



ED.M. PROGRAM IN EDUCATIONAL ADMINISTRATION AND SUPERVISION (OPTION A)

Leading to Principal AND Supervisor Certification

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 A does not accept credits earned at other universities.

This Control Sheet pertains only to Option A.

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
 - a. One recommendation must be from the applicant's current or previous supervisor or HR department, on school district letterhead, certifying the completion of **three years** of successful, full-time employment under a New Jersey Standard Instructional 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 "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 **Degree**
5. Continue filling out the application, following the on-screen instructions.
Program of Study
6. Under "Program Information", make sure **Degree** is selected for "Applicant Type"
7. For "Degree Type", select **Master's (e.g. MA, MS, EdM, MFA)**
8. For "Area of Study", select **Education**
9. For "Location/Instructional Method", select **New Brunswick**
10. For "Program Selection", select **Education - Administration and Supervision (EDM) New Brunswick**

Program Details

11. For "First Preference Concentration", select **Principal and Supervisor Certifications**. (2nd and 3rd preferences can be left blank.)
12. Complete the rest of the application by providing the requested information.
13. Enter payment information for the non-refundable application fee.
14. Submit your application.

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>. 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:

	Course Number	Course Name	Credits	
			Grad	Total
Required Courses in Educational Administration	15:230:500	Foundations of Educational Administration and Supervision	3	27
	15:230:501	Leadership and Communication Skills in Educational Supervision	3	
	15:230:505	School-Community Relations: The Politics of Education	3	
	15:230:507 or 15:230:607	Education Law New Jersey Education Law	3	
	15:230:514	Personnel Administration	3	
	15:230:520	Public School Finance	3	
	15:230:522 or 15:230:615	Decision Analysis I Assessment/Data/Problem Solving	3	
	15:230:530	Internship in Educational Administration I*	3	
	15:230:531	Internship in Educational Administration II*	3	
(2 required)	15:230:521	Supervision of Instruction	3	6
	15:310:500 or 15:250:504	Curriculum and Instruction Foundations of Curriculum	3	
(2 electives with advisement and/or approval of Educational Administration advisor)	15:310:505	Curriculum Development in the Secondary School	3	6
	15:310:510	Curriculum of Middle and Junior High School	3	
	15:251:572	Curriculum Development in the Elementary School	3	
Total Credits				39

* 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.