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.

Approved: 09/11/06
Revised: 6/2016
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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. Students should 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 and Resources

Orientation and Department Listserv

Attend the orientation meeting during your first semester of enrollment. Sign-up for the UTSA Leaders Listserv by contacting the Student Development Specialist (elisha.reynolds@utsa.edu). The Leaders Listserv provides information on upcoming events, job openings, student and faculty awards and recognitions, and important deadlines.

UTSA Departments and Resources

You will find a Tips Every Graduate Should Know document attached to your admission email and in the link below. This is a great student resource and includes information on: parking, student IDs, buying books, setting up a “myUTSA” account, computer labs, etc.

http://graduateschool.utsa.edu/images/uploads/Tips_Every_Grad_Student_Should_Know.pdf

Please contact the following individuals, offices, and resources 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.
- **ELPS Website:** The ELPS website includes helpful links and information. Students should explore this resource as they begin their program.

http://education.utsa.edu/educational_leadership_and_policy_studies/Forms_and_Links/

Recommended Sequence of Coursework (course sequence on page 4)

The department recommends that you enroll in 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 on page 4). EDL 6023 Supervision: Tools and Techniques is a prerequisite for EDL 6013 Supervision: Teaching-Learning Process. Students do not need advisor approval to enroll in coursework.

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 (prereq for EDL Specialization coursework)
_____ 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 6023 - Supervision: Tools and Techniques (must complete prior to enrolling in EDL 6013)
_____ EDL 6013 – Supervision: Teaching-Learning Process
_____ EDL 6943 - Practicum 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. Coursework expires after six years. Please refer to the Course Transfers, Substitutions and Expiration section at the end of this document for further information.

Faculty Advising

For purposes of advising, students are assigned a faculty advisor who signs off on academic documents, such as your preliminary and final program of study. Faculty advisors help to answer questions about the academic program curriculum and what you can expect while you are in the program as a graduate student. Please meet with your faculty advisor if you have questions about coursework and/or if you want to discuss graduate transfer credits you MAY have from other institutions.
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.

Practicum Authorization

Students must take the practicum (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 practicum. To be authorized to enroll in the practicum, students must complete the required paperwork:

1. Internship Clearance Form
2. Final Course Plan with unofficial transcripts attached (can obtain through ASAP)

Students meet with their advisor so that he or she can verify eligibility and sign the above listed paperwork. If there are any courses not accounted for in the student’s Course Plan, the student will be notified by his/her faculty advisor. After obtaining the required signatures, students turn in their practicum paperwork to the Student Development Specialist. The Student Development Specialist will contact the student when he or she is clear to enroll.

Practicum paperwork can be found on the department’s website, http://education.utsa.edu/educational_leadership_and_policy_studies/Forms_and_Links/#MED1

Comprehensive Examination

Degree-seeking students must pass the comprehensive exam to graduate from the program. Students take this exam in their final semester. Early in their last semester of coursework, students apply to take the comprehensive examination. This exam is offered in the fall and spring. Applications are emailed to students or distributed in the practicum course. To be eligible to take the exam, students must:

1. Be in their last semester of study
2. Be in Academic Good Standing
3. Have applied for graduation through ASAP

Important Tasks and Deadlines

- Contact your advisor
- Attend orientation meeting
- Sign up for internship
- Sign up for comprehensive exam
- Complete final Course Plan

During first semester of enrollment
First semester of enrollment or earlier (not in summer)
Next-to-last semester of enrollment (not in summer)
Early in last semester of enrollment (not in summer)
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

### 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 Practice Exam and Workshops

The state of Texas requires that all applicants for the Principal Certificate pass the TExES Principal Examination. Students seeking Principal Certification must take and pass the Principal Practice Examination prior to registering for TExES Principal Examination.

#### Principal Practice Examination

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. Students must take this exam prior to attending TExES Workshop #2.

#### 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

Download the Principal Preparation Manual from: [http://cms.texas-ets.org/](http://cms.texas-ets.org/). Focus on the Test Framework that includes the Domains and the Competencies for each domain. Bring a photo ID and a pencil to the practice examination.
Scores
Scores for the Principal Practice Examination will be available on Banner ASAP several days after the examination is taken.

TExES Workshops

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

TExES Principal Exam

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

Exam Approval and Registration

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.

Go to the UTSA TExES website for Review and Practice exam schedules:
http://education.utsa.edu/texes/welcome_to_texes/

Exam Approval
As of September 1, 2015, TEA has ruled that certification candidates will only be approved to take the same state exam a total of 5 times. This includes the first time the exam is taken and four additional times. All exams taken before September 1, 2015, do not count toward the new “five times rule”. If a candidate is unsuccessful after five attempts on the same state exam, test approval will have to be granted by TEA.

1. Complete all UTSA eligibility requirements for the exam: Practice Exam, Workshops, EDL 6943 Practicum.
2. Submit an “Eligibility Form” to the TExES Office PNB 1.204 or Fax to 210-458-5794. The form can be found in the TExES Office or at the UTSA TExES website:
http://education.utsa.edu/texes/welcome_to_texes/
3. First-time test takers will go to the TEA website 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 update 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 into 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.texes.ets.org

**Exam Registration**
Register for computer-administered test (CAT) online with ETS: www.texes.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.

**Expiration of TExES Exam Testing Approval**

Students who wait to attempt the TExES Principal Exam six or more years after completing their principal certification program will not receive approval to test. To receive university approval, these students must attend TExES Workshops #1 and #2 and take the TExES Practice Exam, regardless of whether they previously completed the workshops and practice exam. Afterward, the university will clear them to test. Students who receive a failing score on the TExES Principal Exam six or more years after completing their principal certification program will be required to enroll in additional coursework to prepare them for the exam.
Five Times Rule

As of September 1, 2015, TEA has ruled that certification candidates will only be approved to take the same state exam a total of 5 times. This includes the first time the exam is taken and four additional times. All exams taken before September 1, 2015, do not count toward the new “five times rule”. If a candidate is unsuccessful after five attempts on the same state exam, test approval will have to be granted by TEA.

Application for Principal Certification

Application Process

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: https://pryor.tea.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 or emailed to Kimberly Perez, Associate Director of Teacher Certification, at kimberly.perez@utsa.edu. Questions about the recommendation process may be addressed to Kimberly Perez.

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 |
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 Practicum in Educational Administration, and must complete at least three semester hours of internship. Students will work with their advisors to enroll in the internship.

Contacts

ELPS Department Office                  458-5436
Graduate Advisor of Record (Curtis Brewer) 458-5413  curtis.brewer@utsa.edu
Student Development Specialist (Elisha Reynolds) 458-6620  elisha.reynolds@utsa.edu
TExES Coordinator (Cherie Weiss) 458-5849  cherie.weiss@utsa.edu
Teacher Certification Office (Kimberly Perez) 458-6287  kimberly.perez@utsa.edu
Graduate School                          458-4331  http://graduateschool.utsa.edu/
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>
<tbody>
<tr>
<td><strong>Background Requirements (if any)</strong></td>
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<td></td>
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<tr>
<td><strong>Core Requirements</strong> <em>(9 semester credit hours)</em></td>
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</tr>
<tr>
<td>EDU 5003</td>
<td>Research Methods</td>
<td></td>
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<tr>
<td>EDL 5303</td>
<td>Human Relations in Educational Administration</td>
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<tr>
<td>EDU 6223</td>
<td>Education in a Culturally and Linguistically Diverse Society</td>
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<tr>
<td><strong>Educational Leadership Requirements</strong> <em>(27 semester credit hours)</em></td>
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<tr>
<td>C&amp;I 5003</td>
<td>Theory and Dynamics of Curriculum and Instruction</td>
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<td>EDL 5003</td>
<td>Introduction to School Administration</td>
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<td>EDL 5203</td>
<td>School and Community Relations in Education</td>
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<td>EDL 5403</td>
<td>The Principalship</td>
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<tr>
<td>EDL 5503</td>
<td>Administration and Function of Special Programs</td>
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<tr>
<td>EDL 5703</td>
<td>Legal Foundations in Education</td>
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<tr>
<td>EDL 6023 (ILD)</td>
<td>Supervision: Tools and Techniques</td>
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<tr>
<td>EDL 6013 (PDAS)</td>
<td>Supervision: Teaching-Learning Process</td>
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<tr>
<td>EDL 6943</td>
<td>Practicum in Educational Administration</td>
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</table>

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. When applying for the practicum course, please submit the completed and signed form to the SDS. Completion of a preliminary Course Plan in consultation with your ELPS faculty advisor and upon admission to the program is recommended.

Column 3: Enter semester and year the course was completed (e.g., Fall 2015).
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, enter the substitute course number and title below the original course title. Enter the word “Substitute” before the substitute course number. If the course was taken outside of UTSA, list institution where course was taken in column 5.

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

Course Transfers, Substitutions, and Expiration

Course Transfers
Transfer courses for the M.Ed. program are limited to six semester credit hours and must be approved by the Graduate School and your ELPS faculty advisor. Students with coursework they would like to transfer into their degree must first meet with their faculty advisor. Course transfers require petitions. If a student’s advisor approves of the transfer, the student should contact the Student Development Specialist for the required paperwork.

Course Substitutions
Students must meet with their faculty advisor to discuss course substitutions. Students substituting a Core Course or using a course from a different institution as a substitute will need to petition. If a student’s advisor approves of the substitution, the student should contact the Student Development Specialist for the required paperwork to petition.

Course Expiration
Graduate level coursework expires after six years. Students must petition expired coursework to use it toward their degree. If a student’s advisor approves of the student using the expired course(s), the student should contact the Student Development Specialist for the required paperwork.

Please note that faculty approval of petitions does not guarantee approval. After faculty advisor approval, petitions are reviewed by the ELPS Department, COEHD Dean’s Office, and Graduate School.