-5849; cherie.weiss@utsa.edu
Graduate School MB 3.214 458-6287 MB 4.01.50 458-4330
Financial Aid 458-8000 http://www.utsa.edu/financialaid/
Disability Services 458-4157 http://www.utsa.edu/disability/
Parking and Transportation Services 458-7275 http://www.utsa.edu/parking/
**University of Texas at San Antonio**  
**COURSE PLAN**  
**Master of Education Degree with Concentration in Educational Leadership**  
**College of Education and Human Development**

- PRELIMINARY PLAN  
- REVISED PLAN  
- FINAL PLAN

**Student Name:** __________________________  
**Banner ID:** __________________________

**Email:** __________________________  
**Telephone:** __________________________

**Concentration:** Educational Leadership  
**Catalog Year:** __________________________

<table>
<thead>
<tr>
<th>1. Course Number</th>
<th>2. Course Title</th>
<th>3. Semester (e.g., Fall 2007)</th>
<th>4. Grade (IP = in progress)</th>
<th>5. Source (if not UTSA)</th>
</tr>
</thead>
</table>

**Background Requirements (if any)**

**Core Requirements**  
(9 semester credit hours)

- EDU 5003 Research Methods
- EDL 5303 Human Relations in Educational Administration
- EDU 6223 Education in a Culturally and Linguistically Diverse Society

**Educational Leadership Requirements**  
(27 semester credit hours)

- C&I 5003 Theory and Dynamics of Curriculum and Instruction
- EDL 5003 Introduction to School Administration
- EDL 5103 Introduction to School Finance
- EDL 5203 School and Community Relations in Education
- EDL 5403 The Principalship
- EDL 5503 Administration and Function of Special Programs
- EDL 6023 (ILD) Supervision: Tools and Techniques
- EDL 6013 (PDAS) Supervision: Teaching-Learning Process
- EDL 6943 Internship in Educational Administration

**Approvals:**

**Student:** __________________________  
**Date:** __________________________

**ELPS Faculty Advisor:** __________________________  
**Date:** __________________________
Instructions

Complete this form in accordance with the requirements of your program of study. Consult your ELPS faculty advisor if you have questions. During your last semester of coursework, please submit the completed form to the SDS when applying for the comprehensive exam. Completion of a preliminary Course Plan in consultation with your ELPS faculty advisor and upon admission to the program is recommended.

Column 1: Enter the course number and course title (e.g., EDU 5003).
Column 2: Enter the course title (e.g., Research Methods).
Column 3: Enter semester and year the course was completed (e.g., Fall 2007).
Column 4. Enter the grade received. If the course is in progress, enter IP.
Column 5. If the course was not completed at UTSA, provide the name of university where course was completed.

If a course is being substituted for a required course, first enter the required course number and title then below it in the same cell enter the substitute course number and title. Enter the word “Substitute” before the substitute course number and show institution where course was taken in column 5.

Transfer courses for the M.Ed. program are limited to six semester credit hours and must be approved by the Graduate School and the ELPS faculty advisor.

Sign the form and submit it to your ELPS faculty advisor for additional approvals.