Master's Degrees in Educational Leadership

Program Description and Handbook

College of Education
Mailstop 0283
University of Nevada, Reno
Reno 89557

(775) 784-6518
(775) 784-6766 (Fax)
Master’s Degrees (M.A. or M.Ed.)
In 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

EL Program Faculty:
Dr. George “Gus” Hill – Ph.D., 1982; Washington State University
Dr. George Perreault – Ph.D., 1979; University of New Mexico
Dr. William Sparkman – 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

Adjunct Faculty:
Dr. Steve Cavote
Dr. John Gascue
Dr. Terry Gillies
Dr. Delbert Jarmen
Dr. Rita Laden
Dr. Patricia Miltenberger
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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Master's in Educational Leadership
University of Nevada, Reno
College of Education

Introduction
The purpose of this handbook is to provide information concerning programs, 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
Graduate programs in Educational Leadership include programs at two levels: Master of Education (M.Ed.), or Master of Arts (M.A.); and the Doctorate in Education (Ph.D. or Ed.D.) with an emphasis in educational leadership. 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 equity/diversity are also offered in 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

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.

1. Apply for admission to the Graduate School. Application must be made on-line at http://www.unr.edu/grad/ApplyOn-line.asp. Select “Educational Leadership” as your major.

   a. If you wish to begin course work while awaiting acceptance to the graduate program, you may apply to the graduate school for admission as a “Graduate Special” student. This status will allow you to take up to nine graduate semester credits that may apply toward your master’s degree program. Consult with an advisor about these courses before registering for classes as a “graduate special.”
b. If you have taken graduate courses at other universities, these may be considered as part of the total nine credits available for inclusion in your master's degree program.

c. International students are not eligible for graduate special status.

d. If you have already been admitted as a Graduate Special, you must complete a new Graduate School Application for Admission to a graduate program.

In addition to your application to the Graduate School, applicants must complete an EL application and submit it to the program office. 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. [These letters may be submitted electronically through the Graduate School's confidential process as part of that application]

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 (attached) lists 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 (http://www.unr.edu/grad/). 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)

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

**Comprehensive Examination**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EL 795</td>
<td>Comprehensive Examination (ETS)</td>
<td>1</td>
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</tbody>
</table>

Total 40

*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) (40 credits)

## Research Requirement

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDRS 700</td>
<td>Introduction to Educational Research</td>
<td>3</td>
</tr>
</tbody>
</table>

## Foundations of Education

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EL 713</td>
<td>History of Education in the United States</td>
<td>3</td>
</tr>
</tbody>
</table>

## Higher Educational Leadership Core (24 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EL 755</td>
<td>Organizational Theory in Higher Education</td>
<td>3</td>
</tr>
<tr>
<td>Or EL 700</td>
<td>Basic Principles of Educational Administration</td>
<td></td>
</tr>
<tr>
<td>EL 704 R:</td>
<td>Community College Administration and Operation</td>
<td>3</td>
</tr>
<tr>
<td>EL 705</td>
<td>Seminar in Administrative Problems</td>
<td>3</td>
</tr>
<tr>
<td>EL 707</td>
<td>Seminar in Administration of Higher Education</td>
<td>3</td>
</tr>
<tr>
<td>EL 709</td>
<td>The Administrator and Community College Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>EL 711</td>
<td>Articulation of Post-Secondary Education Curricula</td>
<td>3</td>
</tr>
<tr>
<td>EL 723</td>
<td>Higher Education Finance and Facilities</td>
<td>3</td>
</tr>
<tr>
<td>EL 738</td>
<td>Legal and Ethical Issues in Higher Education</td>
<td>3</td>
</tr>
<tr>
<td>EL 741</td>
<td>Politics, Policy, and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>EL 750</td>
<td>Athletic Administration in Higher Education</td>
<td>3</td>
</tr>
<tr>
<td>EL 752</td>
<td>Seminar in College Teaching</td>
<td>3</td>
</tr>
<tr>
<td>EL 754</td>
<td>Financial Aid, Public Policy and Higher Education</td>
<td>3</td>
</tr>
<tr>
<td>EL 757</td>
<td>College Student Development Theory</td>
<td>3</td>
</tr>
<tr>
<td>EL 758</td>
<td>Seminar in Administration of Student Services</td>
<td>3</td>
</tr>
<tr>
<td>EL 764</td>
<td>Leadership in Higher Education</td>
<td>3</td>
</tr>
<tr>
<td>EL 791</td>
<td>Special Topics: Advanced Seminar in Community College Administration</td>
<td>3</td>
</tr>
<tr>
<td>EL 791</td>
<td>Special Topics: Diversity in Higher Education</td>
<td>3</td>
</tr>
<tr>
<td>EL 791</td>
<td>Special Topics: Student Retention and Success Strategies</td>
<td>3</td>
</tr>
</tbody>
</table>

## Internship (3 credits/ 145 hours) or Thesis (6 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EL 798</td>
<td>Internship in Higher Education</td>
<td>3</td>
</tr>
<tr>
<td>EL 797</td>
<td>Thesis</td>
<td>6</td>
</tr>
</tbody>
</table>

## Area of Support (Choose two courses unless doing a thesis- 6 credits)

Recommended Introduction Statistics (EDRS 640) or Survey Research (EDRS 785) and/or courses related to your professional goals or teaching areas.

## Comprehensive Examination

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EL 795</td>
<td>Comprehensive Examination</td>
<td>1</td>
</tr>
</tbody>
</table>

Revised 9-12-2011

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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 coursework 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 coursework, 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.
Program 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 Policies on Examinations

1. 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 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 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 may not be undertaken in lieu of regularly scheduled coursework which covers the same topics, except under special circumstances and with the approval of the Associate Dean.

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."

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

*Revised 9-12-2011*
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)

Licensure 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.
### EL Courses Required for Nevada Administrative Endorsement

<table>
<thead>
<tr>
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<tbody>
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<td>EL 700</td>
<td>Basic Principles of Educational Administration</td>
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<td>EL 701</td>
<td>Administration of School Staff Personnel</td>
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<td>EL 703</td>
<td>Administration and Curriculum Improvement</td>
<td>3</td>
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<td>EL 715</td>
<td>Supervision and Evaluation of Teaching</td>
<td>3</td>
</tr>
<tr>
<td>EL 725 or 726</td>
<td>Public School Finance or School Business Management</td>
<td>3</td>
</tr>
<tr>
<td>EL 735</td>
<td>The Law of Public Education</td>
<td>3</td>
</tr>
<tr>
<td>EDRS</td>
<td>Introduction to Educational Research</td>
<td>3</td>
</tr>
<tr>
<td>EL 798</td>
<td>Internship</td>
<td>3-9</td>
</tr>
<tr>
<td>ELECTIVES</td>
<td>Additional EL courses to reach minimum of 36 credits</td>
<td></td>
</tr>
</tbody>
</table>

### Recommended for the additional credits in Educational Leadership

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EL 710</td>
<td>Principalship</td>
<td>3</td>
</tr>
<tr>
<td>EL 722</td>
<td>Crucial Issues in Education</td>
<td>3</td>
</tr>
<tr>
<td>EL 734</td>
<td>Special Education Law</td>
<td>3</td>
</tr>
<tr>
<td>EL 743</td>
<td>Public Relations for Schools</td>
<td>3</td>
</tr>
<tr>
<td>EDRS 746</td>
<td>Data Based Decision Making</td>
<td>3</td>
</tr>
</tbody>
</table>
Master's Programs in Educational Leadership
Application Checklist

The following checklist shows degree procedures and timelines that are the responsibility of the student.

Application Phase

The Graduate School (http://www.unr.edu/grad/) will need the following:
_____ Completed UNR admission application and payment of admission fee. Apply online at: http://www.unr.edu/grad/ApplyOn-line.asp
_____ Send official transcript of all course work to the Graduate School

The EL Program will need the following:
_____ Completed EL application. Attached to this packet
_____ Three letters of recommendation
_____ Essay. Your essay should be typed, with a length of approximately 1000 words. It should communicate your professional goals and career aspirations. You are encouraged to include reference to past accomplishments and how completion of an advanced degree will contribute to the attainment of your future goals.

Coursework Phase

_____ Form a graduate committee (consult advisor)
_____ Submit a Program of Study (consult advisor)
_____ Complete all courses with a GPA of 3.0 and no grade below C

Completion Phase

_____ Application for graduation Apply online (http://www.unr.edu/grad/forms/graduation_procedures.asp) for graduation early in the semester in which you will graduate. Note deadline dates. These dates are not flexible
_____ Submit application for Written Comprehensive Examination to the EL office. When the EL application has been received, applicants shall schedule with the department secretary an appointment for the exam.
_____ File “Notice of Completion” form with the Graduate School (after passing comprehensive exams)

Note: This is intended as a quick reference guide only. Applicants/students are responsible for information and procedures detailed on the Graduate School website, http://www.unr.edu/grad/

Students must be continually enrolled in at least 3 graduate credit hours up to (and including) the semester of graduation, excluding summers. A Leave of Absence Form must be submitted prior to any semester (except Summer) that a student is not intending to enroll. A Reinstatement to Graduate Standing form must be submitted prior to returning to UNR.

Revised 9-12-2011
EL Application for Admission
College of Education
University of Nevada, Reno

(This information is required in addition to the Application for Admission which must be filed with the Graduate School)

1. Name: ________________________________

2. Business Address: ________________________________

3. Home Address: ________________________________


5. Email: ________________________________

6. Degree sought: M.Ed. ______ M.A. ________

7. Area of Concentration:
   - Principalship
   - Special Education Administration
   - Vocational Education Administration
   - Higher Education Administration

8. Please indicate the semester and year you anticipate beginning the program: ____________

9. Offices held, honors received:

11. Membership in fraternal, honorary, collegiate, and professional organizations
(Please list organizations and years of membership):

Revised 9-12-2011
12. Research and publications:

13. Certificates held (please specify state):
   Teaching: ____________________________________________
   Counseling and Personnel Services: ____________________________
   Administrative: _________________________________________
   Other: _________________________________________________

15. Has your certification ever been suspended or revoked? If yes, explain why and provide dates:

16. Experience: List only paid teaching, counseling, supervisory or administrative experience in public and private schools and colleges. Additional space is provided later for other types of employment. Please list place of district, state or country, years, assignment, and grade level.

17. Occupational experience in fields other than education: Please list kind of work done, employer, and years.
18. Please list three (3) professional and personal references, including your current supervisor. The EL Program may contact the references given. Please list name, position, and address.

I hereby waive the right to examine the letters of reference provided by those listed above.

Signature of Applicant

Date

Upon admission you will be assigned an advisor. If you wish to request a specific faculty advisor, please list your preference here:

Please mail this application to:

Educational Leadership Master’s Program
Mail Stop 283
College of Education
University of Nevada, Reno
Reno, NV 89557