

ED.M. PROGRAM IN EDUCATIONAL LEADERSHIP (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 and graduate 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 masters 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>. For more information on state principal certification requirements, see <http://www.state.nj.us/education/educators/license/sl/>.
- VII. **COMPREHENSIVE EXAMINATION:** No comprehensive examination is required.

VIII. **PROFESSIONAL EDUCATION REQUIREMENTS:**

Phase/ Semester	Semesters Offered	Course Number	Course Name	Credits	
				Grad	Total
Required Courses in Educational Administration	Spring	15:230:500	Foundations of Educational Administration and Supervision	3	30
	Fall	15:230:501	Leadership and Communication Skills in Educational Supervision	3	
	Spring	15:230:505	School-Community Relations: The Politics of Education	3	
	Spring	15:230:507	Education Law or	3	
	Spring	15:230:607	New Jersey Education Law	3	
	Spring	15:230:514	Personnel Administration	3	
	Fall	15:230:520	Public School Finance	3	
	Sp/Sum/F	15:230:521	Supervision of Instruction	3	
	Spring	15:230:522	Decision Analysis I or	3	
	Fall	15:230:615	Assessment/Data/Problem Solving	3	
Fall	15:230:530	Internship in Educational Administration I*	3	6	
Spring	15:230:531	Internship in Educational Administration II*	3		
Education Administration Electives (select 2)		15:230:___	Educational Administration Elective		3
		15:230:___	Educational Administration Elective		3
	Spring	15:310:512	Race, Ethnicity, and Inequality in Education		3
	Spring	15:310:540	Gender and Education		3
	Summer	15:310:542	Urban Education	3	
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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