ED.M. PROGRAM IN EDUCATIONAL ADMINISTRATION AND SUPERVISION (OPTION B)
Leading to Principal Certification Only
Revised October, 2016 - for students admitted for spring 2017 or later

I. PROGRAM DESCRIPTION: At the master’s degree level, typical programs are offered for aspiring school principals, supervisors, and leaders in higher education.

To obtain a Master of Education degree in administration and supervision within elementary or secondary education, students must choose one of the following options. Option A (39 credits) meets the requirements for New Jersey principal and supervisor certification. Option B (36 credits) prepares students for the principal certification only. Option C (30 credits) prepares students who are not interested in receiving such certification(s).

Please note that the Educational Leadership Program, Option B does not accept credits earned at other universities.

This Control Sheet pertains only to Option B.

II. APPLICATION DEADLINES:
Fall admission - February 1 deadline
Spring admission - November 1 deadline

III. APPLICATION REQUIREMENTS: To be considered for admission to the program, applicants must provide the following before the deadline:
1. Personal statement
2. Three letters of recommendation including one letter from the applicant’s current or previous school principal or superintendent, on school letterhead, certifying the completion of three years of successful, full-time employment under a New Jersey Standard Instructional Certificate or Educational Services Certificate.
3. Photocopy or electronic copy of a New Jersey Standard Instructional Certificate or Educational Services Certificate.
4. Official undergraduate transcripts

Only complete applications will be reviewed.

IV. HOW TO APPLY: Applications are submitted online at the Graduate Admissions website:
http://gradstudy.rutgers.edu/
1. Click on “Apply Now” and follow the instructions given.
2. Choose "Degree Application", for Application Type.
3. For Program Name choose "Education: Administration and Supervision" from the drop down menu.
4. Across from “Education: Administration and Supervision 15230", click the link for the semester you want to apply for.
5. Under First Preference Concentration, choose “Principal Certification (EdM only)”. (2nd and 3rd preferences can be left blank.)
6. Complete the application by providing the requested information.
7. Supporting materials must be submitted online or mailed to the Graduate Admissions office at Office of Graduate and Professional Admissions (New Brunswick), Rutgers, The State University of New Jersey, 56 Bevier Road, ASB Annex I, Piscataway, NJ 08854, U.S.A.
8. Enter payment information for the non-refundable application fee.
9. Submit your application and authorize payment for the non-refundable application fee.
V. **HIB TRAINING:** All candidates for certification must complete pre-service training in the prevention of harassment, intimidation, and bullying (HIB).

VI. **SCHOOL LEADERSHIP SERIES TESTS:** To be certified as a principal in New Jersey, graduates of the GSE’s master’s program in educational administration must pass the School Leaders Licensure Assessment. For more information on the SLLA, see [http://www.ets.org/s/sls/pdf/6011.pdf](http://www.ets.org/s/sls/pdf/6011.pdf). For more information on state principal certification requirements, see [http://www.state.nj.us/education/educators/license/sl/](http://www.state.nj.us/education/educators/license/sl/).

VII. **COMPREHENSIVE EXAMINATION:** No comprehensive examination is required.

VIII. **PROFESSIONAL EDUCATION REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Phase/Semester</th>
<th>Semesters Offered</th>
<th>Course Number</th>
<th>Course Name</th>
<th>Credits</th>
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<tr>
<td><strong>Required Courses in Educational Administration</strong></td>
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<tr>
<td>Spring</td>
<td>15:230:500</td>
<td>Foundations of Educational Administration and Supervision</td>
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<tr>
<td>Fall</td>
<td>15:230:501</td>
<td>Leadership and Communication Skills in Educational Supervision</td>
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<tr>
<td>Spring</td>
<td>15:230:507</td>
<td>Education Law or New Jersey Education Law</td>
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<td>Spring</td>
<td>15:230:607</td>
<td>Personnel Administration</td>
<td>3</td>
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<td>Fall</td>
<td>15:230:520</td>
<td>Public School Finance</td>
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<td>Sp/Sum/F</td>
<td>15:230:521</td>
<td>Supervision of Instruction</td>
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<tr>
<td>Spring</td>
<td>15:230:522</td>
<td>Decision Analysis I or Assessment/Data/Problem Solving</td>
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<td>Fall</td>
<td>15:230:615</td>
<td>Internship in Educational Administration I*</td>
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<tr>
<td>Spring</td>
<td>15:230:531</td>
<td>Internship in Educational Administration II*</td>
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<td><strong>Education Administration Electives (select 2)</strong></td>
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<td>15:230:___</td>
<td>Educational Administration Elective</td>
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<td>Spring</td>
<td>15:310:512</td>
<td>Race, Ethnicity, and Inequality in Education</td>
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<td>Spring</td>
<td>15:310:540</td>
<td>Gender and Education</td>
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<tr>
<td>Summer</td>
<td>15:310:542</td>
<td>Urban Education</td>
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</table>

**Total Credits:** 36

* This course has a field experience component. To be eligible to register for Internship I and II, Ed.M. students must have earned at least 15 credits in Education Administration and Supervision.

IX. **PROGRAM FACULTY:**

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