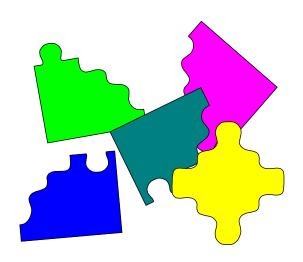
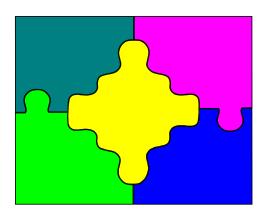
## Educational Leadership Program



# **HANDBOOK**



Revised: Fall 2012

#### MISSION STATEMENT

The Educational Leadership Program at the College of Saint Rose is committed to preparing dedicated, competent, and ethical educational leaders.

We offer a unique program with personal attention to students, small yet diverse classes, highly qualified practitioner-professors, a substantial internship, and ongoing networking with graduates.

#### ETHICAL STANDARDS FOR STUDENTS ASPIRING TO EDUCATIONAL LEADERSHIP

- 1. Pursue the best education for yourself, not the easiest.
- 2. Challenge yourself to develop in your weakest areas.
- 3. Be an active learner; show initiative and enthusiasm.
- 4. Take responsibility for your ideas, and back them with facts.
- 5. Show your integrity through your scholarship. Cite sources appropriately; never present another's ideas or words as your own.
- 6. Pull your weight in classes and with assignments; support your colleagues' learning.
- 7. Critically evaluate ideas; respect persons.
- 8. Maintain confidentiality.
- 9. Welcome mistakes and criticism as opportunities to learn.
- 10. Maintain a sense of humor and perspective.

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#### **EDL PROGRAM OPTIONS**

Candidates may complete any or all of the following sequences:

	Coursework	Internship	<b>Total Gra</b>	d Minimun
	<b>Ed Leadership</b>		<b>Credit Hours</b>	<b>CSR Credits</b>
School Building Leader (SBL)	18 credit hours	6 credit hour -	24	18
Certification – post masters program		Internship		
(Initial - to obtain Professional requires		Requires college		
3 years of full time administrative service)		approved proposal		
Student must pass NYS SBL Assessment		and 600 logged		
Examination (candidate receives		intern hours		
Advanced Certificate from college)				
MS in Educational Leadership	30 credit hours	Same as above	36	24
	&			
	Comprehensive			
	Exam			
School District Leader	All SBL credit	Same as above	60	6
(SDL) Certification	hours plus EDA			
Student must pass NYS SDL Assessment	601/602 Nine			
Examination (candidate receives Advanced	Day Summer			
Certificate from college)	Academy.			
School District Business Leader (SDBL)	18 credit hours	6 credit hour -	24	18
Certification		Internship		
Student must pass NYS SDBL Assessment		Requires college		
Examination (candidate receives Advanced		approved proposal		
Certificate from college)		and 600 logged		
		intern hours		

- ✓ The SBL certifies the student for school-level responsibilities: e.g. department chair, assistant principal, or principal. The SDL certifies the student for district-wide responsibilities: e.g. K-12 subject coordinator, director of pupil services, assistant superintendent, and superintendent. The SDBL certifies students for district wide school business leader or school district business manager functions.
- ✓ Credits for each program may be applied to the others; the programs are cumulative.
- ✓ All new certifications require state-approved seminars in child abuse detection and reporting and in violence prevention.

#### **COURSE REQUIREMENTS**

SBL Program	Master's in EDL	SDL Program	SDBL Program	Cert. Of Advanced
				Studies in EDA
EDA 505	EDA 505	The SBL program	EDA 505	The complete SBL
EDA 503	EDA 503	A Masters'degree.	EDA 590	or SDL or SDBL
EDA 510	EDA 510		EDA 543	program Plus
EDA 540	EDA 540	EDA 601	MBA 587	A Masters' Degree.
EDA 550	EDA 550	EDA 602	MBA 588	
EDA 590	EDA 590		MBA 589	
EDA 546/7-	EDA 546/7-	A total of 60 graduate	EDA 546/7-	
internship	internship	hours inclusive of the	internship	
_	EDA 500 and 595	Masters' degree	_	
A Masters'	(research sequence)		A Masters' Degree.	
degree	EDA 999 Comp Exam			
	Two graduate electives			

# EDL PROGRAM STUDENT CHECKLIST GETTING STARTED

- □ Contact Graduate Admissions Office for application. (454-5136)
- □ SBL, SDL, SDBL and MS in Ed Leadership: Submit application form, statement of purpose, all transcripts, two letters of professional recommendation, and proof of permanent or professional NYS teacher certification and/or 3 years' full time experience in schools.
- For SDBL non education background candidates: Submit application form, statement of purpose, all transcripts, two letters of recommendation, one from the current organization's Chief Executive Officer or unit head, and one from the immediate supervisor. Submit evidence of three years of exemplary relevant prior service in a leadership position of a high performing organization in a non-teaching field. Submit evidence of competencies through field work or course work of:
  - accounting course work (must be met for admission);
  - ☐ finance and business course work (must be met for admission);
  - □ finance and business experience (experience must be documented for admission);

#### **INTERNSHIP**

- □ **SBL/SDL:** Attend internship orientation meeting and begin planning internship after 2nd or 3rd course.
  - □ Submit internship proposal and letter of support to Internship Coordinator (454-5259); have proposal approved and college supervisor assigned. *If uncertified but being paid for an administrative job, arrange for intern certificate, which must be requested by the College from the State Education Department.*
  - Begin 6-credit, 600-hour internship any time after 4th course. (See Internship Details.)

#### Master's Degree/CAS DEGREE CERTIFICATE PAPERWORK

- To transfer from a Certification program to the Master's program complete a Change of Program Form (Graduate Admissions Office)
- □ At the beginning of your last course, complete a Degree Application (Registrar's Office).
- □ **MS:** at the end of the program, schedule, take and pass both the timed and take-home portions of the Comprehensive Exam.
- □ CAS: Upon completion of the certification program complete a Degree Application (Registrar's Office)
- ✓ Students in the MS program may request permission to transfer up to 12 of the required 36 credits earned at other programs or institutions, prior to matriculation into the EDA program. However, 6 of those credits must be from other state-approved educational administration programs, and all courses must be justified on the basis that they meet important requirements for administrative preparation.
- ✓ The College has a 6-year time limit for transfer courses.

#### APPLYING FOR ADMINISTRATIVE CERTIFICATION

All candidates for any New York State Teaching Certificate must complete and in-line application. In order to apply online, you will enter TEACH online services via the Office of Teaching Initiatives Web site at <a href="https://www.highered.nysed.gov/tcert">www.highered.nysed.gov/tcert</a> and create a TEACH login and password at the New York State Directory Services site. Instructions are provided as you go though this process. Once you have created your login and password this step is completed and you never have to repeat this process (unless you forget your password).

Obtain the appropriate instruction sheet for the certification you seek from NYSED from the Registrar's Office. The fee for each certificate is \$50 (subject to change by the State Education Department)

- SBL- Initial Certificate: College submits for you certifying your eligibility to take the New York State School Building Leader Assessment Examination.
- SDL- Professional Certificate: After completing a total of 60 graduate credits including a masters degree and including the completion of the SDL 30 credit program, college submits for you certifying your eligibility to take the New York State School District Leader Assessment Examination. When you pass the New York State SDL Examination you will be awarded a Certificate of Advanced Study by the college.
- SDBL Professional Certificate After completing a total of 60 graduate credits including a masters degree
  and including the completion of the SDBL 24 credit program, college submits for you certifying your
  eligibility to take the New York State School District Business Leader Assessment Examination. When you
  pass the New York State SDBL Examination you will be awarded a Certificate of Advanced Study by the
  college.
- MS program students are entitled to apply for the SBL through the College as shown above.

#### ADMINISTRATIVE INTERNSHIP DETAILS

#### **Prerequisites**

#### For the 600-hour SBL/SDL Internship (EDA 546/7: 6 credit hours)

- Four EDA courses completed at St. Rose (should include EDA 505, EDA 540 and EDA 590 and one other required course)
- Proposal approved by College and district/agency
- Letter of support from district/agency
- Registration for first 3 credits of internship

#### **Orientation meetings**

Orientation meetings for prospective interns are held two times a year, in December, and May. *Dates appear in the program newsletter.* Candidates should attend one at least six months before planning to start in order to receive the guidelines and to declare their intention of starting an internship.

#### **SBL SDL Internship Guidelines**

The Guidelines booklet describes the steps for planning the internship, writing the proposal, gaining approval, and successfully completing the internship. It provides numerous suggestions for learning experiences in the ten competency areas:

Supervision of Instruction Law Personnel

Curriculum Finance Community Relations

Staff Development Management Technology

Personal Professional Development

#### **SDBL Internship Guidelines**

The Guidelines booklet describes the steps for planning the internship, writing the proposal, gaining approval, and successfully completing the internship. It provides numerous suggestions for learning experiences in the fifteen competency areas:

- 1. Accounting
- 2. Budgeting
- 3. Operations & Maintenance
- 4. Financial management
- 5. Food Services
- 6. Payroll
- 7. Human Resource Management
- 8. Professional Development
- 9. Purchasing
- 10. Risk Management/Insurance
- 11. School/Community Relations
- 12. Information Management
- 13. Transportation
- 14. Auditing/Financial Reporting
- 15. Personal Professional Development

#### Registration

Your proposal must be reviewed and approved before you may register for the internship. You will receive a registration form with your letter of approval. The internship does not begin until the proposal is approved and the student is registered.

#### **Internship Seminar**

Interns attend a series of seven biweekly seminars during the first semester of their internships. The seminars cover key topics for interns, such as

Time/Stress Management

Job Searching: Resumes, etc.

Dealing with Difficult Staff

Dealing with Uncontrollable Students

Crisis Management and the Media

Career Night/Go for the Job Night

Ask the Lawyer Night

Seminars also give interns support during this challenging experience, and help them to establish long-term relationships with colleagues. Seminar dates are published in the college's course listing booklet published for each session (Fall, Spring, Summer) and can also be seen on line.

## ANNUAL COURSE SCHEDULE - Subject to change. Check program newsletters and Graduate Course Listings. FALL

- EDA 500 Research in Educational Administration.
- EDA 505 Introduction to Educational Leadership and Administration
- EDA 546 Internship in Educational Leadership and Administration: Part 1
- EDA 547 Internship in Educational Leadership and Administration : Part 2
- EDA 586 Advanced Field Experience in Educational Leadership
- EDA 590 Critical Issues in Educational Leadership/Supervision Seminar
- EDA 595 Research Seminar in Educational Leadership/Administration
- EDA 597 SDBL Internship: Part 2
- EDA 999 Comprehensive Exam

#### **SPRING**

- EDA 500 Research in Educational Administration.
- EDA 503 Leadership in Curriculum Development and Revision
- EDA 510 Supervision and Teacher Development
- EDA 546 Internship in Educational Leadership and Administration: Part 1
- EDA 547 Internship in Educational Leadership and Administration: Part 2
- EDA 586 Advanced Field Experience in Education Leadership
- MBA 587 Finance (SDBL program)
- MBA 588 Policy (SDBL program)

#### **SUMMER I**

- EDA 500 Research in Educational Administration
- EDA 550 Finance
- EDA 546 Internship in Educational Leadership and Administration: Part 1 (Summer I and Summer II)
- EDA 547 Internship in Educational Leadership and Administration: Part 2 (Summer I and Summer II)
- MBA 589 School Business Leader Finance and Practice
- EDA 596 SDBL Internship: Part 1

#### **SUMMER II**

- EDA 500 Research in Ed. Admin
- EDA 540 Education Law
- EDA 546 Internship: Part 1 continued (must start in summer I)
- EDA 547 Internship: Part 2 continued (must start in summer I)
- EDA 601 District-Level Leadership and Management (3) AND EDA 602 School District/Community Policy and
- Politics (3) (Co-requisites: must be taken together --- see Graduate Catalog description)

#### **Regular Faculty**

Perry Berkowitz, Ed. D., Associate Professor

Robert B. McClure, Ed. D., Associate Professor

John Falco, Ed. D. Director of New Era Institute for Educational Leadership and Innovation

#### **Internship Coordination**

Robert B. McClure, Ed. D., Assistant Professor

Nancy Noonan, M.A., M.S. Adjunct Professor

Kevin Baughman, Ph. D., Adjunct Professor

#### **Adjunct Faculty**

Nancy Andress, Guilderland Assistant Superintendent for Instruction (retired)

Nancy Noonan, M.A., Asst Superintendent for Curriculum & Instruction Otsego N Catskill BOCES (retired)

Kevin Baughman, Ph. D., Niskayuna Superintendent of Schools (retired)

Jay Worona, J.D., General Counsel New York State School Boards Association

#### EDL PROGRAM RESOURCES

#### **Graduate Catalog**

The "Grad Catalog" comes in your application packet. Reissued every two years, it explains admissions requirements, academic policies, and student services; specifies each graduate program's requirements; and describes each graduate course. *Read it; don't wait until you have a problem!* You are responsible for meeting the requirements of the catalog under which you entered the Program. If you drop out for two years or more, you must reapply, and enter under the new catalog.

#### **Graduate Course Listings Booklet for Course Registration**

Course listings booklets are distributed a few weeks before graduate registration begins: for Spring Semester, in November; for Summer Sessions and Fall Semester, in March. *There are benefits to registering early: you can simply make a deposit rather than paying in full, and the course you want is less likely to get filled or cancelled for low enrollment. Last minute registrants must pay in full; late registrants must also pay a late fee.* 

The School Violence Prevention Seminar, EDU 602, and the Child Abuse Reporting Seminar, EDU 603, are offered several times every semester.

#### **Internship Orientation Meetings**

Students who hope to begin their internships within the next year attend an orientation meeting in October or May, to help them start planning. Recent interns and intern supervisors are present to answer questions, and detailed guidelines are distributed. *Again, dates and times are listed in the newsletter*.

#### Career Information: Finding a Job in Educational Administration

The Program makes every effort to assist students in their job search. Naturally, your success depends on taking advantage of the resources provided.

1. Use the College of Saint Rose Career Center (518-454-5141)

Located in St. Joseph's Hall, 3<sup>rd</sup> Floor.

Develop and critique a resume.

Write letters of application.

Practice mock interviews, including videotaped sessions.

Use the computerized DISCOVER self-assessment program.

Establish a placement file.

2. Check the on line listings provided by the New York State Council of School Superintendents: WWW.NYSCOSS.ORG.

3. Receive job postings from the School Administrators Association of New York State (SAANYS) Job Network Information Service.

Call 1-800-303-JOBS. WWW.SAANYS.ORG

4. Receive mailings from the Capital Area School Development Association (CASDA) for newsletters, notices of conferences, and activities of the Capital Region Principals' Center. Call 518-525-2680.

5. Join professional associations.

SAANYS: 518-869-0600 or 1-800-464-0144.

NYS Association for Women in Administration and the Capital District Association for Women in Administration: 518-525-2680.

Phi Delta Kappa- Saint Rose Chapter

- 6. Read the *Sunday New York Times* and *Education Week* for job listings outside the Capital District.
- 7. Build a network of professional contacts by:

Attending educational conferences and meetings;

Volunteering with a professional association;

Making appointments with key people to discuss your career;

Being active in your community.

Some General Campus Services (See campus map for l	ocations.)				
Switchboard:	454-5111				
Security:	454-5187				
Student ID cards, parking permits and decals, safety escort service					
Registrar and Student Services:	458-5464				
Course registration, transcripts, and certification applications					
Bursar/Student Accounts:	458-5464				
Accounts payable, payment plans					
Spiritual Life:	454-2834				
Interfaith and multicultural programming and services					
Athletics/Recreation/Fitness Facilities:	458-5457				
Swimming pool, fitness room with aerobic and weight training equipment					
Academic Support Center :	454-5299				
Health Services:	454-5244				
Nurse on duty, information on immunizations					
Counseling and Psychological Services:	454-5200				
Confidential individual, couples, and family counseling; support groups; 2	4-hour crisis				
intervention service, referrals					
Financial Aid:	458-5464				
Federal, state, and institutional loans; graduate assistantships, scholarships	, and grants				
Neil Hellman Library:	454-5180				
Curriculum & tests library, ERIC CD-ROM, Lexus-Nexis, EBSCO Full-te	ext journal				
database, CaDiLAC local libraries access, Internet access. Library tours and training.					
Writing Center:	458-5483				
Workshops on writing research papers, use of APA style, various compute	er programs				
Academic Computer Resources:	454-5214				
To use campus resources, you must have a current student ID	card.				