



COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT

EDUCATIONAL ADMINISTRATION HANDBOOK

*MASTER'S DEGREE PROGRAM

*PRINCIPAL CERTIFICATION
PROGRAM

*SUPERINTENDENT
CERTIFICATION PROGRAM

Note: This handbook is subject to change without prior notification and updates will be available in the Educational Administration Program. The Handbook is a resource for program planning and general guidance, to be used in conjunction with the requirements and parameters detailed in the graduate catalog.

Updated Spring 2018

Congratulations on continuing your education. You are to be commended and the faculty and staff of the Educational Administration (EDAD)Program are looking forward to working with you in the program.

This handbook was developed to help answer questions and/or concerns that may arise during your graduate program. I realize that each student's program is unique, but it is hoped that this guidebook will help guide you in your endeavors. This guidebook, along with your graduate catalog and the College of Graduate Studies Handbook can assist you throughout your program. Please know that you are welcome to visit with faculty, staff and me at any time. While it is your responsibility to see that all requirements are met, faculty and staff will be glad to assist you and to answer any questions you may have.

Within this guidebook, you will find pertinent information to include:

1. Contact information of all Educational Administration (EDAD) faculty
2. Comprehensive exam information
3. Professional certification requirements
4. Certification application procedures
5. TExES Examination protocol

Should you have any questions regarding our Master of Science degree in Educational Administration, Principal Preparation, and Superintendent Preparation Programs, please contact the Educational Administration Program Office.

Again, welcome to the Educational Administration Program. It is our sincere wish that we provide you with a vigorous and challenging program for significant positions in educational leadership.

Dr. Richard Ricard, Associate Dean

Interim Chair and Program Coordinator

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Educational Administration Program

Overview

The Master's Program in Educational Administration is a leader in preparing PreK-20 school administrators throughout South Texas, nationwide, and internationally. This learner-centered program prepares graduates to meet challenges of school leadership positions such as leadership positions at the campus, district, and institutional level throughout Texas. All graduates are expected to have the capacity to lead diverse schools, understand the self, and to articulate/solve local problems of practice.

Our Vision

Candidates from the Master's in Educational Administration (EDAD) Program will explore the self, others, and organizations to facilitate school improvement specific to rural, urban, and suburban contexts within a rapidly changing Texas.

Program Benefits

- The Master's in Educational Administration Program provides opportunities for students to develop in-depth understanding about leadership roles and responsibilities, working with community at-large, policy administration, and contemporary educational issues.
- Coursework is designed around issues of equity and social justice research within contexts of rural, urban, and suburban schools.
- Graduates of the program are prepared to advocate, nurture and sustain a campus culture and instructional program conducive to student learning and faculty professional growth.
- While the majority of the classes are delivered in a hybrid/combined face-to-face and on-line format, some classes are synchronous and asynchronous.

Learning Experiences

The Learning Experiences in:

- *the ethics of leadership* prepare the graduates to model and promote the highest standard of conduct, ethical principles, and integrity in decision-making, actions, and behaviors.
- *the development of campus culture* prepare the graduates to create a campus culture that sets high expectations, promotes learning, and provides intellectual stimulation for self, students, and staff.

- *human resources leadership* prepare students to collaboratively develop, implement, and revise a comprehensive and on-going plan for professional development of campus staff which addresses staff needs and aligns professional development with identified goals, to further develop necessary knowledge and skills, and to model lifelong learning.
- *communication and community relations* prepare students to demonstrate effective communication and collaboration that will establish partnerships with parents, businesses, and other groups in the community to strengthen programs and support campus goals.
- *leadership and management* prepare students to implement appropriate management techniques and group processes to define roles, assign functions, delegate authority, and determine accountability for campus goal attainment through all school operations and programs.
- *curriculum planning and development* prepare students to use emerging issues, occupational and economic trends, demographic data, student learning data, motivation theory, learning theory, legal requirements, and other information as a basis for campus curriculum planning.
- *instructional leadership* prepare students to facilitate the development of a campus learning organization that facilitates the development, implementation, evaluation, and refinement of student activity programs to fulfill academic, developmental, social, and cultural needs and Acquire and allocate sufficient instructional resources on the campus in the most equitable manner to support and enhance student learning.

Faculty Members

There are four professors in the Educational Administration Program. Additional adjunct professors also instruct program courses, as needed.

Faculty Member	Emphasis/Area of Interest	Phone/Email
Israel Aguilar Assistant Professor	Public School Administration/ Teacher leaders	361-825-6017 israel.aguilar@tamucc.edu
Dessynie Edwards Assistant Professor	Public School Administration/ District and school leadership	361-825- 3866 dessynie.edwards@tamucc.edu
Doyme “Scott” Elliff Visiting Assistant Clinical Professor	Public School Administration/ Superintendency	361-825- 6637 doyme.elliff@tamucc.edu
Lynn Hemmer Associate Professor	Public School Administration/ Alternative education	361-825-3702 lynn.hemmer@tamucc.edu

Admission and Eligibility Requirements

Master's Degree in Educational Administration (Principalship)

To be eligible for admission into the Master's Degree Program, the following requirements must be met:

- All general graduate admission requirements of the University.
- A minimum undergraduate GPA of 3.00 and a graduate GPA of 3.00 on the last 60 semester credit hours of undergraduate work and any previous work in graduate school;
- Completion of *The Goal Statement* (300 to 400 words) as required on the application form to detail reasons for pursuing a graduate degree in Educational Administration and certification in the principalship;
- A score of 3 or 4 *The Goal Statement* as evaluated by department faculty holistically on a scale of 1 – 4;
- Applicants who have submitted all required application documents, but who do not meet the minimum GPA of 3.00, may enroll in a conditional status in courses approved by the chair of the department. (See "Conditional Status" in the "Admissions" section of the Graduate Catalog.) Note: Such students must achieve not less than a 3.00 GPA in the specified courses. After completing at least 6 semester credit hours with a GPA of not less than 3.00 at this University, applicants may continue the application process into the program.
- After admission, file graduate-level certification plans and/or Master of Science degree plans in the COEHD Certification Office through the faculty advisor.
- Obtain official certification-seeking or degree-seeking status when the plans are approved by the faculty advisor and the academic advisor.
- Request and receive required approval of the certification officer for certification and degree plans that involve TEA/State Board for Educator Certification rules also.
- Successful completion of all graduate courses, recommendation for principal certification, passing the TExES examination for the principal and providing the certification officer with a teacher service record with a minimum of two years teaching experience.

Principalship Program (Certification Only)

To be eligible for admission into the Principalship Program (certification only), the following requirements must be met:

- Master's degree from a university accredited by an agency recognized by the Texas Higher Education Coordinating Board;
- Hold a teacher certificate issued by the TEA or the equivalent issued by another state or country
- Graduate GPA of 3.0 or greater; and
- Commitment from a certified principal to support the candidate during the program, including the practicum experience.

Superintendent Program (Certification Only)

To be eligible for admission into the Superintendent Program (certification only), the following requirements must be met:

- Master's degree from a university accredited by an agency recognized by the Texas Higher Education Coordinating Board;
- Hold a principal certificate issued by the TEA or the equivalent issued by another state or country, or TEA approval of district-level leadership experience in lieu of principal certification;
- Graduate GPA of 3.0 or greater; and
- Commitment from a public school district superintendent to support the candidate during the program, including the practicum experience.

The Educational Administration Program

The Educational Administration (EDAD) Program includes both degree and certification-only programs.

The non-thesis Master of Science (MS) degree is a 36 semester credit hour program with a **specialization in the principalship**. The principalship specialization encompasses required and recommended coursework; Required Coursework: EDAD 5376, 5377, 5378, 5399; Recommended Coursework: EDAD 5304, 5363 and two additional EDAD Program courses.

Master of Science (MS) Degree Plan

A. College Master's Degree Requirements (6 Semester Credit Hours)

EDFN 5301- Introduction to Research

ERST 5302- Studies in Equality of Educational Opportunities

B. Specialized Core Courses (12 Semester Credit Hours) [Taken First]

EDAD 5304- Introduction to the Principalship

EDAD 5366- Personnel Management

EDAD 5376- Supervision of Instruction *+

EDAD 5377 Teacher Appraisal Systems

C. General Administrative Competencies (12 semester credit hours) [Taken After Block B.]

EDCI 5340- Instructional Techniques for Effective Teaching

EDAD 5363- Public School Law

EDAD 5378- Application of Administrative Concepts **+

EDAD 5399- School Administration Practicum ***+

D. Electives (6 Semester Credit Hours) [Taken Anytime in Program]

EDAD 5360- Organizational Theory

EDAD 5364- Management of Educational Programs & Special Units

EDAD 5374- Campus Finance and Budgeting

EDAD 5375- Communication & Community Relations

IDET 5380- Technology for Administrators

Prerequisites: * EDAD 5376 must be completed prior to EDAD 5377

** EDAD 5378 should be taken in the last semester of course work

*** EDAD 5399 should be taken after the completion of 27 semester hours

(+) Required course for "Certification Only"

The two certification-only components are the principal preparation component (24 semester credit hours) and the superintendent preparation component (15 semester credit hours).

Program Courses

Number	Principalship Courses	Number	Superintendency Courses
5304	Introduction to the Principalship	5361	Current Topics Law & Facilities
5360	Organizational Theory	5367	Public School Finance
5363	Public School Law	5368	Public School Relations
5364	Management of Educational Programs	5369	The School Superintendency
5366	School Personnel Management	5398	Practicum in the Superintendency
5374	Campus Finance & Budgeting		
5375	Communication & Community Relations		
5376	Supervision of Instruction		
5377	Teacher Appraisal System		
5378	Application of Administrative Concepts		
5399	School Administration Practicum		
5696	Directed Independent Study		

The Practicum Experience

The practicum (internship) experience is an integral part of the principal and superintendent preparation programs. Students must complete 160 clock hours of administrative experiences while enrolled in EDAD 5399 School Administration Practicum (Principalship) or EDAD 5398 Practicum in the School Superintendency (Superintendent). These administrative experiences are designed to be accrued during the fall or spring semester. However, immediately prior the practicum semester, students may collect/record up to 20 hours, with the approval of the University Field Supervisor. The Principal (Campus Supervisor) or Superintendent (District Supervisor) should be directing the campus activities developed in the proposal and be interacting meaningfully with the candidate concerning these experiences.

Final (Comprehensive) Exam

The Master of Science Degree (MS) in Educational Administration includes a final comprehensive examination which includes a required written component, and may include an oral component depending on the outcome of the written component. The final comprehensive examination may not be conducted prior to the mid-point of the semester or the summer session the student will complete the remaining required coursework. Deadlines for the final/comprehensive exam are set to ensure compliance with the timeline set by the College of Graduate Studies.

To be eligible to take the final exam, a student must have applied for graduation. Notification of the date/time of the exam will be sent to those students who have applied for graduation within the first five weeks of their final semester (spring or fall) or by the second week of June for an August graduation. It is the student's responsibility to apply for graduation and then check his/her email account (University Islander account) that is set up to receive university information.

State Principal or Superintendent Examination

The TExES # 068 Principal Examination and TExES #195 Superintendent Examination are administered by the Educational Testing Systems (ETS). An overall scaled score of 240/300 is considered passing by the State.

TEXES Testing Procedures

TEXES Approval/Request System (TAR)

Each time you wish to test, you must notify TAMUCC via TAR at <http://tar.tamucc.edu>. The request process takes time as course transcripts must be evaluated. TAR shuts down at noon on the day before the regular registration deadline for paper based tests and also shuts down for holidays.

To Register for TAR

1. Go to the TAR Website: <http://tar.tamucc.edu>
2. Click on "Create Your New TAR Account" and follow the directions. (It is at the top of the page on the right hand side.)
3. Go back to the TAR Website
4. Click on "Log into Your Account" with you're A# and birth date: (mmddyyyy) and follow the directions. (It is also at the top of the page on the right hand side.) Be sure to submit your request to test.

Things to Know While Accessing TAR

- You must use your Islander email address
- Using the Scroll Button will change your responses
- Your route is Professional Certification and your university status Graduate.

What Happens Next?

You will receive an e-mail from TAR on your request status: *Approved or Denied based on a review and assessment by the designated faculty member (TAR Approval Administrator) in the Educational Administration Department.*

To Register with the State of Texas to take TExES #068 (Principal) or TExES #195 (Superintendent)

1. Use your TEA ID# and create your ETS account at www.texas.ets.org
2. Click on "Register" at the top of the page.
3. Scroll down to the bottom of the page, click on "New User"
4. Enter your TEA ID# and your personal information to create your "Personal Profile".
5. Follow the prompts to register to take the Principal's Exam (068) or Superintendent's Exam (195), as appropriate. Your examination is available on computer. You have not registered until you enter your credit card information and everything is confirmed.
6. The last screen has all your information so you can see if corrections need to be made.
7. The last screen is also your ticket to get into the testing area. You can print the ticket when you first register or any other time within 24 hours of testing.
8. To print the ticket after you have exited from your ETS account
 - a. Enter your account using your TEA ID# and password
 - b. Hit the icon on the left of the page that says "Admission Ticket"
 - c. The last screen, which is your ticket, will appear. Print it!

Things to Know about State Registration to Take TExES #068 or #195.

- During the registration process you will see the test you have been approved to take and the date, location and the time of the test.
- If no test is listed, you have not been approved by TAMUCC to test and your information has not been uploaded to TEA. Go back to TAR and request permission to test.

Contacts for Questions and Clarifications

If you have questions about TAR, please contact Rose Zuniga (361) 825-2433 or Carol Pike (361) 825-3074).

If you have questions about the registration process with the state, contact ETS at 1-800-205-2626.

Information Regarding Test Day

- You must be at the testing site 30 to 45 minutes before testing begins.
- You must have your ticket with you.
- You must have a valid driver's license for your required picture ID.
- Do not bring a cell phone into the test center. Cell phones are prohibited in the Test Lab.
- You will be photographed and fingerprinted before testing.

Texas A&M University-Corpus Christi Requirements for Professional Certification-Principal or Superintendent

The state examinations affect not only your certification status, but also the accreditation of educator preparation programs at Texas A&M University-Corpus Christi. The Principal Preparation Advisory Committee recommended the following policies to help ensure the success of Texas A&M University-Corpus Christi principal and superintendent candidates and the continuing accreditation of the educational administration preparation programs.

The following requirements must be met in order to receive approval from Texas A&M University-Corpus Christi to take the TExES Principal or Superintendent exam:

Principal and Superintendent Practice Examination

At Texas A&M University-Corpus Christi an individual must first take the Pre-Assessment for the Principal Examination and score at least 85% proficiency before taking the state TExES Principal Examination. To be eligible for the Pre-assessment, principal candidates must first participate in review sessions (see below). If more than six months passes between the Pre-Assessment/practice test and a request to take the actual TExES Examination, a candidates will need to re-establish proficiency.

Students in the superintendency program must take the practice exam as a requirement of EDAD 5398 Practicum in the School Superintendency. A score of less than 85% on the practice exam will require a review session with a faculty member before being approval is granted to take the exam.

Preparation

Download the Principal or Superintendent Preparation Manual from: www.texas.ets.org
Focus on the Test Framework that includes the Competencies for each Domain.

Review Sessions

Review sessions for mandatory for the principal exam. Sessions are held each fall, spring, and summer semesters. Candidates must participate in all sessions offered in a particular semester, prior to taking the pre-assessment.

Candidates sign up for each review session through the College of Education and Human Development marketplace website

https://tpg.tamucc.edu/C20207_ustores/web/classic/store_main.jsp?STOREID=25&SINGLESTORE=true

Candidates must demonstrate proficiency by having a cumulative score of 80% from the four review sessions.

Sign-up for Pre-Assessment

The Principal and Superintendent Practice Examinations are offered Monday through Friday, between the hours of 8:00 am and 5:00 pm. Students must contact Carol Pike at carol.pike@tamucc.edu to schedule a testing time. Students should allocate four hours to test and review.

Scores

Scores for the Pre-Assessment Principal Examination will be reviewed immediately following the practice test. Practice scores are reported in percentiles with an overall score of 85% considered passing.

Application Procedure for Professional Service Certificate

When to Apply?

1. Completion of minimum master's degree
2. After final grades in last semester are officially recorded in University system for this program
3. Passing of required state-licensing exam (TEXES)
4. Completion of minimum two years teaching experience (provide copy of teacher service record)

Steps to Apply Online:

1. Log on to www.tea.state.tx.us (homepage for the Texas Education Agency)
2. Click on "Educator Login/Account Set Up"
3. Create and/of open your account to enter Educator Certification Online System on opening screen and log on with assigned password and user name
4. Select "Applications"
5. Select "Standard Certificate" and follow the sequence of screens providing required information (select "Texas A&M University-Corpus Christi: University Based" as requested on one of these screens)
6. Make application fee payment to Texas Education Agency for \$77.00. Be prepared to make payment online via credit card on one of these screens.

University Recommendation:

The University certification office will be notified electronically of your application. A review of your file is then accomplished to verify that all requirements have been met, including receipt of teacher service record. The online notification is sent to the Texas Education Agency (TEA) confirming that the University recommends the candidate for the certificate. This step normally occurs within 24 hours of the online application.

Official Notification from Texas Education Agency:

Upon receipt of your application and University recommendation, the Texas Education Agency make available for inquiring Texas school districts to have TEA online access of the status of your certificate application. You may make reference of this as official documentation to provide your hiring school district while waiting for the certificate processing to be finalized.

TExES Testing Policy (Effective September 1, 2015)

In an effort to ensure success on TExES state certification exam for the principalship and superintendency, students are required to take a Practice TExES exam or review session before approval to test for a state exam will be granted. This includes students who have completed the Certification Program and have never taken a state exam.

If a candidate waits several years after completing his/her educational administration master's degree, the principal certification program or the superintendency certification program to take a state exam, they will be required to take the Practice TExES exam again and/or required to take additional coursework before test approval will be granted.

It is highly recommended that all certification candidates take their state exams before completing the Certification Program and apply for certification once all requirements have been met.

Texas Sec. 21.048. Certification Examinations

New Texas Education Agency Rule: Individuals may take the same exam a total of five times. After the fifth attempt, the TEA will have to give approval to retake the exam.

Texas A&M University-CC: TExES Principal and Superintendent Exams Remediation Policy

In the event a candidate fails the principal or superintendent exam, there is a state mandated 45-day wait period before a retest is available.

Students who do not pass a state exam will be required to complete an assigned remediation activity before test approval will be granted. Program faculty will determine the remediation activity after an assessment of the individual's test results has been completed.

This policy applies to current students in the Educational Administration Program and candidates who have recently completed the program up until one year after completion. Remediation activities will continue until the candidate passes the state certification exam or up until one year after program completion, whichever comes first.

Candidates who have not taken and passed certification exams and/or applied for certification within five years of program completion date will be required to repeat or complete additional coursework, pass practice exams and engage in the services of outside test preparation programs. Failure to complete all requirements in the certification process within this timeframe may render the candidate ineligible to continue testing or be recommended for certification by Texas A&M University-Corpus Christi. ***Texas A&M University-Corpus Christi reserves the right to deny certification recommendation beyond five (5) years of candidate program completion without any further consideration.*** Appeals related to any portion of this program policy must be made in *writing* to the Dean of the College of Education and Human Development at Texas A&M University-Corpus Christi, with information copies of the appeal provided to the appropriate department chair and program coordinator.

Waiver Application of Four-Time Retake Limitation of Certification Examination

The Texas Education Code Section 21.048 (a-1) specifies that a person may not retake an examination more than four times unless the State Board for Educator Certification (SBEC) waives the limitation for good cause. Good cause is defined as a substantial change in the degree of the candidate's learning by way of education, work, experience, and/or training that makes it probable the candidate will pass the examination for which the waiver is submitted. The burden of proof is on the applicant to demonstrate good cause.

The waiver application must arrive by mail at the address below not later than 45 calendar days prior to an SBEC meeting to be considered at the meeting. SBEC meeting dates can be found at http://tea.texas.gov/About_TEA/Leadership/State_Board_for_Educator_Certification/SBEC_Meetings/State_Board_for_Educator_Certification_Meetings/.

Waiver Requests received after the 45-day deadline will be eligible for the next SBEC meeting. Faxed or emailed applications will not be accepted.

Texas Education Agency Educator Testing WBT 5-100 1701 North Congress Avenue Austin, Texas 78701-1494

Waiver Request forms may be obtained by contacting Carol Pike at Carol.pike@tamucc.edu.

Probationary Principal Certificate

Probationary Certification, which is good for one year, is for those who have secured a position for which principal certification is required by the state. In accordance with Texas Education Agency guidelines, every certification candidate on a probationary certificate must be supervised for the duration of their probationary status. See below for further details.

Eligibility

Candidates in the Educational Administration program who wish to obtain a Probationary Principal Certificate must meet the eligibility requirements listed below before applying.

Professional requirements

At least two years teaching experience. District acknowledgement indicating that a probationary certificate is acceptable for the position.

Academic requirements

Be a student in good standing in the Educational Administration program at TAMU-CC. Have completed the following courses (with grades A or B):

- EDAD 5304 – Introduction to the Principalship
- EDAD 5376 – Supervision of Instruction
- EDAD 5377 – Teacher Appraisal System
- EDAD 5363 – Public School Law

Additional requirements

- EDAD students employed in jobs using Year 1 of the Probationary Principal Certificate must be enrolled in EDAD 5399 (School Administration Practicum).
- If the candidate has completed the program, and at least three semester hours of internship (practicum) and request a Probationary Principal Certificate for Year 2 and/or Year 3, the student must enroll in EDLD 5396 Directed Studies (Practicum in Educational Administration 1-3 semester credit hours).
- EDLD 5396 includes individually supervised field experience with unit-level or institutional-level educational administrator with related applied research activity.

Note: The Principal Probationary Certificate is currently being reviewed by the State Board of Educator Certification (SBEC) and The Texas Education Agency (TEA). The requirements and parameters for the certification are likely to be revised. The Handbook will be updated as the information is received from the aforementioned state agencies.

Attestation and Compliance of Code of Ethics

In compliance with 19 TAC 228.50, All students and candidates for professional Educators certification are required to attest to knowledge and adherence to the Texas Educator code of Ethics. Please see the [Code of Ethics and Standards for Candidates in the Texas A&M University-Corpus Christi Teacher Education: Educator Preparation Program](#). Please complete the required attestation:

Attestation to understanding of Program policies of MS Educational Administration, principalship, superintendency.

The handbook for MS in Administration and Superintendency outlines the current policy and procedures of the program for which you have applied and been admitted. Please sign below to attest that you have been informed of program policies and agree to the terms therein.

I attest that I have read and understand program policies.

Sign date