Department of Educational Leadership and Policy Studies

Procedures Manual for Online Programs

The Educational Leadership Program of East Texas

Updated: September 2016

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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 Mid-management to a 36-hour Standard Principal program. Fall 2009 marked another important evolution in this transition as the program moved to a 30 hour online Master's program and a 22-hour Principal Certification. The Superintendent Certification is the latest addition and is a completely online 17-hour program.

Online 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 then 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 online 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. Vaughn
Dr. Miller
Dr. Oliveras-Ortiz
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Principal Certification

Student Learning 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.

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<u>Admission Criteria</u>

Online Master of Education with Standard Principal Certification - For Texas Educators Only

To be admitted to the Master of Education Degree in educational administration and Standard Principal Certification program, a prospective student must:

1. Hold a bachelor's degree from an accredited institution.

2. Possess Texas Teacher Certification (any field).

3. Complete the <u>application for admission</u> to a graduate program.

4. Submit official transcripts from undergraduate and graduate institutions attended to Graduate Admissions.

5. Send official scores on the Graduate Record Examination (GRE) directly to Graduate Admissions.

6. Participate in a personal or Virtual interview.

International Applicants: If the applicant's bachelor's degree is from a non-US institution, it must be evaluated by a service on <u>this</u> list. Also, a total iBT TOEFL score of 79 with a speaking subsection score of 26 or higher is necessary for admission.

In addition to the requirements listed above, the following elements are used to calculate an admission score for the Master of Education Degree in educational administration program. A student must receive a total of 6 or more points using the following criteria:

GRE	GPA - Last 60 Undergraduate Hours	*6 Hours Graduate Course Work in EDLR
287+V/Q Combined - 5 points	3.50+ GPA - 3 points	3.5 GPA - 1 point
153+ Verbal - 5 points	3.00+ GPA - 2 points	
285+ V/Q Combined - 4 points	2.75+ GPA - 1 point	
284+ V/Q Combined - 3 points		
146+ Verbal - 3 points		

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283+ V/Q Combined - 2 points		

*If the last 60 hours are calculated to a 3.25 or higher, the GRE can be waived. If the student has a prior Master's degree with a GPA 3.0 or higher, the GRE can also be waived.

Note: Applicants whose undergraduate degree is from a foreign institution must submit acceptable TOEFL scores (as explained here), or a verbal GRE score of 146 or higher, before full or provisional admission will be considered.

Course Blocks: All courses are offered each semester

Block	Course	Title	Hours	Total
I	EDLR 5310	Educational Leadership Theory & Practice	3	6
	EDLR 5313	Critical Issues in Educational Leadership	3	
II	EDLR 5311	Developmental Supervision	3	8
	EDLR 5349	Leadership in the Restructured School	3	
	EDLR 5270	Practicum in the Principalship I	2	
III	EDLR 5320	Public School Law	3	8
	EDLR 5333	Administration of Special Programs	3	
	EDLR 5271	Practicum in the Principalship II	2	
IV	EDLR 5330	The Principalship	3	8
	EDLR 5337	School Building Operations	3	
	EDLR 5272	Practicum in the Principalship III	2	

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		TOTAL HOURS		30

Master of Educational Leadership and Principal Certification = 30 hours and includes Blocks I-IV.

Online Standard Principal Certification - For Texas Educators Only

Admission Requirements

To be admitted to the Standard Principal certification program, a prospective student must:

1. Hold a master's degree from an accredited institution.

2. Possess Texas Teacher Certification (any field).

3. Complete the application for admission to a graduate program.

4. Submit official transcripts from undergraduate and graduate institutions attended to Graduate Admissions.

5. Send official scores on the Graduate Record Examination (GRE) directly to Graduate Admissions.

6. Participate in a personal or Virtual interview.

International Applicants: If the applicant's bachelor's degree is from a non-US institution, it must be evaluated by a service on this list. Also, a total ibt TOEFL score of 79 with a speaking subsection score of 26 or higher is necessary for admission.

In addition to the requirements listed above, the following elements are used to calculate an admission score for the Master of Education Degree in educational administration program. A student must receive a total of 6 or more points using the following criteria:

GRE	Points	GPA - Last 60 Undergraduate Hours

287+ V/Q Combined	5 points	3.50+ GPA - 3 points
153+ Verbal	5 points	3.30+ GPA - 2 points
285+ V/Q Combined	4 points	3.00+ GPA - 1 point
284+ V/Q Combined	3 points	
146+ Verbal	3 points	
283+ V/Q Combined	2 points	

 *If the last 60 hours are calculated to a 3.25 or higher, the GRE can be waived. If the student has a prior Master's degree with a GPA 3.0 or higher, the GRE can also be waived.

International Applicants: If the applicant's bachelor's degree is from a non-US institution, it must be evaluated by a service on this list. Also, a total ibt TOEFL score of 79 with a speaking subsection score of 26 or higher or a verbal GRE score of 146 or higher is necessary for admission.

Course Blocks: All courses are offered every semester

Block	Course	Title	Hours	Total
II	EDLR 5311	Developmental Supervision	3	8
	EDLR 5349	Leadership in the Restructured School	3	
	EDLR 5270	Practicum in the Principalship I	2	
III	EDLR 5320	Public School Law	3	6
	EDLR 5333	Administration of Special Programs	3	
IV	EDLR 5330	The Principalship	3	8
	EDLR 5337	School Building Operations	3	
	EDLR 5272	Practicum in the Principalship III	2	
		TOTAL HOURS		22

Principal Certification Only (already have a Master's degree) = 22 hours and includes Blocks II, III, & IV. Block I (not shown) is for Master's degree only.

Online Superintendent Certification Program

Admission Requirements

To be admitted to the Superintendent Certificate Program, a prospective student must:

1. Hold a master's degree from an accredited institution.

2. Hold a Standard Principal, Mid-Management, or other Texas Administrator Certification, or three creditable years of managerial experience in a public school district;

3. Submit official transcript from the institution that awarded their bachelor's and master's degrees to Graduate Admissions.

4. Complete the application for admission to a graduate program online. Note: Your program must be the Superintendent Program to be eligible for scholarships.

5. Provide evidence of holding a Standard Principal, Midmanagement or other Texas Administrator Certificate.

6. Participate in a personal or Skype interview.

Superintendent Certification Program (17 hours):

EDLR 5350   Personnel Administration
EDLR 5360   School Superintendent
EDLR 5453   Public School Finance

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EDLR 5458   School Facilities
EDLR 5375   Practicum in the Superintendency (Fall and Spring semester only)

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Checklist
Admission's Process

Activity	**Date Completed**
Application Completed	_____
Transcripts Submitted	_____
GRE Scores Submitted (if needed)	_____
Survey completed by mentor	_____
Skype interview	_____

Courses/Program

	Date Completed
Block I (Master's only) • EDLR 5310 • EDLR 5313	_____
Block II • EDLR 5311 • EDLR 5349 • EDLR 5370	_____
Block III • EDLR 5320 • EDLR 5333 • EDLR 5271 (Master's only)	_____
Block IV • EDLR 5330 • EDLR 5337 • EDLR 5372	_____

Graduation/Certification

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

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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

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UT Tyler Websites

UT Tyler Homepage

http://www.uttyler.edu/

Educational Leadership and Policy Studies

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

Admissions

http://www.uttyler.edu/graduate/gradadmissions/

Athletics

http://www.uttylerpatriots.com/

Bookstore

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

Financial Aid

http://www.uttyler.edu/financialaid/

Graduate Studies

http://www.uttyler.edu/graduate/

Registrar

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

UT Tyler's Journal of Diversity, Social Justice and Educational Leadership

http://www.uttyler.edu/elps/dsjel/

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