

# EDUCATIONAL ADMINISTRATION

## Master of Science in Education - Educational Administration

Notice: These licensure programs are approved by the Wisconsin Department of Public Instruction and are subject to any changes in licensure requirements that may be established by the state. Students must complete all Wisconsin licensure requirements in place at the time of application for licensure.

The Master of Science in Education (M.S.E.) Degree program in Educational Administration is designed for individuals with limited administrative experience who are seeking initial professional preparation and certification for school leadership positions in:

- PK-12 Director of Instruction
- PK-12 Director of Special Education and Pupil Services
- PK-12 Principalship

The EDAD program knowledge base for the M.S.E. degree in Educational Administration is anchored by a theme of Reflective Scholar Constructivists who are Community Leaders Capable of Knowledge-Based Decision-Making consistent with Wisconsin Administrative Standards and approved by the Wisconsin State Department of Public Instruction (DPI) to provide advanced level professionals with:

1. Basic theory, research and wisdoms of professional practice of educational administration and educational leadership.
2. Advanced graduate coursework required to meet professional certification standards.
3. Professional preparation for entry into specialized educational administrative positions.

## Specialist Degree in Education - Educational Administration

The Specialist Degree in Educational Administration (Ed.S.) is designed as a planned professional program for educational administrators. Administrators seeking admission to the program may wish to increase their competencies or satisfy certification requirements for present professional positions or positions with new and increased responsibilities. The Ed.S. degree is an action, research-based, postgraduate degree. The program graduate will possess an advanced knowledge base that is grounded by current theory, research and wisdoms of professional practice for one's area of specialization within the program. Acquired research and statistical methodological skills are program requirements for the awarding of this degree. The focus of the Specialist program is to provide career educational administrators with an amalgamation of advanced theoretical concepts, specialized professional skills, and technical knowledge. The Specialist Degree is the terminal degree at UW-Superior that requires a minimum of 30 graduate semester credits beyond the master's level. Online courses: Fall, Spring, & Summer.

A cumulative GPA of 3.0 or higher on a 4.0 scale on all undergraduate and graduate coursework is required for program completion for Wisconsin licensure.

The programs of advanced specialization for the postgraduate Specialist Degree is School District Administrator (Superintendent).

The program for the Ed.S. in Educational Administration is designed to provide career education administration professionals with:

1. Development of advanced specialized professional skills for present and/or anticipated future professional leadership positions.
2. Knowledge to apply theoretical concepts which relate to the professional and ethical role of the practitioner.
3. Background in active research and statistical methodology to provide a utilitarian understanding of applied research for informed decision making.

## Specialist Degree Admission Procedure

Admission to the Specialist Degree program will be processed only after all required information and application materials are on file. Students will be admitted under the policies of the UW-Superior Graduate Catalog (<http://catalog.uwsuper.edu/graduate/academic-policies-procedures/>) current as of date of admission to the Ed.S. program. Any student who applies and is admitted to the Ed.S. degree program but fails to attend the university within one calendar year shall have to reapply for admission.

## Application for Admission to Graduate Studies

Application for admission to post-graduate study must be initiated by contacting the UW-Superior Office of Graduate Studies ([gradstudy@uwsuper.edu](mailto:gradstudy@uwsuper.edu)).

## Additional Admission Requirements

1. Current professional résumé or vita.
2. Academic and Professional Purpose Statement.
3. Three years of teaching experience is required prior to admission to administrative licensure programs for applicants holding teaching licenses. For those holding licenses as school counselors, school psychologists, or school social workers, three years minimum of K-12 experience under the license, including employer-verified evidence of at least 540 hours of K-12 classroom teaching under the license, is required prior to admission to administrative licensure programs. Admission to the educational specialist program requires a candidate hold a principal certificate.
4. Hold a masters' degree from an accredited college or university.
5. On the basis of a 4.00 cumulative grade point average (GPA) evaluation scale: Minimum undergraduate cumulative GPA of 2.75 and minimum cumulative 3.00 GPA on a 4.0 scale on all undergraduate and graduate coursework.
6. Undergraduate and Graduate degree official transcripts.
7. Criminal Background Check.
8. Copy of all licenses held.
9. All necessary papers and information filed with the Graduate Studies Office.

There is no conditional admission to the Specialist Degree in Education in Educational Administration.

UW-Superior education programs are approved by the Wisconsin Department of Public Instruction to fulfill licensure requirements for the state of Wisconsin. If you seek licensure in a state other than Wisconsin, please see the UW-Superior Institutional Certification Office web page

(<https://www.uwsuper.edu/frequently-asked-questions/institutional-certification-office-faqs/>) for further information and assistance.

## Advisement and Graduate Faculty Committee

Following initial admission to the Ed.S. program, the Department of Education shall assign the Ed.S. student an advisor.

## Specialist Degree in Educational Administration Internship Requirement

All Ed.S. students must complete a semester long internship for a total of 160 hours in the superintendency. Students must make written application to and obtain approval from the Graduate Field Experience Coordinator. Additionally, students must have written pre-approval from a practicing educational administrator with a District Administrator license who will serve in an on-site supervisory capacity with mentoring responsibility.

The internship is scheduled for an academic school semester. Enrolled students are also expected to attend an internship seminar during the academic year held online.

## Specialist Degree in Educational Administration Program Standards

Each postgraduate student shall complete five-degree program requirements for the Ed.S. degree in Educational Administration:

1. Educational Administration program's required coursework.
2. A 3-credit internship in a superintendency.
3. Comprehensive examination in the superintendency.
4. An e-portfolio. The portfolio is designed to reflect and integrate and demonstrate performance of the eleven Wisconsin Administrative Standards.
5. An Administrative Analysis based on statistical methods and active research.

UW-Superior education programs are approved by the Wisconsin Department of Public Instruction to fulfill licensure requirements for the state of Wisconsin. If you seek licensure in a state other than Wisconsin, please see the UW-Superior Institutional Certification Office web page (<https://www.uwsuper.edu/frequently-asked-questions/institutional-certification-office-faqs/>) for further information and assistance.

## Educational Administration Ed.S. Program Coursework

Code	Title	Hours
EDAD 810	School Human Resources	3.00
EDAD 820	The Superintendency	3.00
EDAD 825	Facilities Planning and Utilization	3.00
EDAD 830	Diverse School Community Relations	3.00
EDAD 850	School Finance and Resource Allocation	3.00
EDAD 842	Professional Ethics for School Administrators	3.00
EDAD 851	Educational Policy Development	3.00
EDAD 863	Internship: Superintendency	1.50
EDAD 864	Internship: Superintendency (two modules are required)	1.50
EDAD 865	Statistical Methods Research	3.00
EDAD 866	Advanced Administrative Analysis	3.00
<b>Total Hours</b>		<b>30.00</b>

To be certified (PI 134) as a superintendent in Wisconsin a candidate must hold a principal license.

### Wisconsin Administrative Standards required courses:

Postgraduate students are required to meet all eleven (11) Wisconsin Administrative Standards (aligned to meet NAELP standards).

Ed.S. candidates are required to complete a minimum of 30 semester credits beyond the master's degree.

A cumulative GPA of 3.0 or higher on a 4.0 scale on all undergraduate and graduate coursework is required for program completion for Wisconsin licensure.

## Admission Procedures Master's Level Program

Application for admission to graduate study in Educational Administration must be initiated by contacting the UW-Superior Office of Graduate Studies ([gradstudy@uwsuper.edu](mailto:gradstudy@uwsuper.edu)).

**Note:** Failure or delays in meeting these requirements are often the reason for delays in admission to Graduate Studies. Admission will not be granted until all requirements are achieved.

## Admission Requirements

1. A professional resume or vitae providing documentation of three years of teaching experience or equivalent. Three years of teaching experience is required prior to admission to administrative licensure programs for applicants holding teaching licenses. For those holding licenses as school counselors, school psychologists, or school social workers, three years minimum of K-12 experience under the license, including employer-verified evidence of at least 540 hours of K-12 classroom teaching under the license, is required prior to admission to administrative licensure programs.
2. Academic and Professional Purpose Statement.
3. A cumulative 2.75 GPA on a 4.0 scale on all undergraduate and graduate coursework.
4. Undergraduate and graduate degree official transcripts.
5. Criminal Background Check.
6. Copy of all licenses held.

There is no conditional admission to the MSE-Educational Administration Program (Principal, Director of Instruction, Director of Special Education).

UW-Superior education programs are approved by the Wisconsin Department of Public Instruction to fulfill licensure requirements for the state of Wisconsin. If you seek licensure in a state other than Wisconsin, please see the UW-Superior Institutional Certification Office web page (<https://www.uwsuper.edu/frequently-asked-questions/institutional-certification-office-faqs/>) for further information and assistance.

## Licensure Requirements

W-Superior education programs are approved by the Wisconsin Department of Public Instruction to fulfill licensure requirements for the state of Wisconsin. If you seek licensure in a state other than Wisconsin, please see the UW-Superior Institutional Certification Office web page (<https://www.uwsuper.edu/frequently-asked-questions/institutional-certification-office-faqs/>) for further information and assistance.

## Admission Categories

Educational administration admission requirements may exceed those required of other graduate programs of the UW-Superior. A potential graduate student may take a maximum of nine credits in the EDAD program as a Special Student before unconditional admission.

**Note:** No student shall be awarded a graduate degree in Educational Administration until the student has completed application for a graduate degree.

A cumulative GPA of 3.0 or higher on a 4.0 scale is required on all undergraduate and graduate coursework for program completion for Wisconsin licensure.

## Degree Requirements

**30 total graduate credits with a cumulative GPA of 3.00 or greater**

### M.S.E. Program Components

Each student shall complete four-degree program requirements for the M.S.E. degree in Educational Administration which include:

- Educational Administration program course requirements.
- Four (1.5 credit) practicums for a total of six credits and 320 hours in one's area of specialization. Students can not complete practicum hours during the summer months. Practicum hours shall be completed during course enrollment Fall Term 1 through Spring Term 2 university calendar year.
- Comprehensive examination in one's area of specialization.
- An e-portfolio. The portfolio is designed to reflect, integrate and demonstrate performance of the eleven Wisconsin Administrative Standards.

### Educational Administration M.S.E. Program Coursework

Online Courses: Fall, Spring, & Summer

#### PK-12 Principalship Required Courses

Code	Title	Hours
EDAD 700	Administrative Leadership	3.00
EDAD 710	Supervision of Instruction	3.00
EDAD 711	Curriculum Management and Development K-12	3.00
EDAD 720	School Business Administration	3.00
EDAD 721	The Principalship	3.00
EDAD 728	Diversity and Social Justice in Schools	3.00
EDAD 741	Conflict Resolution and Mediation in K-12 Educational Settings	3.00
EDAD 750	School Law	3.00
EDAD 724	Practicum - PreK-12 Principal <sup>1</sup>	1.50
EDAD 725	Practicum - PreK-12 Principal <sup>1</sup>	1.50
EDAD 726	Practicum - PreK-12 Principal <sup>1</sup>	1.50
EDAD 727	Practicum - PreK-12 Principal <sup>1</sup>	1.50
<b>Total Hours</b>		<b>30.00</b>

<sup>1</sup> Yearlong minimum 320-hour administrative field experience and seminar (four 1.5 credit modules for a total of 6 credits) in a grades PK-12 Principalship setting. Prerequisite: Completion of nine EDAD credits with EDAD 721 The Principalship, EDAD 741 Conflict Resolution and Mediation in K-12 Educational Settings, and EDAD 750 School Law as nine of the nine credits. (Passing each course with a C or

better). Must take EDAD 724 Practicum - PreK-12 Principal, EDAD 725 Practicum - PreK-12 Principal, EDAD 726 Practicum - PreK-12 Principal, and EDAD 727 Practicum - PreK-12 Principal for degree and licensure requirements in order and with a passing grade for each course before enrolling into the next practicum course.

If a student holds another administrative license through UW-Superior EDAD program, students are required to take EDAD 726 Practicum - PreK-12 Principal and EDAD 727 Practicum - PreK-12 Principal for licensure requirements in order and with a passing grade for each course before enrolling into the next practicum course. These would be taken after completion of the initial licensure requirements of a previous UW-Superior EDAD program.

#### Director of Special Education and Pupil Services Required Courses

Code	Title	Hours
EDAD 700	Administrative Leadership	3.00
EDAD 710	Supervision of Instruction	3.00
EDAD 711	Curriculum Management and Development K-12	3.00
EDAD 720	School Business Administration	3.00
EDAD 728	Diversity and Social Justice in Schools	3.00
EDAD 730	Administration and Supervision Of Special Education and Pupil Services	3.00
EDAD 741	Conflict Resolution and Mediation in K-12 Educational Settings	3.00
EDAD 832	Special Education Law	3.00
EDAD 734	Practicum- Director of Special Education <sup>1</sup>	1.50
EDAD 735	Practicum- Director of Special Education <sup>1</sup>	1.50
EDAD 736	Practicum- Director of Special Education <sup>1</sup>	1.50
EDAD 737	Practicum- Director of Special Education <sup>1</sup>	1.50
<b>Total Hours</b>		<b>30.00</b>

<sup>1</sup> Yearlong minimum 320-hour administrative field experience and seminar (four 1.5 credit modules for a total of 6 credits) in a grades PK-12 Director of Special Education & Pupil Service setting. Prerequisite: Completion of nine EDAD credits with EDAD 832 Special Education Law, EDAD 741 Conflict Resolution and Mediation in K-12 Educational Settings, and EDAD 730 Administration and Supervision Of Special Education and Pupil Services as nine of the nine credits. (Passing each course with a C or better). Must take EDAD 734 Practicum- Director of Special Education, EDAD 735 Practicum- Director of Special Education, EDAD 736 Practicum- Director of Special Education, and EDAD 737 Practicum- Director of Special Education for degree and licensure requirements in order and with a passing grade for each course before enrolling into the next practicum course. If a student holds another administrative license through UW-Superior EDAD program, students are required to take EDAD 736 Practicum - Director of Special Education & Pupil Services and EDAD 737 Practicum - Director of Special Education & Pupil Services for licensure requirements in order and with a passing grade for each course before enrolling into the next practicum course. These would be taken after completion of the initial licensure requirements of a previous UW-Superior EDAD program.

**PK-12 Director of Instruction Required Courses**

Code	Title	Hours
EDAD 701	The Director of Instruction	3.00
EDAD 700	Administrative Leadership	3.00
EDAD 710	Supervision of Instruction	3.00
EDAD 711	Curriculum Management and Development K-12	3.00
EDAD 720	School Business Administration	3.00
EDAD 728	Diversity and Social Justice in Schools	3.00
EDAD 741	Conflict Resolution and Mediation in K-12 Educational Settings	3.00
EDAD 750	School Law	3.00
EDAD 704	Practicum - Director of Instruction <sup>1</sup>	1.50
EDAD 705	Practicum - Director of Instruction <sup>1</sup>	1.50
EDAD 706	Practicum - Director of Instruction <sup>1</sup>	1.50
EDAD 707	Practicum - Director of Instruction <sup>1</sup>	1.50
<b>Total Hours</b>		<b>30.00</b>

<sup>1</sup> Yearlong minimum 320-hour administrative field experience and seminar (four 1.5 credit modules for a total of 6 credits) in a grades PK-12 Director of Instruction setting. Prerequisite: Completion of nine EDAD credits with EDAD 701 The Director of Instruction, EDAD 741 Conflict Resolution and Mediation in K-12 Educational Settings, and EDAD 750 School Law as nine of the nine credits. (Passing each course with a C or better). Must take EDAD 704 Practicum - Director of Instruction, EDAD 705 Practicum - Director of Instruction, and EDAD 706 Practicum - Director of Instruction and EDAD 707 Practicum - Director of Instruction for degree and licensure requirements in order and with a passing grade for each course before enrolling into the next practicum course.

If a student holds another administrative license through UW-Superior EDAD program, students are required to take EDAD 706 Practicum - Director of Instruction and EDAD 707 Practicum - Director of Instruction for licensure requirements in order and with a passing grade for each course before enrolling into the next practicum course. These would be taken after completion of the initial licensure & requirements of a previous UW-Superior EDAD program.

**Practicum Requirement**

All M.S.E. students must complete a year-long, (four 1.5 credit) practicums for a minimum of 320 hours in their area of specialization. Students must make written application to and obtain prior approval from the Graduate Field Experience Coordinator. Additionally, students must have written pre-approval from a licensed school administrator (i.e., within the area of licensure) who will serve in an on-site supervisory capacity with mentoring responsibility. Students must have completed or be concurrently enrolled in a minimum of nine semester credits in Educational Administration graduate coursework.

The practicum is scheduled for one entire academic year. Enrolled students are expected to attend two practicum seminars (fall and spring) held online. The first field experience will be for a total of six credits and any future field experience for an add-on administrative certification will be for three credits.

**Standards-Based Professional Development for School Leaders Knowledges -- Performances****Wisconsin Administrative Standards Coursework**

The student is required to meet all eleven (11) Wisconsin Administrative standards; however, one or more of the above prescribed course requirements may be substituted by the student's advisor if the substitution meets the standard.

**The Wisconsin Administrative Standards**

The eleven administrator standards for administrator development and licensure are:

- 1. Mission, Vision, and Core Values.** Effective educational leaders develop, advocate, and enact a shared mission, vision, and core values of high-quality education, academic success, and well-being of each pupil.
- 2. Ethics and Professional Norms.** Effective educational leaders act ethically and according to the professional norms to promote each pupil's academic success and well-being.
- 3. Equity and Cultural Responsiveness.** Effective educational leaders strive for equity of educational opportunity and culturally responsive practices to promote each pupil's academic success and well-being.
- 4. Curriculum, Instruction, and Assessment.** Effective educational leaders develop and support intellectually rigorous and coherent systems of curriculum, instruction, and assessment to promote each pupil's academic success and well-being.
- 5. Care and Support.** Effective educational leaders cultivate an inclusive, caring, and supportive school community to promote each pupil's academic success and well-being.
- 6. Professional Capacity of School Personnel.** Effective educational leaders develop the professional capacity and practice of school personnel to promote each pupil's academic success and well-being.
- 7. Professional Community.** Effective educational leaders foster a professional community of teachers and other professional staff to promote each pupil's academic success and well-being.
- 8. Meaningful Engagement.** Effective educational leaders engage families and the community in meaningful, reciprocal, and mutually beneficial ways to promote each pupil's academic success and well-being.
- 9. Operations and Management.** Effective educational leaders effectively manage school operations and resources to promote each pupil's academic success and well-being.
- 10. School Improvement.** Effective educational leaders act as agents of continuous school improvement to promote each pupil's academic success and well-being.
- 11. Teacher Standards.** Effective educational leaders understand and demonstrate competence in the teacher standards under s. PI 34.002.

**Plans of Study**

Students must consult with their graduate advisor to obtain an approved Plan of Study.

**Certification-Only Graduate Students**

Persons possessing a master's degree in an area other than educational administration may be recommended for certification by completion of the approved program at UW-Superior. Graduate coursework from the student's earned master's degree may be applied – where appropriate – to satisfy certification requirements of the approved program. Coursework,

however, must clearly parallel those approved program requirements to substitute for such.

A cumulative GPA of 3.0 or higher on a 4.0 scale is required on all undergraduate and graduate coursework for program completion for Wisconsin licensure.

**Note:** Certification-only graduate students are required to file an admission to EDAD certification form with the Graduate Studies Office. This is a parallel requirement to degree-seeking candidates, who must file an application with the Graduate Studies Office. Upon completing the certification-only requirements, it is the responsibility of the graduate student to obtain written verification of such from the advisor and submit such to the Certification Office with appropriate license application materials. Admission requirements are the same for certification only students as degree seeking students.

Graduate coursework earned at an accredited institution of higher education other than UW-Superior pertinent to the intended certification shall not be transferred into the student's UW-Superior official academic record.

Although prior master's degree graduate coursework may satisfy certain specific approved program requirements, prior master's degree earned graduate coursework shall not be used to meet the minimum required graduate credits for a M.S.E. in Educational Administration.

Students seeking educational administration certification in this manner shall complete all requirements of the approved program including:

1. Admission to the Educational Administration program. There is no conditional admission to this program.
2. Certification coursework plan filed with advisor.
3. Submission of advisor-verified certification-only plan with certification application materials.