

Hi Everyone –

Welcome to the ED Leadership MA degree program and principal certification program. This email is to familiarize you with some important information about the MA and principal certification programs in Educational Leadership. It is highly recommended you keep this email and reference it frequently as it will serve as a road map to your program.

**As you begin the program,** it is important that you begin thinking about your coursework and develop a plan for completing the program.

Refer to the Educational Leadership Enrolled Student Resources page to locate the most up-to-date information: <http://www.uwyo.edu/clad/edleadership/resources.html>

***Master's Required Courses:***

<http://www.uwyo.edu/clad/edleadership/curriculum/ma-curriculum-requirements.html>

***Principals Certification Required Courses:*** <http://www.uwyo.edu/clad/edleadership/curriculum/school-principal-certificate-curriculum-requirements.html>

***Long-term Schedule:*** Available by clicking '*Course Schedule*' on

<http://www.uwyo.edu/clad/files/documents/ed-leadership/sp-2022-updated-edad-ma.cert-long-term-schedule.pdf>

It is helpful to think about the program in 3 phases: introductory coursework, more advanced coursework, and internship.

**Introductory Coursework**

You are **strongly encouraged** to complete the introductory course sequence – EDAD 5010, 5020, 5030, and 5040 – before you enroll in other EDAD courses.

- That said, we recognize that because of the way in which course offerings are staggered from one semester to the next, some students may not be able to complete all 4 of those courses before moving forward in the program.
- You **must** complete at least 2 of the introductory courses (EDAD 5010, 5020, 5030 and 5040) before enrolling for Internship (EDAD 5580) credits.

**Advanced Coursework**

After having completed at least 2 of the introductory courses, you can begin fitting in more advanced coursework into your schedule.

For principal certificate students, the advanced courses are:

- EDAD 5080 Introduction to School Law
- EDRE 5530 Introduction to Research

For MA students, the advanced courses are:

- EDAD 5080 Introduction to School Law
- EDAD 5050 Leadership for Democratic Schools
- EDAD 5150 Assessment, Accountability and Student Learning
- EDEX 5720 Special Education Law
- EDRE 5530 Introduction to Research

## **Internship (EDAD 5580)**

Both the principal certification program and the ED Leadership MA program require 6 credit hours of internship. Before enrolling in the Supervised Internship course (EDAD 5580), you need to have completed two of the introductory courses (EDAD 5010, 5020, 5030, and 5040). The 440-hour supervised internship for Principal Interns requires a minimum of 2 semesters to complete. Most students take a longer amount of time by spreading the requirements out over 1.5 to 2 years (including one or more summer sessions). There are two parts to the internship:

### **1. 6 credits of coursework in EDAD 5580 – Supervised Internship in Educational Administration**

- You must enroll in 2 semesters (Fall and Spring or Spring and Fall). 24 NELP standards-based internship activities are completed during weekly discussions (12 activities in the Fall course and 12 different activities in the Spring course) and provide 80 of the 440 internship hours.
- *Registration in EDAD 5580 defaults to 1 credit hour. Once registered, students can change the number of credit hours by going to the "schedule and options" tab.*
- Additionally, you must be enrolled in EDAD 5580 during the final semester of the program to post your **ePortfolio**. This can be during your second semester of the EDAD 5580 course (if it is also your final semester in the program) or during another semester (including the Summer semester), after completing all courses and internship hours.

### **2. Internship Fieldwork**

- You will log internship hours at the elementary, middle school, and high school levels to provide the remaining 360 internship hours (120 hours at the *elementary* level (K-6) for a total of 3 weeks, 120 hours at the *middle school* level (7-9) for a total of 3 weeks, and 120 hours at the *high school* level (9-12) for a total of 3 weeks.
- Your internship paperwork must be submitted to the Internship Coordinator before you are provided approval to begin logging internship hours.

**As you progress through the program**, it is highly recommended you look at the required courses for your program. Once you have reviewed this information, you should then determine what courses are left and view the long-term schedule to make a plan moving forward. Remember, you can always access your degree audit) to determine what you have successfully completed and the coursework that you have remaining in the program. Instructions: [https://www.uwyo.edu/registrar/Degree\\_Evaluations/index.html](https://www.uwyo.edu/registrar/Degree_Evaluations/index.html)

Once again, welcome to the program. We are glad you're here.

Please be in touch if you have questions.

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