

Masters/Principal Certificate

Handbook

Educational Administration, K-12 Educational Leadership

Spring 2014

University of Wyoming

**Introduction and Overview**

The University of Wyoming’s Masters/Principal certificate programs in Educational Administration are designed to prepare leaders who can advance the knowledge and practice of K-12 educational administration in school settings. These integrate coursework and practice. The core coursework emphasizes studies in organizational leadership, school-community relations, educational law, curriculum, and instructional leadership. The program culminates with an extensive field internship experience in which students complete internship hours in elementary, middle school, and high schools.

**Admission**

Students are admitted to the Masters/Principal certificate programs twice a year (see website for admission deadlines and requirements:

For Masters: <http://www.uwyo.edu/profstudies/edleadership/ma.html>

For Principal certificate: <http://www.uwyo.edu/profstudies/edleadership/principal.html>

Once a student is admitted, he/she must begin taking classes within one year of acceptance date or will need to reapply to the program. Additionally, students must stay continuously enrolled during the Fall and Spring semester of the academic year throughout their program. Students who do not maintain continuous enrollment must reapply to the program.

**Locations and Times of Courses**

Delivery methods for the Masters/Principal certificate courses include video conferencing, online, intensive weekends, and hybrid courses. Students are encouraged to check the University of Wyoming’s Office of the Register’s website for course listings: <http://www.uwyo.edu/registrar/index.html>

**Advisor**

Students beginning a graduate program in Educational Administration are assigned advisors. Throughout coursework, advisors will assist students with any program questions.

**Program Requirements**

For Masters requirements, click on this link:

<http://www.uwyo.edu/profstudies/_files/documents/edleadership_ma_coursereqs.pdf>

For Principal certificate requirements, click on this link:<http://www.uwyo.edu/profstudies/_files/documents/edleadership_princcertcoursesrequirements.pdf>

**Internship**

The culminating project for the Masters/Principal certificate program is a 435 hour internship in which students are mentored by elementary, middle school, and high school principals. Students will be assigned a university internship coordinator who will assist them in completing their internship. For information concerning the principal internship, click on this link: <http://www.uwyo.edu/profstudies/edleadership/principal-internship.html>

**Retention and Dismissal Procedures**

 Students must meet academic program standards and make adequate yearly progress toward degree completion in order to continue in the program.

**Continuous Registration**

All students are required to make satisfactory annual academic progress. A component of this progress requires students to complete at least six credit hours per year towards their chosen degree (Masters or Principal certificate). Under extenuating circumstances (e.g., work schedule, family situations, travel, etc.), a student may be unable to enroll in courses during a given semester. Exceptions to the enrollment rule are made on a case-by-case basis with approval of the student’s advisor in consultation with the program faculty. If a student does not enroll in classes during an entire academic year (Fall & Spring semesters), he/she will be designated as inactive and will have the option to reapply to the program. A readmitted student may be asked to meet additional program requirements (i.e. new required courses).

**Coursework**

All students are expected to earn a minimum grade of “B” or “S” (Satisfactory) in each graduate-level course that is taken. If a student earns a grade lower than a B or S, the course must be retaken. Students will be evaluated by faculty at least once a year to assess adequate academic progress. If a student’s GPA falls below 3.0 or the student is not making satisfactory academic progress, he/she may be dismissed from the program.

**Professional Conduct:**

In addition to maintaining high academic standards, students are expected to develop professional skills necessary to work effectively with a variety of people. Graduate students in the Educational Administration Program are expected to develop, deepen, and expand their expertise in the following areas:

a. Academic Research. To keep abreast of current research, the advanced professional accesses, reads, and interprets the literature in his or her field and applies knowledge gained to practice.

b. Academic Writing. Through his or her academic writing, the advanced professional effectively incorporates the editorial and writing style requirements of the latest edition of the Publication Manual of the American Psychological Association, while also meeting the current standards of the American Educational Research Association when reporting the processes, results, and conclusions of data analyses.

c. Theoretical foundations. Through his or her studies, research, academic writing, and application of research, the advanced professional demonstrates understanding of the theoretical foundations of the profession and bridges the gap between research and professional practice.

d. Professional applications. Through his or her interaction with colleagues, faculty, staff, students, and internship-based responsibilities, the advanced academic professional demonstrates the following behaviors:

* High regard for confidentiality
* Respect for colleagues and faculty in conversations, both oral or written (e.g. e-mail, social networks, etc.)
* Professional attention and balance to timelines, attentiveness, participation in assignments
* Willingness to deepen self-awareness and personal/professional growth
* Responsibility for personal wellness

Examples of behaviors that may show evidence of professional impairment include:

* Violation of professional or academic standards such as plagiarism
* Inability or unwillingness to acquire or manifest professional skills or understandings at an acceptable level of competency
* Behaviors that can reasonably be predictive of poor future professional functioning (i.e., extensive tardiness, excessive late work, unwillingness to accept feedback)
* Disrespect shown towards faculty, staff, or other students

Members of the faculty evaluate student performance on an ongoing-basis. The faculty make judgments as to students' professional conduct based on observations of course performance, evaluations of students' oral and written work, and performance in internships. When, in the professional judgment of program faculty members, a student is not meeting professional guidelines or meeting university standards, faculty members will consult with the department head to determine appropriate actions. Actions may include formal reprimand, formal probation, or dismissal from the program.

**Master of Arts Program Completion**

When you are in your last semester of coursework, you must complete the [**Anticipated Graduation Date**](http://www.uwyo.edu/ci/_files/docs/anticipatedgrad.doc) form. To complete the form:

1. Fill out the top section of the document, including your W# and mailing address

2. Under “College of” select “Education”

3. Under “Graduate Degree Students”

Degree Sought: type “MA”

Check Non-thesis

Major: type “Education”

Option: type “Educational Administration

4. Sign and date the form

After you have completed the form, mail it to the Registrar’s Office **during** the semester you intend to complete your degree. You will also need to pay the diploma fee; see the [Registrar’s website](http://www.uwyo.edu/registrar/students/graduate_student_graduation.html).

**Principal Certificate Program Completion**

When you are in your last semester of coursework, you must complete the [**Anticipated Graduation Date**](http://www.uwyo.edu/ci/_files/docs/anticipatedgrad.doc) form. This will inform the Registrar’s Office to add the “Principal Certificate” notation to your transcript and also will ensure that you receive an official UW Certificate. To complete the form:

1. Fill out the top section of the document, including your W# and mailing address

2. Under “College of” select “Education”

3. Under “Graduate Degree Students” and “Degree Sought” type “Principal Certificate”

4. Sign and date the form

After you have completed the form, mail it to the Registrar’s Office **during** the semester you intend to complete your certificate. You will also need to pay for the certificate; see the [Registrar’s website](http://www.uwyo.edu/registrar/students/graduate_student_graduation.html).

**PTSB Principal Endorsement**

After completing of either the Master of Arts program or the Principal Certificate program, you may apply for a Principal Endorsement from the Wyoming Professional Teaching Standards Board (PTSB). For more information, please visit the link below:

[**http://ptsb.state.wy.us/Applications/tabid/94/Default.aspx**](http://ptsb.state.wy.us/Applications/tabid/94/Default.aspx)

**Frequently Asked Questions about the Masters/Principal certificate in Educational Administration**

Q. Is the program offered on-line?

A. The program is offered online. Check the University of Wyoming’s Office of the Register’s website as well as the program’s website to determine when particular classes are delivered.

Q. Are there any time limits for completing the Masters/Principal certificate program?

A. No, there are no time limits to complete either program. However, students are expected to maintain continuous enrollment while they are pursuing their degree and make adequate yearly progress toward degree completion.

Q. Can I transfer courses from another university to meet course requirements for the program?

A. Transfer requests are typically made at the time of admission to the program and they are approved on a case-by-case basis.

Q. Do I receive a diploma if I complete the Principal Certificate program?

A. No, those who complete the Principal Certificate program receive a UW Certificate.