

# Department of Educational Leadership

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College of Education  
University of Nevada  
Reno, Nevada 89557-0201  
URL- [www.unr.edu/educ/el/index.html](http://www.unr.edu/educ/el/index.html)

## PROGRAM DESCRIPTION

and

## HANDBOOK



## Master's Degrees

(M.A. or M.Ed.)

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## **Master's Degrees (M.A. or M.Ed.)**

Offered by the Department of  
Educational Leadership

Accredited by:  
The Northwest  
Association of Schools and  
Colleges\* and National Council for Accreditation  
Of Teacher Education

*Educational Leadership Faculty*  
775-784-6518

### Department Faculty:

Dr. Tina Chang – JD, 2004, Ph.D., 2007; University of Wisconsin - Madison  
Dr. George “Gus” Hill – Ph.D., 1982; Washington State University  
Dr. Jane Nichols, Vice Chancellor – Ed.D., 1986; University of Tennessee  
Dr. David Noonan – Ed.D., 1984; Northern Illinois University  
Dr. Gary Peltier – Ph.D., 1965; University of Denver  
Dr. George Perreault – Ph.D., 1979; University of New Mexico  
Dr. William Sparkman, Dean – Ph.D., 1975; University of Florida  
Dr. Bill Thornton – Ph.D., 1975; University of Kansas  
Dr. Janet Usinger – Ph.D., 1995; Walden University  
Dr. Deborah Verstegen – Ph.D., 1983; University of Wisconsin - Madison  
Dr. William Wallace, Interim Chair – Ph.D., 1966; Northwestern University

### Emeritus Faculty:

Dr. Anthony Calabro  
Dr. Carolyn Chapman  
Dr. Richard Daugherty  
Dr. Myrna Matranga  
Dr. Patricia Miltenberger

### Adjunct Faculty:

Dr. Steve Cavote  
Dr. John Gascue  
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Dr. Steve Mulvenon  
Dr. Judith Ouimet  
Dr. Joan McGovern Taylor

\*These accrediting bodies are recognized by the Council of Postsecondary Accreditation and the U.S. Department of Education.

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**University of Nevada, Reno**  
**College of Education**  
**Department of Educational Leadership**

**Introduction**

The purpose of this handbook is to provide information concerning programs, departmental policies, and procedures required to obtain a Master's degree. The handbook, used in conjunction with the University of Nevada General Catalog, is designed to provide answers to frequently asked questions.

**Overview**

The Department of Educational Leadership (EL) offers graduate degree programs at three levels: Master of Education (M.Ed.), or Master of Arts (M.A.); Education Specialist (Ed.S.); and Doctor of Education (Ed.D.), or Doctor of Philosophy (Ph.D.). Courses leading to an M.A. or M.Ed. are taught by a core faculty with expertise in areas of organizational development, policy development, school administration, supervision and evaluation, curriculum development, school law, school finance, school plant planning, higher education, and educational foundations.

Specializations in areas of elementary and secondary curriculum, reading, counseling and guidance, special education and research can be obtained in cooperation with other departments within the College of Education. By combining some areas, it is possible to provide additional programs for administrators whose roles require specific emphases.

**Admission Procedures**

University of Nevada, Reno  
College of Education  
Department of Educational Leadership (EL)

The University of Nevada, Reno is an equal opportunity/affirmative action employer and does not discriminate on the basis of race, sex, creed, color, national origin, disability status or veteran status in the educational programs or activities which it operates.

Students seeking admission to a graduate program in EL should first contact:  
The Graduate School/326  
University of Nevada, Reno  
Reno, NV 89557-0035  
(775) 784-6869

**Upon receiving the application packet, the following should be completed and returned to the Graduate School:**

1. Completed UNR Application for Admission and application fee (\$60-first time; \$40 UNR returning or UNR alumnus) must accompany the application.
  - a. If you have already been admitted as a Graduate Special, you must complete a new Graduate School Application for Admission to a graduate program (\$40 fee).
2. Official transcripts of all undergraduate and graduate work. (If coursework was completed at UNR, Admissions and Records would already have your transcripts available for the Graduate School, and you need not send them.)
3. **In addition to the application form required by the Graduate School, applicants must complete an EL application and submit it to the department.** This includes:
  - a. Three letters which speak to the applicant's potential for success both as a graduate student and as an educational administrator. It is recommended that one letter be from an immediate supervisor, one from a school district officer or university administrator, and one from a university professor. Appropriate variations are acceptable.
  - b. Applicants must submit a written sample of work; for example, a typed essay of approximately 1,000 words.
  - c. Although not required, applicants may submit additional information such as a vita that may provide relevant information for assessing professional promise.
  - d. A typed departmental application must be submitted. This form (available online) lists departmental requirements and a description of the required essay.

## **Admission Criteria**

### **Full Admission Status**

Most applicants to the M.A. and M.Ed. programs surpass the minimum requirements established by the Graduate School (see the UNR [General Catalog](#) concerning specific regulations on graduate standing). Full admission is based on the following criteria:

- (1) academic ability
- (2) research and writing skills
- (3) professional promise
- (4) the collective professional judgment of the EL faculty

Use of these criteria provides both our department and the applicant with an indication of probable success in the program.

## Alternative Admission

Under special circumstances, exceptions to admission criteria may be made for students who do not meet the minimum admission requirements set by the Graduate School. In these instances, students may be admitted provisionally until a prescribed program has been successfully completed.

## Graduate Special Standing

Application for graduate special standing is made at the Graduate School. Once obtained, students can pursue graduate work. However, with department approval, **only nine credit hours taken with graduate special status can be applied toward a graduate degree.**

## Master of Education (M.Ed.)

### Program for the Principalship (39+1 credits)

Nevada Administrative Endorsement / Effective 08-23-02

**Elementary, Middle School, Junior High & Senior High School  
Principalship\*** (meets Nevada Administrative Certification requirements)

Course	Title	Credits
EL 700	Basic Principles of Educational Administration	3
EL 701	Administration of School Staff Personnel	3
EL 703	Administration and Curriculum Improvement	3
EL 710	The Principalship	3
EL 715	Supervision and Evaluation of Teaching	3
EL 726	School Business Management	3
EL 734	Special Education Law	3
EL 735	The Law of Public Education	3
EL 743	Public Relations for Schools	3
EL 746	Data Based Decision Making	3
EL 780	Educational Research Methodologies	3
EL 798	Internship	6
<b>Comprehensive Examination</b>		
EL 795	Comprehensive Examination (ETS)	1
<b>Total</b>		<b>40</b>

\*Students who will obtain administration certification in another state should obtain requirements from the appropriate Department of Education, Office of Certification. We will attempt to accommodate students so that appropriate certification can be granted.

**Master of Arts (M.A.) or Master of Education (M.Ed.)  
(e.g., Higher Educational Administration)  
(39 + 1 credits)**

<b><u>Research Requirement</u></b>		
<b>Course</b>	<b>Title</b>	<b>Credits</b>
EL 780	Educational Research Methodologies	3
<b><u>Foundations of Education (select one course):</u></b>		
EL 712	History of Education	3
EL 713	History of Education in the United States	3
EL 719	Philosophy of Education	3
<b><u>Educational Leadership Core (24 credits)</u></b>		
EL 791 or EL 700	Special Topics: Organizational Theory Basic Principles of Educational Administration	3
EL 704	Community College Administration and Operation	3
EL 707	Seminar in Administration of Higher Education	3
EL 709	The Administrator and Community College Curriculum	3
EL 723	Higher Education Finance and Facilities	3
EL 738	Legal and Ethical Issues in Higher Education	3
EL 752	Seminar in College Teaching	3
EL 791	Special Topics: Public Policy, Financial Aid & Higher Education	3
EL 791	Special Topics: Student Retention and Success Strategies	3
EL 791	Special Topics: Athletic Administration	3
<b><u>Internship (3 credits/145 hours) or Thesis (6 credits)</u></b>		
EL 798	Internship in Higher Education	3-6
EL 797	Thesis	6
<b><u>Area of Support (Choose two courses unless doing a thesis- 6 credits)</u></b> Recommended statistics (CEP 640) or Survey Research (EL 785) and a course related to your professional goals or teaching area.		6
<b><u>Comprehensive Examination</u></b>		
EL 795	Comprehensive Examination	1
<b>Total</b>		<b>40</b>

## Other Requirements

**Advisory/Examining Committee:** Once accepted into the Master's program, the student and advisor shall organize an advisory/examining committee. The committee consists of three members of the graduate faculty - two from Educational Leadership and one from the College of Education or from the University at large. The primary purpose of the committee is to approve the program of study.

**Program of Study:** The program of study form must be submitted before 12 credits of course work have been completed. This form can be obtained online.

**Evaluation Criteria:** In addition to completing the designated coursework with a cumulative grade point average of 3.0, students must take and successfully pass a comprehensive exam.

**Comprehensive Examination:** All Master's candidates in the Principalship program must pass the ETS Praxis examination, Educational Leadership: Administration and Supervision (0419). This examination is offered several times a year. Contact UNR Testing Center for details (784-4638).

For the M.A. or M.Ed. in higher education, the comprehensive examinations consist of essay questions based on completed course-work, and requiring application of knowledge as well as recall. Scoring is based on a scale of 1-5, with 1 being low and 5 being high. Each question is scored on an individual basis. Students not receiving a passing grade of 3 or above on each question will be given an opportunity to rewrite all or part of the examination.

The best preparation for the Master's comprehensive includes a thorough review of class notes and texts. Students often form study groups prior to the examination date. Participation in these groups is highly recommended. EL faculty members are also an excellent resource and are very willing to help students by recommending materials and selected readings.

**Oral Examination:** The oral exam will focus on course content for the non-thesis track; and it will emphasize the thesis research for the thesis track. For the non-thesis option, the Master's committee may waive the oral exam based on the written comprehensive exam results.

**Thesis Option:** Students may select a thesis option for any Master's program if approved by their advisor. The topic and design of research for a thesis are to be planned with the advisor and committee. A form for "Thesis Proposal Approval" is available from the department Office Manager and is to be completed in the first semester the student registers for EL 797, Thesis. Submission of a prospectus, including drafts of "the first three chapters" provides the basis for approval. Prior to beginning any research, the

proposal must have the approval of the appropriate committee from the Office of Human Research Protection.

## **Departmental Policies**

### **Transfer Credit**

If you plan to apply any graduate credits earned at another institution toward your degree, prior to completing your Program of Study form you must complete a "Graduate Credit Transfer Evaluation Request" available online. Results of the evaluation will be directed to the student, advisor, and Graduate Dean for reference in program planning.

### **EL Departmental Policies on Examinations**

1. EL Departmental Policies on Examinations: All students applying to take comprehensive examinations must enroll in EL 795, Comprehensive Examination, 1 credit.
2. The comprehensive examination is normally taken in the final semester or summer session of coursework. It may be taken earlier with the advisor's approval if no more than six semester hours of class work remain.
3. All Master's candidates in the principalship program must pass the ETS Praxis examination, Educational Leadership: Administration and Supervision (10410).
4. All students not in the principalship program must complete an Application for the Written Comprehensive Examination approximately three weeks before the examination date. Each student will be given an identification number which is to be used on the actual exam.
5. The time limit for the departmental Master's comprehensive examination is six hours.
6. A reading committee, rotated among department faculty members according to academic specialty, shall score each exam on a scale of 1-5. A minimum score of 3 in each academic area tested is required to pass the examination. Examinations must be well written and careful attention must be given to spelling, punctuation and usage. One month should be allowed for the scoring of all departmental exams.
7. A final oral examination may be required after successful completion of the written exam. The student has the responsibility of scheduling the oral examination and contacting the committee members concerned.
8. A student who fails an academic area of the written comprehensive examination may repeat that section of the examination up to two times. The completion of additional coursework or experiences may be required by the advisory committee.

9. No student will be allowed to take the written comprehensive examination before an approved program of study has been filed with the Graduate School.
10. Students are expected to arrive well prepared. Though it is anticipated that examinees will complete their responses using a computer for word processing, an examinee may handwrite responses during the comprehensive examination. Appropriate accommodations for persons with disabilities will be made, if a request is made at least three weeks prior to the exam.
11. Plan your time carefully. Plan to complete the required tasks/questions in the time allotted as extensions are not permitted.
12. Reference material is not permitted in the examining room, unless specified by the advisor, e.g. for statistics.
13. Proctors are not permitted to answer questions relative to exam questions.

## **Independent Study Policy**

Independent study is recommended only in those instances in which a student desires to do further research or explore special interests. Such study should not be undertaken in lieu of regularly scheduled coursework which covers the same topics, except under special circumstances and with the approval of the advisor and department chair.

A student wishing to pursue independent study must make arrangements with a member of the faculty to supervise the independent study prior to registration. It is understood that the effort expended in independent study should be comparable to formal coursework. Students taking a three-credit college course are expected to spend three hours per week in class and to spend approximately two hours in study and preparation for each hour spent in the classroom. *Students taking independent study credit are expected to devote comparable time and effort for the credits earned.*

## **Course Validation**

Students are expected to satisfy all requirements for a Master's degree within a period of six calendar years following matriculation. An extension may be granted with approval of the EL faculty and the Graduate Dean given sufficient professional justification, and for students who receive an approved leave of absence. However, in cases of extended durations, some courses may have to be repeated to insure that coursework submitted in a program of study is current.

# Internships

EL 798, Internship – "Practical experience in the student's major field under close supervision and direction of local school system personnel and university faculty. Experience areas selected by student, advisor, and intern coordinator. Prerequisite: Approval of student's advisor or departmental chair."

Prospective interns must have been formally admitted into an EL graduate program or have completed a degree in educational administration. Students must have successfully completed at least 12 semester hours of coursework prior to registering for an internship; a requirement that may be waived by the student's program committee if the student has had comparable administrative experience.

Students should meet with their advisor and the EL 798 instructor to review plans and procedures, and to obtain necessary approvals for their proposed internship project. All student interns placed in Washoe County Schools must be cleared through the Office of Field Experience (see Mary Sedgwick, 784-6248)

## Certification Requirements

### Administrative Endorsements

1. The Nevada Department of Education will issue the following types of administrative endorsements:
  - a. Professional administrator of a school; and
  - b. Professional administrator of a program;
2. A person who holds an endorsement as an administrator of a school may be employed by a school district as:
  - a. An assistant superintendent of schools;
  - b. A superintendent of schools;
  - c. An associate superintendent of schools;
  - d. A principal;
  - e. A vice principal;
  - f. A supervisor;
  - g. An administrative assistant; or
  - h. A supervisor or coordinator at a:
    - (1) Program of nursing
    - (2) Program of psychology as it is applied in a school;
    - (3) Program of speech therapy;
    - (4) Program of physical therapy;
    - (5) Program of occupational therapy; or
    - (6) Other program areas.

3. Except as otherwise provided in subsection 2, a person must hold an endorsement as an administrator of a program if he/she supervises or coordinates a program of:
  - a. Nursing;
  - b. Psychology as it is applied in a school;
  - c. Speech Therapy;
  - d. Physical Therapy; or
  - e. Occupational Therapy.

The following program tracks have been designed to meet Nevada Administration Certification requirements. In addition, suggestions offered by professional organizations have been incorporated to better prepare students for a career in educational leadership.

<b><u>EL Courses Required for Nevada Administrative Endorsement</u></b>		
<b>Course</b>	<b>Title</b>	<b>Credits</b>
EL 700	Basic Principles of Educational Administration	3
EL 701	Administration of School Staff Personnel	3
EL 703	Administration and Curriculum Improvement	3
EL 715	Supervision and Evaluation of Teaching	3
EL 725 or 726	Public School Finance or School Business Management	3
EL 735	The Law of Public Education	3
EL 780	Research Methodologies in Educational Leadership	3
EL 798	Internship	3-9
ELECTIVES	Additional EL courses to reach minimum of 36 credits	
<b><u>Recommended for the additional credits in Educational Leadership</u></b>		
EL 710	Principalship	3
EL 722	Crucial Issues in Education	3
EL 734	Special Education Law	3
EL 743	Public Relations for Schools	3
EL 746	Data Based Decision Making	3