

NON-DEGREE ENDORSEMENT PROGRAM IN TEACHER LEADERSHIP **Leading to NJ Teacher Leadership Certification**

- I. PROGRAM DESCRIPTION:** This 12-credit endorsement in Teacher leadership is available to individuals who hold a Standard Instructional Certificate in the state of New Jersey and who have at least four years of teaching experience. Students already enrolled in a degree program at the GSE, who already possess a Standard may complete the endorsement program in conjunction with their degree program. In addition, non-degree-seeking students may complete the program on a non-matriculated basis (see below for more information about this option).

The program has three goals: (1) to prepare teacher leaders to work in diverse settings with an understanding of how collaborative culture supports educator development and student learning; (2) to prepare teacher leaders who are knowledgeable about the use of data, assessments, and research to facilitate improvements in instruction and learning; (3) to foster an understanding of the range of teacher leader roles and practices and how they contribute to improved outreach, family and community collaboration, and educational advocacy.

- II. APPLICATION DEADLINES:** No applications can be admitted less than two weeks before the beginning of the semester in which the program would be started. Applications must be submitted and complete at least two weeks before the beginning of the fall or spring semester.
- III. APPLICATION REQUIREMENTS:** To be considered for admission to the program, applicants must provide all of the following:
1. Photocopy or electronic copy of a New Jersey Standard Instructional Certificate.
 2. One letter of recommendation.
 3. Photocopies or electronic copies of annual summative teaching evaluations rated effective or highly effective for not less than 2 of the previous 3 years.
 4. Proof of employment as a teacher for not less than 4 years.
 5. Official undergraduate transcripts. Applicants are not usually admitted with a GPA less than 3.0 in their most recent degree.

Only complete applications will be reviewed.

IV. HOW TO APPLY:

Current Rutgers University Students: All applicants who are **currently** enrolled in a program at Rutgers University and wish to begin the endorsement program while continuing their current program should contact the GSE Office of Student and Academic Services (OSAS) at academic.services@gse.rutgers.edu.

Non-Rutgers University Students: Applicants who are **not currently** enrolled in a program at Rutgers University apply online at the Graduate Admissions website: <http://gradstudy.rutgers.edu/>

1. Click on "Create Account or Login" and follow the instructions given.
2. Under "Start an application today!", click **Apply Now**
[Application Selection](#)
3. For "Level of Application", select **Graduate**
4. For "Applicant Type", select **Certificate**
5. Continue filling out the application, following the on-screen instructions.
[Program of Study](#)
6. Under "Program Information", make sure **Certificate** is selected for "Applicant Type"

7. For "Area of Study", select **Education**
8. For "Location/Instructional Method", select **New Brunswick**
9. For "Program Selection", select **Education - Teacher Leadership Certification (Endorsement) New Brunswick**
10. Complete the rest of the application by providing the requested information.
11. Supporting materials should be submitted online. Materials that must be mailed should be addressed to: Office of Graduate and Professional Admissions, Rutgers, The State University of New Jersey, Proctor Hall, Suite 308, 65 Davidson Road, Piscataway, NJ 08854, U.S.A.
12. Enter payment information for the non-refundable application fee.
13. Submit your application.

Applicants are responsible for reviewing and confirming that they meet program requirements **before** the application is submitted. Rutgers Graduate School of Education **WILL NOT** refund the application fee if an applicant is not accepted.

When the entire application process is complete, students simply register for the courses in the program as described on the program handouts and on the GSE website gse.rutgers.edu. It is the responsibility of the student to enroll in all of the required courses through Rutgers University. **No program requirements may be met at any other institution.** Students are expected to maintain a "B" or better average as a non-degree student. Accepted students will have 5 years to complete the program.

After completing all of the required courses in the program, students should contact the Office of Academic Services at the GSE to notify them and to secure an application for the state endorsement. GSE personnel will then forward the completed application to Trenton along with a recommendation that the certification be awarded.

V. PROFESSIONAL EDUCATION REQUIREMENTS:

Semesters Offered	Course Number	Course Name	Credits
Spring	15:230:505	School-Community Relations: The Politics of Education	3
Spring	15:267:604	Models of Professional Development and Change	3
Sp/Sum	15:267:618 or	Teacher Leadership Inquiry or	3
Fall	15:255:538	Teacher as Researcher	
Fall	15:267:622	Teacher Leadership: Theory & Practice	3
Fall/Spring	15:267:525	Clinical Practice in Teacher Leadership (take each semester)	0
Total Credits			12

VI. HIB TRAINING: All candidates for certification must complete pre-service training in the prevention of harassment, intimidation, and bullying (HIB).

VII. PORTFOLIO: Students will be participating in an online instructional and evaluation system that will archive artifacts from classes to be specified by the faculty. Students must submit artifacts for this on-line portfolio throughout their program as directed by their program faculty. Details of this portfolio are specified in the *Student Policy and Procedures Handbook*.

VIII. COMPREHENSIVE EXAMINATION: No comprehensive examination is required.

IX. PROGRAM FACULTY:

Melinda Mangin, Ph.D. Rutgers University Graduate School of Education
 phone: 848-932-0723 email: melinda.mangin@gse.rutgers.edu

office: 021