

**Department of Educational Leadership
and
Policy Studies**

Procedures Manual for On Line Programs



The Educational Leadership Program of East Texas

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Dear Educational Leadership Student:

We would like to welcome you to The University of Texas at Tyler's Educational Leadership program.

Since receiving approval in 1984 from the Texas Education Agency (TEA) to begin issuing principal and superintendent certifications, UT Tyler has prepared hundreds of educators for key educational leadership positions throughout Texas. UT Tyler graduates are serving as educational leaders throughout Texas and adding value to the Texas educational system and the University.

The UT Tyler Educational Leadership program has continued to evolve over the past 25 years from a 45 hour Midmanagement to a 36 hour Standard Principal. Fall 2009 marked another important evolution in this transition as the program moved to a 30 hour on line Masters program and a 22 hour Principal Certification.

On line or asynchronous learning is designed for the busy professional because it allows students to work from a location and at a time that is convenient to them. However, it is no less rigorous than the traditional face-to-face-classes. Our goal is to create on line Professional Learning Communities where students are fully engaged. The key to success in asynchronous learning is to participate fully in the on line learning and to complete all academic tasks in a timely fashion.

We look forward to providing a professionally rewarding experience as you pursue your goal to become an educational leader.

Sincerely,

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Dr. Hickey

Dr. Linn

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Educational Leadership and Policy Studies

Principal Certification

Student Learning Outcomes

Program Outcomes

The student will be able to:

1. Shape campus culture by developing a shared vision.
2. Communicate and collaborate with stakeholders to promote student success.
3. Act with integrity, fairness and in an ethical and legal manner.
4. Design curriculum, instruction, and assessment for student performance.
5. Advocate, sustain instructional program conducive to student learning and professional development.
6. Implement staff evaluation and development system.
7. Utilize organizational, decision-making, and problem solving skills
8. Apply leadership and management principles.
9. Promote safe physical plant.

Courses

Course	Title	Hours
	BLOCK I	
EDLR 5310	Educational Leadership Theory and Practice	3
EDLR 5313	Critical Issues in Educational Leadership	3
		6 hours
	BLOCK II*	
<i>EDLR 5311</i>	<i>Developmental* Supervision</i>	3
<i>EDLR 5349</i>	<i>Leadership in the Restructured School*</i>	3
<i>EDLR 5270</i>	<i>Internship in the Principalship I*</i>	2
		8 hours
	BLOCK III	
EDLR 5320	School Law	3
EDLR 5333	Administration of Special Programs in Schools	3
EDLR 5271	Internship in the Principalship II	2
		8 hours
	BLOCK IV	
EDLR 5330	The Principalship	3
EDLR 5337	School Building Operations	3
EDLR 5272	Internship in the Principalship III	2
		8 hours
		30/22 Hours

Master of Education in Educational Leadership -30 hours (Block I – IV)
 Principal Certification – 22 hours (Block I, III, IV)

Note:

Block II is not required for students who have a master’s degree and are pursuing principal certification only.

Educational Leadership and Policy Studies Checklist

Admission's Process

Activity	Date Completed
Application Completed	_____
Transcripts Submitted	_____
GRE Scores Submitted	_____
Letters of Reference Submitted (Masters Only)	_____
Degree Plan/Certification Plan Completed (By Faculty)	_____

Courses/Program

Block I • EDLR 5310 • EDLR 5313	_____
Block II (Masters Only) • EDLR 5311 • EDLR 5349 • EDLR 5370	_____
Block III • EDLR 5320 • EDLR 5333 • EDLR 5371	_____
Block IV • EDLR 5330 • EDLR 5337 • EDLR 5372	_____

Graduation/Certification

Professional Paper Completed	_____
Graduation Application Submitted (Masters Only)	_____
TEGES Taken	_____
Standard Principal Certification Application Submitted	_____

Educational Leadership and Policy Studies

Technology Requirements

Browser

- Internet Explorer 7
- Firefox 3.0
- Safari 3

Audio

16 bit or better sound card and speakers

Internet Connection

Cable modem, DSL or intranet (T-1); or 56 KBPS modem

(Note: Academic security firewalls may block some course content, such as chat or streaming media. Contact your network administrator if you experience problems.)

Email Address

UT Tyler student email is the approved e-mail for the program.

(Note: Check your UT Tyler student e-mail on a regular basis for communication from your professors.)

Virus & Intruder Protection

Anti virus software that is up to date

Spyware & Adware Protection

Spyware and adware removal tools and protection

UT Tyler Websites

UT Tyler Homepage

<http://www.uttyler.edu/>

Educational Leadership and Policy Studies

<http://www.uttyler.edu/elps/>

Admissions

<http://uttyler.edu/enroll/>

Athletics

<http://www.uttylerpatriots.com>

Bookstore

[http://uttyler.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=65060
&catalogId=10001](http://uttyler.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=65060&catalogId=10001)

Financial Aid

<http://uttyler.edu/financialaid/>

Graduate Studies

<http://www.uttyler.edu/academics/graduate/index.php>

Registrar

<http://www.uttyler.edu/registrar/>