



Stephen F. Austin State University

**Department of Secondary Education &
Educational Leadership**

Imagine This . . .

A Master's Degree
in
Educational Leadership
Leading to a Standard Principal Certificate

...could be yours!

Principal Cohort Program

For Additional Information Contact

Carrie Williams, Administrative Assistant
williamses1@sfasu.edu

Principal Preparation Program

Dear Principal Preparation Candidate:

Thank you for your interest in the Principal Preparation Program. The Principal Preparation Program at Stephen F. Austin State University (SFASU) is a cohort, field-based program where student groups progress through all the course work together. A cohort design enables the students and faculty to support the concept of a learning community. Current cohort sites, other than the SFASU Campus, are Carthage, Center, Cy-Fair, Fairfield/Palestine, Greater North Texas Online, Hallsville, Humble, Jasper, Mabank, Nacogdoches-Online, Pine Tree/Longview, Tenaha, and Van/Lindale. New sites may be established depending on student interest. Although we use a cohort model, the department will work with individual students to develop a completion plan when the student is unable to attend all the courses with a given cohort.

In each course, a field-based component connects the university course work with leadership experiences in the school setting. The students complete assigned and/or creative experiences that apply directly to each course, the State Board for Education Certification (SBEC) Texas Competencies for Administrators, and the Educational Leadership Constituent Council (ELCC) Standards.

We hope that you will join our program. To do so, you will need to follow the directions for admission found in this packet.

Please feel free to contact one of the following with any questions you may have:

Dr. Betty Alford Chair Secondary Education and Educational Leadership balford@sfasu.edu	Dr. Janet Tareilo Program Coordinator CyFair, Hallsville, and Humble Adviser tareiloj@sfasu.edu
Dr. Julia Ballenger Nacogdoches and Online Adviser jnballenger@sfasu.edu	Dr. Lee Stewart Mabank and Van/Lindale Adviser leestewart@sfasu.edu
Dr. Nugget Cunningham Fairfield/Palestine and Greater North Texas Online Adviser cunninghng@sfasu.edu	Dr. Sandra Stewart Jasper, Tenaha, Carthage and Center Adviser sandrastewart@sfasu.edu
Dr. John Leonard Pine Tree/Longview Adviser jleonard@sfasu.edu	

Again, thank you for your interest in our Principal Preparation Program, and we look forward to hearing from you.

Sincerely,

Betty Alford

Betty Alford, Ph.D.
Chair

Janet Tareilo

Janet Tareilo, Ed.D.
Program Coordinator

Masters Degree in Education and Certification With an Emphasis in Educational Leadership

Graduate instruction is designed to assist professional, qualified persons to complement and supplement their present roles while preparing to achieve new professional goals. The student can fulfill the requirements for a Masters of Education and principal certification within the 36-hour Principal Preparation Program.

Admission Requirements

How to apply:

Obtain necessary forms from the Department of Secondary Education and Educational Leadership at Stephen F. Austin State University (SFASU).

Applicants should already possess:

1. Undergraduate degree from an accredited college or university
2. Teaching certification
3. Overall grade-point average of 2.5 and a grade-point average of 2.8 on the last 60 hours of undergraduate work (exclusive of freshman level courses), each on a 4.0 scale
4. Two years of teaching experience.

Please note: If an applicant possesses the above requirements plus a master's degree in a related field from an accredited college or university, the he or she has the opportunity to complete the 18-hour Principal Certification Only.

Application Procedures

Appropriate paperwork should be submitted **separately** to the Graduate School and to the Secondary Education and Educational Leadership Department. Please see details below.

Required Admission Documents:

I. Graduate School

1. Application to graduate school (at end of packet).
2. \$25.00 application fee payable to the SFA Graduate School
3. Official transcripts of all college/university credits.
4. Official copy of Graduate Record Examination (GRE) scores during or before your first 6 hours of coursework in the program. To expedite the GRE requirement, record your GRE score at the end of your testing session and self-report your score (verbal and quantitative) to Administrative Assistant, Carrie Williams, at 936-468-2908.

Please send items #1 through #4 to:

Stephen F. Austin State University
Graduate Studies

P. O. Box 13024-SFA Station
Nacogdoches, TX 75962-3024
Ph (936) 468.2807 Fax (936) 468-7369
gschool@sfasu.edu

II. Principal Preparation Program

5. Application to the Principal Preparation Program (page 3).
6. A Professional Profile (instructions on page 6).

Please note: The program now allows students to take 6 hours of coursework before having to meet the GRE requirement which is at least 800 total with at least 350 verbal.

Please send items #5 through #6 to:

Carrie Williams, Administrative Assistant
Department of Secondary Education and Educational Leadership
P. O. Box 13018 – SFA Station
Nacogdoches, TX 75962-3018
Ph (936) 468-2908 Fax (936) 468-1573
williamscs1@sfasu.edu

Note: Documents do not all need to be submitted at the same time. To begin the process, at least items #1, 2, 3, and 5 must be submitted as possible before an admission decision can be made.

You may call Counseling and Career Services (936-468-3958) to set up an appointment to take the GRE on the campus of Stephen F. Austin State University, or contact the GRE Registration Center at 1-800-473-2255, or <http://www.ets.org>, for appointments at sites other than Stephen F. Austin State University.

Stephen F. Austin State University Principal Preparation Program

Professional Profile

This profile is to accompany the application to the Principal Preparation Program in the Department of Secondary Education and Educational Leadership. The Professional Profile consists of four dimensions:

1. A retrospective view of the applicant's professional experiences over time and across specific areas of leadership.
 - a. College and University Years: Reflect on experiences related to becoming an educator that could include (but not be restricted to) organizations, classes, influential persons, etc.
 - b. Professional Experiences: Could include (but not be restricted to) experiences in the classroom, chairpersons positions, committee involvement, special assignments, project director, military experience.
 - c. Professional or Personal Honors: Could include (but not be restricted to) any honor received that was connected to your professional or personal experiences.
 - d. Professional Organizations: Could include (but not be restricted to) such experiences as chairperson, officer, committee member, delegate, etc. at the local, state, regional, or state levels.
2. A brief autobiographical sketch of the applicant.
3. A statement of professional goals.
4. A review of the applicant's professional growth and development activities over the past three to five years, which may include formal education at the graduate or undergraduate level, professional development, technical training, or professional presentations.

The applicant should reflect on the four dimensions of the profile, selecting a narrative presentation format best suited to his/her style of writing and communication. The profile should convey a personal and professional history that assists the Principal Preparation faculty to know the person who is applying. To this end, there is not a preferred format or structure. In preparing the profile, the applicant should set the text in a typed, **double-spaced format** with an **expected minimum of three to five pages**. The professional profile should be submitted with the forms going to the Secondary Education and Educational Leadership Department.

What Beliefs and Core Value Guide Our Principal Preparation Program

- Importance of building a learning community
- Empowerment of stakeholders
- Use of research (data driven)
- Scholar-practitioner leadership
- Real world application of knowledge, skills, and dispositions (field experiences)
- Change agent
- Social Justice

Theoretical Base for our Principal Preparation Program

- Synergistic Leadership Theory
- Transformational Leadership Theory
- Constructivist Theory
- Distribution Theory
- Adult Learning Theory
- Leadership and Change Theories

SFA Ed Leadership program graduates will be transformational and reflective leaders who will:

- Create a learning community
- Serve as a catalyst for meaningful change
- Create and promote social justice (excellence and equity)
- Promote High Expectations of academic excellence for all

Program Features

Field-Based Experiences

Each course requires field-based experiences. Candidates will participate in a variety of early and ongoing field-based opportunities in which they may observe, assist, tutor, instruct, and/or conduct research. Field experiences may occur in off-campus settings such as schools, community centers, or homeless shelters.

Some activities and/or projects may be determined by the professor, and field experiences may be developed collaboratively by the student, professor, and mentor. The graduate faculty council determines the structure of the field-based experiences.

Mentor in the Field

Each candidate is required to choose a mentor. The mentor is expected to work with the candidate in specific field experiences and to provide additional opportunities for involvement in administrative-related duties during the course of this preparation program. The mentor/mentee relationship allows students, public school administrators, and professors to build professional learning communities through mentor practices. The collaboration connects course work with applied skills in the field.

Comprehensive Examination

The comprehensive examination is a culminating experience determined by the graduate faculty council that will assess a student's development as a scholar-practitioner leader. The student will demonstrate scholarship, inquiry skills, and academic accomplishments. The comprehensive examination is required for students enrolled in both the 36-hour and 18-hour Principal Preparation Programs. Students **must** take the comprehensive examination during the last semester of his/her coursework.

Internship and Synthesis

The Principal Preparation Program includes an extended, capstone experience to maximize the candidate's opportunities to practice and refine their dispositions, skills and knowledge.

Admission to Candidacy

Students are required to complete an admission to candidacy form after **12 hours of coursework**.

Degree Plan

Students are required to complete a degree plan during the **first three hours of coursework**.

Application for Graduation

Students in the 36-hour program **must** apply for graduation regardless of whether or not they intend to participate in the actual ceremony. The graduation application and related information can be found at the following link:
<http://www.sfasu.edu/registrar/grad/instructions.asp> .

TExES Exam

The student must take the TExES released exam in AED 599, score an 80 or higher on the exam, complete the clearance form found at the link <http://www.education.sfasu.edu/coe/testing>, and fax the form to George Ann Leonard in the Office of Assessment and Accountability at (936) 468-7356.

Next, the student/candidate receives an email from TEA/SBEC telling him/her to log on and complete the Educator Profile in the TEA system (SBEC site). If the individual already has a profile, the information should be checked and updated upon accessing the profile.

The student/candidate will receive his/her TEA ID number to use for test registration from the Profile.

The candidate will then use the ID number to register on the ETS (Education Testing Systems) website or via paper registration form.

Stephen F. Austin State University Principal Preparation Program

36-Hour Masters Degree Program

Cohort Membership

The Principal Preparation Certification and the Masters of Educational Leadership Degree Program is offered in a 36-hour cohort design. All students granted admission to the program will be members of a cohort. In the event a student cannot complete the coursework with their assigned cohort, an individual completion plan will be developed for the remainder of the program.

Courses

The Principal Preparation and Masters of Education Leadership Degree Program is an advanced study in professional education in a cohort setting. A student must take a total of 36 semester hours for the Masters of Education Degree and the Principal Certification. Within the 36 hours, each student will complete a research project. Each course has a required field-based component. Some of the field-based experiences will be required activities or projects and will be developed by the student and the professor, while other experiences will be optional and will be determined by the student and mentor. Multi-cultural educational experiences and technology skills will be an integrated part of each course. The list of courses follows:

AED 501 Introduction to Educational Leadership: Study and application of the historical, research, philosophical, theoretical, demographic forces, and required strategic planning skills to provide learner-centered leadership (15 field-based hours). (Prerequisite: Admission to the Principal Preparation Program)

AED 516 The School Principalship K-12: The preparation and qualification of the successful school principal, including duties, responsibilities, and problems (15 field-based hours). (Prerequisite: Admission to the Principal Preparation Program)

AED 517 Instructional Leadership: The improvement of curriculum and instruction in the school through facilitative leadership and collaborative planning (15 field-based hours). (Prerequisite: Admission to the Principal Preparation Program)

AED 549 Foundations of Curriculum: A study of the sociological and psychological forces which affect curriculum planning. The utilization of these forces in establishing goals and priorities for grade K-12 (15 field-based hours). (Prerequisite: Admission to the Principal Preparation Program)

AED 513 Administration of Special Services: Organization and administration of career, technical-vocational, special education, reading and other programs in the public schools (15 field-based hours). (Prerequisite: Must have completed 2 of the following: AED 501, 516, 517, 549)

AED 565 Public School Law: The law in relation to public school operation (10 field-based hours). (Prerequisite: Must have completed 2 of the following: AED 501, 516, 517, 549)

AED 552 School and Community Relations: Cooperative development of school-community relationships and mutual understanding of the school's purposes, functions,

achievements, and needs (15 field-based hours). (Prerequisite: Must have completed 2 of the following: AED 501, 516, 517, 549)

AED 554 Internship for the School Principal: This course includes from one to three semester hours of individual study. The candidate will participate in actual real world leadership and management experiences in the school and community. The internship will be under the guidance of successful, experienced, practicing public school administrators and members of the university staff. This internship is an intensive field-based experience that will provide the intern opportunity to apply theory to practice and to perfect skills essential to the day-to-day leadership and management responsibilities of the principal. To assure maximum guidance and supervision, the university supervisor forms a collaborative relationship with the mentoring principal and intern for planning, performance, and evaluation. Pre-requisites: Acceptance into the Principal Program, admission to Graduate School, and satisfactory completion at least 12 graduate hours in the program. (Prerequisite: Must have completed any 4 of the following: AED 501, 516, 517, 549, 513, 565)

AED 519 Supervision of the Instructional Program: Theory and practice of instructional supervision K-12. Includes an overview of the Professional Development Appraisal System (PDAS). (Prerequisite: Must have completed 2 of the following: AED 501, 516, 517, 549)

* **AED 591 Practical Inquiry and Action Research I:** A study of research methodologies, practical inquiry and action research related to educational leadership in the K-12 school setting to focus on the improvement of practice and completion of the active research plan (15 field-based hours). (Prerequisite: Must have completed 6 courses)

* **AED 592 Practical Inquiry and Action Research II:** A follow-up course to AED 591. Completion of the practical inquiry and action research description related to educational leadership in the K-12 school setting to focus on the improvement of practice. Data analyses and research skill development. (Prerequisite: Must have completed 6 courses and AED 591)

AED 599 Synthesis of Educational Leadership – Capstone: A series of seminars designed to assist practicing school administrators in the examination of crucial issues and problems in educational administration. (Includes TExES preparation.) (Prerequisite: Must have completed 6 courses)

* **In place of AED 591 and AED 592, students can take the following courses:**

SED 589 Thesis Research: Individual study of a specific problem in the field of education. The thesis may be an organized scientific contribution or a comprehensive analysis of theory and practice in a specific area related to educational leadership in the K-12 school setting.

SED 590 Thesis Writing: Development, writing, and presentation of the individual study of a specific problem from SED 589 Thesis Research.

**Stephen F. Austin State University
Principal Preparation Program
18-Hour Certification Only Program**

Students electing this option must be admitted to graduate school using the same process as students in the 36-hour Master's Degree program. This option does not necessarily shorten the time for completing the program. It decreases the number of courses the student must take, not the time frame for the program. Due to the decrease in courses required for certification, the 18-hour only program cannot include any transfer hours.

- AED 501 Introduction to Educational Leadership:** Study and application of the historical, research, philosophical, theoretical, demographic forces, and required strategic planning skills to provide learner-centered leadership (15 field-based hours). (Prerequisite: Admission to the Principal Preparation Program)
- AED 516 The School Principalship K-12:** The preparation and qualification of the successful school principal, including duties, responsibilities, and problems (15 field-based hours). (Prerequisite: Admission to the Principal Preparation Program)
- AED 517 Instructional Leadership:** The improvement of curriculum and instruction in the school through facilitative leadership and collaborative planning (15 field-based hours). (Prerequisite: Admission to the Principal Preparation Program)
- AED 549 Foundations of Curriculum:** A study of the sociological and psychological forces which affect curriculum planning and the utilization of these forces in establishing goals and priorities for grades K-12 (15 field-based hours). (Prerequisite: Admission to the Principal Preparation Program)
- AED 565 Public School Law:** The law in relation to public school operation (10 field-based hours). (Prerequisite: Must have completed 2 of: AED 501, 516, 517, 549)
- AED 599 Synthesis of Educational Leadership – Capstone:** A series of seminars designed to assist practicing school administrators in the examination of crucial issues and problems in educational administration. (Includes TExES preparation.) (15 field-based hours and a portfolio presentation.) (Prerequisite: Must have completed 4 courses)

For more information on Financial Aid, contact the following:

Address: **Financial Aid**
Box-13052, SFA Station
Nacogdoches, TX 75962

General Info: **(936) 468-2403**

Fax: **(936) 468-1048**

Website: **<http://www.sfasu.edu/faid/>**

To speak with a counselor, please contact the following according to the first letter of your last name:

Last name begins with:	Your Counselor is:	Counselor email:
A, B, C	Necole Beason	ibeason@sfasu.edu
D, E, F	Valerie Harrell	vharrell@sfasu.edu
G, H, I, J	Laura Turner	lturner@sfasu.edu
K, L, M, N	Tammy Mitchum	mitchumtm@sfasu.edu
O, P, Q, R, Sa - Sn	Belinda Davis	bdavis@sfasu.edu
So - Sz, T, U, V, W, X, Y Z	Donna Story	dstory@sfasu.edu
Scholarship Information	Beckie Shepherd	rshepherd@sfasu.edu

APPLICATION FOR ADMISSION TO GRADUATE SCHOOL

PLEASE PRINT. ENTER THE APPROPRIATE INFORMATION IN THE SPACES PROVIDED FOR EACH QUESTION.
APPLICATION WITH INFORMATION MISSING WILL BE RETURNED TO APPLICANT FOR CORRECTION.

NOTE: Ethnicity and sex information is used for Federal and State reporting purposes; however, it has no bearing on admission.

APPLICANT INFORMATION:

LAST NAME: _____ FIRST NAME: _____ MI: _____ SOCIAL-SECURITY NUMBER: _____

MAILING ADDRESS: _____ CITY: _____

STATE: _____ ZIP CODE: _____ PHONE: _____ EMAIL ADDRESS: _____

DATE OF BIRTH: _____ SEX: _____ ETHNICITY: _____ CODES: C-White/Non-Hispanic, A-Black/Non-Hispanic, S-
(Mo, Day, Year) (M-Male / F-Female) (See codes) Hispanic, O-Asian or Pacific Islander, I-American Indian or
Alaskan Native, X-Non-Resident Alien

RESIDENCY STATE: _____ COUNTY: _____ IF FOREIGN CITIZEN, GIVE COUNTRY: _____

PERSON TO CONTACT IN CASE OF EMERGENCY:

LAST NAME: _____ FIRST NAME: _____ RELATIONSHIP: _____

MAILING ADDRESS: _____ CITY: _____

STATE: _____ ZIP CODE: _____ PHONE: _____ EMAIL ADDRESS: _____

APPLICANT CLASSIFICATION: (check all that apply)

- Seeking admission to a graduate degree program
- Transfer student from another graduate school
- Seeking admission to take undergraduate course; but not work toward a degree
- Seeking admission to take graduate *and/or* undergraduate courses; but not work toward a degree
- Seeking certification but no graduate degree. Specify:
 - Elementary
 - Secondary
 - Special Education
 - Other: _____
- Overlap student (Senior year student to take graduate courses to apply toward a degree)

Are you now, or have you previously been enrolled at Stephen F. Austin State University?

- Yes
- No
- If yes, when? _____

GRADUATE DEGREE SOUGHT, PLEASE CHECK ONE OF THE FOLLOWING:

- PHD EDD MA MBA MED MFA MF MIS MS MSF MM MPA MPAC MSW NONE
- Other (Specify): _____

INTENDED GRADUATE MAJOR: (i.e., Elementary Education, History, Geology) _____

ANTICIPATED BEGINNING SEMESTER:

- Fall
- Spring
- Summer I
- Summer II
- Year: _____

This application must be submitted to the Office of the Graduate School,
Liberal Arts North, Room 423, or mailed to the Graduate School, Box 13024, SFA Station, Nacogdoches, TX (75962-3024), Phone:
(936) 468-2807, Fax: (936) 468-7369

COLLEGE HISTORY:

List in chronological order, all colleges and universities you have attended.

Note: If you fail to fill out the college history information, your application will be returned.

NAME OF INSTITUTION	CITY	STATE	DATE				GRADUATED			
			ENTERED		DEPARTED		DEGREE	MAJOR	DATE	
			MO	YR	MO	YR			MO	YR

All application for admission to a degree program must attach or have the Registrar of each college attended send an official transcript of **all undergraduate work (and graduate work in the case of doctoral applicants)** to the Graduate School, Stephen F. Austin State University. Post-baccalaureate admission requires only proof of holding a baccalaureate degree from an accredited college or university.

- List previous name for transcript information: _____
- Have you ever taken the GRE or GMAT: Yes No If yes, when? _____

Official copies of the scores on the general test of the Graduate Record Exam (GRE) or GMAT for business majors must be submitted to the Office of the Graduate School.

RESIDENCY INFORMATION:

The following information will be used for residency determination only and will not be utilized in the admission decision process.

- Are you a U.S. citizen? Yes No If no, of what country are you a citizen? _____
 If you are not a citizen, do you hold a Permanent Residence status (valid I-551) for the U.S.?
 Yes No Not Applicable (I am a U.S. citizen).
 If yes, date permanent resident card number issued: Month _____ Day _____ Year _____
 Permanent Resident Card Number: _____ **Note:** Please submit a copy of both sides of the card.
- Are you a resident of Texas? Yes No
 If no, of what state are you a resident? _____
 If you are claiming Texas residency:
 - How long have you resided in Texas? _____ years and _____ months
 - Previous state or county of residence: State _____ or country (not U.S.) _____
 - If you came here within the past five years, why did you move to Texas?
 Education Employment Military Assignment
 Other (explain): _____
 - Are you currently on active military duty assignment in Texas? Yes No
 (If yes, submit proof).
 - What state is your home record with the U.S. Armed Forces? State: _____

I understand that information submitted herein will be relied upon by Stephen F. Austin State University officials to determine my status for admission and residency eligibility. I authorize the university to verify the information I have provided. I agree to notify the proper officials of the institution of any changes in the information provided. I certify that the information on this application is complete and correct and understand that the submission of false information is grounds of rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment, or appropriate disciplinary action.

_____ Date

_____ Signature