

Tarleton State University
Department of Educational Leadership and Policy Studies

Master of Education Degree/ Educational Administration (Form 041307)

Student: _____ Social Security No.: ____ - ____ - ____
 Date: ____ / ____ / ____

TO: THE DIRECTOR OF GRADUATE STUDIES: Having received the following undergraduate degree:

_____	_____	_____	_____
Degree(s)	Date Rcvd	Major Subject	Institution

I submit below, for approval of the Graduate Council, my complete course of study leading to the degree of Master of Education, major subject, Educational Administration, for which I anticipate qualifying for on _____ (date).

Course No.	Course Title	Credit Hrs.	Grade	Semester
PSY 504	<i>Human Development</i>	3		
EDU 502	<i>Educational Sociology</i>	3		
EDU 538	<i>Curriculum Design and Implementation</i>	3		
EDU 598 -or- EDAD 501	<i>Techniques of Research (and Evaluation)</i>	3		
EDAD 500* (Precursor Core)	<i>Foundations in Educational Administration</i>	3		
EDAD 507 # (Core Class)	<i>Programs and Procedures in Supervision#</i>	3		
EDAD 509 # (Core Class)	<i>Public School Laws#</i>	3		
EDAD 512 # ** (Core Class)	<i>Administration of Public Schools and Special Services#</i>	3		
EDAD 516 # (Core Class)	<i>Instructional Leadership#</i>	3		
EDAD 539 # (Core Class)	<i>Processes in Educational Leadership#</i>	3		
(Advisor-Approved) Graduate-Level Elective**	_____	3		
Graduate-level Elective	_____	3		

TOTAL HOURS LISTED FOR CREDIT: 36 (# - EDAD core class)

APPROVAL RECOMMENDED:

 Committee Chair / (Print Name)

 Signature of Student

 Member

 Address

 Member

 Department Head

 APPROVED: For the Graduate Council Date

(Note attached information regarding degree program requirements)

1. * The EDAD 500 class must be taken and successfully completed before enrolling in any of the remaining EDAD core classes (EDAD 507 through EDAD 539).
2. No classes in the master's degree plan of study can be older than six years at the time of degree confirmation.
3. No more than three hours (one course) can be transferred from another postsecondary institution for substitution within the EDAD core classes sequence (EDAD 507, 509, 512, 516, and 539), and the following stipulations must be met by the student seeking course transfer into the core sequence: (a) *an original transcript indicating the course number and name as well as the number of course credit hours and final grade must be provided to the TSU College of Graduate Studies after a copy of the aforementioned information has been provided and approved for transfer substitution by the advisor. Also, the advisor will place a copy of this information in the respective student's EDAD Program file; and (b) a copy of the course syllabus and multiple examples of student work must also be provided the advisor.*
4. Furthermore, no more than six (6) hours total can be transferred into this degree program (including foundations, core, and elective courses).

Tarleton State University
 Department of Educational Leadership and Policy Studies

Principal Certification Plan (Form 041307)

Name: _____ Social Security No.: ____-____-____
 Complete Home Mailing Address: _____
 Town/City: _____ State: _____ Zip Code: _____
 Telephone(s): (Home) (____)/____-____; (Work) (____)/____-____
 E-Mail Address(es): (Home) _____; (Work) _____
 Undergraduate Degree: _____ Specialization Area: _____
 Institution: _____ Location: _____
 Date of Undergraduate Degree Confirmation: _____

-Foundations Courses (15 hours)-

Dept/Course No.	Course Title	Comments	Hours	Grade
PSY 504	Human Development		3	
EDU 502	Educational Sociology		3	
EDU 538	<i>Curriculum Design & Implementation</i>		3	
EDU 598 -or- EDAD 501	<i>Techniques of Research (and evaluation)</i>		3	
EDAD 500*	<i>Foundations in Educational Administration</i>		3	

-Core Courses (18 hours)-

Dept/Course No.	Course Title	Comments	Hours	Grade
EDAD 507	<i>Programs and Procedures in Supervision</i>		3	
EDAD 509	<i>Public School Laws</i>		3	
EDAD 512	<i>Administration of Public Schools and Special Services</i>		3	
EDAD 516	<i>Instructional Leadership</i>		3	
EDAD 539	<i>Processes in Educational Leadership</i>		3	
EDAD 599**	<i>Internship for the Principalship</i>		3	

-Electives Courses (6 hours)-

Dept/Course No.	Course Title	Comments	Hours	Grade
_____	_____		3	
_____	_____		3	

Total Hours: 39

(Note additional information on attached page)

Program Notes:

1. * **The EDAD 500 class must be taken and successfully completed *before* enrolling in *any* of the remaining EDAD core classes (EDAD 507 through EDAD 539).**
2. **No classes in the core course sequence can be older than six years at the time of application for the Principal TExES Examination or for concluding certification processing (the same also applies for a transfer course).**
3. **No more than three hours (one course) can be transferred from another postsecondary institution for substitution within the EDAD core classes sequence (EDAD 507, 509, 512, 516, and 539) with the following stipulations being met by the student seeking course transfer into the core sequence: (a) an original transcript indicating the course number, name, credit hours, and grade as well as a copy of the course descriptive narrative from the appropriate postsecondary institution catalogue must be provided initially to the academic advisor for course transfer consideration; (b) a copy of the course syllabus and multiple examples of student work must be provided the advisor; and (c) if course transfer is approved by the advisor, the student will also provide this same information to the TSU College of Graduate Studies.**
4. **No more than 12 hours can be totally transferred into this program (involving foundations, core, and elective courses).**
5. ****No more than one of the EDAD core classes (EDAD 507 through EDAD 539) must remain to be taken by the student prior to enrolling and participating in the concluding EDAD 599 “Internship for the Principalship” course. If a student has one remaining core class to take, he/she can request permission of the EDACOP Departmental Chairperson to register to enroll in the remaining core class *concurrently* with the principal internship course.**
6. **Additional professional development requirements (Continuing Professional Education [CPE] units) must be completed prior to the student obtaining eligibility for Standard Principal Certification.**

Student Signature

Date

Advisor Signature

Date

Dept. Chair Initials

Tarleton State University
Department of Educational Leadership and Policy Studies

Post-Master Principal Certification Plan (Form 041307)

Name: _____ Social Security No.: ____-____-____
 Complete Home Mailing Address: _____
 Town/City: _____ State: _____ Zip Code: _____
 Telephone(s): (Home) (____)/____-____; (Work) (____)/____-____
 E-Mail Address(es): (Home) _____; (Work) _____
 Master's Degree: _____ Specialization Area: _____
 Institution: _____ Location: _____
 Date of Master's Degree Confirmation: _____

Dept/Course No.	Course Title	Comments	Hours	Grade
EDAD 500*	<i>Foundations in Educational Administration</i>		3	
EDAD 507	<i>Programs and Procedures in Supervision</i>		3	
EDAD 509	<i>Public School Laws</i>		3	
EDAD 512**	<i>Administration of Public Schools and Special Services</i>		3	
EDAD 516	<i>Instructional Leadership</i>		3	
EDAD 539	<i>Processes in Educational Leadership</i>		3	
EDAD 599**	<i>Internship for the Principalship</i>		3	
(Advisor-Approved) Graduate-Level Elective**	_____		3	

Total Hours: 24

Program Notes:

- * The EDAD 500 class must be enrolled in at the outset of program participation, and can be taken in conjunction with another/other EDAD core class(es) during the *initial* semester of student participation in the Post-Master Principal Certification Program.

(notes continued on the attachment)

2. **No classes in the core course sequence can be older than six years at the time of application for the Principal TExES Examination or for concluding certification processing (the same also applies for a transfer course).**
3. **No more than three hours (one course) can be transferred from another postsecondary institution for substitution within the EDAD core classes sequence** (EDAD 507, 509, 512, 516 and 539) with the following stipulations being met by the student seeking course transfer into the core sequence: *(a) an original transcript indicating the course number, name, credit hours, and grade and a course descriptive narrative from the appropriate postsecondary institution catalogue must be provided initially to the academic advisor for course transfer consideration; (b) a copy of the course syllabus and multiple examples of student work must be provided the advisor; and (c) if course transfer is approved by the advisor, the student will also provide this same information to the TSU College of Graduate Studies.*
4. ****No more than one of the EDAD core classes (EDAD 507 through EDAD 539) must remain to be taken by the student prior to enrolling and participating in the concluding EDAD 599 “Internship for the Principalship” course. If a student has one remaining core class to take, he/she must request permission of the EDACOP Departmental Chairperson to register to enroll in the remaining core class *concurrently* with the principal internship course.**
5. **Additional professional development requirements (Continuing Professional Education [CPE] units) must be completed prior to the student obtaining eligibility for Standard Principal Certification. These requirements will be presented/discussed within the EDAD 500 class.**

_____	_____	
Student Signature	Date	
_____	_____	_____
Advisor Signature	Date	Dept. Chair Initials