Master of Science in Educational Leadership
Program Description

CONCENTRATION OPTIONS:
School Administration and Leadership (SAL)
Instruction, Curriculum and Technology (ICT)

MASTER DEGREE CORE COURSE REQUIREMENTS*
Nine (9) courses required for all Master Degree students.

1. GE 6015 Introduction to Statistical Data and Research
2. GE 6055 Human Development, Communication and Learning
3. GE 6030 Theory and Application of Educational Administration
4. GE 6070 Instructional Leadership and Supervision
5. GE 6220 School Law and Labor Relations
6. GE 6035 Supervising Diverse Groups and Student Populations
7. GE 6060 Organizational Development, Change Theory and Staff Development
8. GE 6115 Principles, Methods, Development, and Assessment of Curriculum
9. GE 6130 School-Community Relations

MASTER DEGREE CONCENTRATION COURSE REQUIREMENTS*
Two (2) courses required in either selected option for Master Degree students.

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<th>SCHOOL ADMINISTRATION AND LEADERSHIP COURSES</th>
<th>INSTRUCTION, CURRICULUM, AND TECHNOLOGY COURSES</th>
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<td>GE 6140 School Personnel Administration</td>
<td>GE 6080 Foundations of Instructional Technology for Teaching and Learning</td>
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<td>GE 6240 School Finance</td>
<td>GE 6155 Design, Development and Assessment of Instruction</td>
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NOTE: Master Degree candidates must successfully complete written comprehensive examination.
CERTIFICATION COURSE REQUIREMENTS*
Three (3)** courses required in either selected option for Certification.

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<th>ADMINISTRATIVE I COURSES</th>
<th>SUPERVISORY I COURSES</th>
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<td>GE 7020 Advanced Fieldwork/Seminar</td>
<td>GE 7010 Advanced Fieldwork/Seminar</td>
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NOTE: Candidates for ONLY Certification/License (not for Master’s Degree) must have their transcripts and materials evaluated for certification prescription and course needs. All candidates for either certification must provide evidence of five years of successful professional school experience at the time certification is requested.

COURSE DESCRIPTIONS

1. GE 6015 Introduction to Statistical Data and Research

Introduction to Statistical Data and Research is a comprehensive approach for anyone interested in conducting qualitative or quantitative research. Students will develop competencies necessary to understand and evaluate the research of others, as well as to plan and conduct their own research. The course will focus on the practical problems encountered in research beginning with the formulation of the research question and continuing through the preparation of the final research documents. Prerequisite: None

2. GE 6055 Human Development, Communication and Learning

This course is a comprehensive approach that explores the major theories of learning by tracing their historical development, and considers how they relate to modern educational practice. The course describes learning from early childhood through adulthood using the concept of lifelong learning as the intended goal. Major learning theories are applied to the development, implementation and evaluation of program growth as it applies to schools. A companion focus of this course includes individual and group behaviors, communication theory, decision-making, conflict resolution and organizational dynamics as they relate to promoting educational change, staff development, innovation and general school improvement. Prerequisite: None

3. GE 6030 Theory and Application of Educational Administration
A comprehensive and historical overview of the field of educational administration and general supervision are presented within this course. An examination of the tasks, processes, role development, models of behavior, communication and techniques of educational administration, designed to assist the prospective school administrator or supervisor in their respective leadership role, is the course’s primary focus. Prerequisite: None

4. GE 6070 Instructional Leadership and Supervision

Roles of contemporary administrative leadership and supervision, with respect to educational program design and management, quality assessment, interpersonal relations, staff effectiveness, and the leadership role and process are examined and studied. Through the process of case studies, this course will focus on the skills of leadership decision making that will help meet the challenges that schools encounter at all levels of leadership. Prerequisite: GE6030 (Theory and Application of Educational Administration)

5. GE6220 School Law and Labor Relations

An examination and study of American public school law as it impacts and defines the operations of public schools is the focus of this course. Topics of study include the control of education, student rights, teacher rights, the informal and formal grievance process, the instructional program, religion, certification, contracts and tenure, finance and collective bargaining. The utilization and analysis of case studies and the legal process will be an integral part of this class. Prerequisite: None

6. GE 6035 Supervising Diverse Groups and Student Populations

This course is designed to present and study the essential knowledge base and skills needed to successfully administer the programs of Special Education, Talented and Gifted Education, English as a Second Language, Bi-lingual Education and unique student populations based upon the emerging aspects of society. Graduate students preparing for the leadership role will study the history, progress and legislation of each program as they relate to the school and its daily operation. Program design will be presented as will its impact upon the school and the process of meeting the educational needs of students. Case studies and practical application of program will be utilized in the study of this course. Prerequisite: None

7. GE 6060 Organizational Development, Change Theory and Staff Development

An examination and study of individual and group behaviors as they relate to structuring and managing educational organizations are made. The student will focus on issues and challenges of organizational dynamics, leadership, system
theories, governance and decision-making, communication, change, problem solving, conflict management and information systems. The concept of staff development will be presented as essential to the forward progress of the organization, in the school setting and as part of the school improvement processes. Prerequisite: None

8. GE 6115 Principles, Methods, Development and Assessment of Curriculum

The course is an introductory course for teachers and aspiring administrators who are interested in understanding major American curriculum movements and their underlying philosophies. Coverage spans all major curriculum processes including the development, implementation, utilization and assessment of curriculum. Emphasis on the importance of a clearly defined purpose of learning, as a first step to curriculum development or revision, is the focus of this course. Prerequisite: None

9. GE 6130 School-Community Relations

The focus of this course is an investigation and study of the principles, skills, tasks, practices and communication ability of the school administrator to help maintain open communication between the school and the community. This course is designed to help administrators manage information about their schools and to receive or disseminate it properly. The study of various media and constituents, as well as a variety of experiences relating to the public relations function of the school and district is treated as a function of administrative leadership. Prerequisite: None

School Administration

1. GE 6140 School Personnel Administration Prerequisite: GE6030

A broad, in-depth review of human resources in educational administration is the focus of this course. The quality of a school system’s human resources are given special consideration through the presentation of how members are recruited, selected, inducted, developed, appraised, compensated and protected through justice and bargaining processes. The function of the human resources program as staff developer for programs such as EEOC, affirmative action and the American with Disabilities Act will be the focus of this course.

2. GE 6240 School Finance and Accounting Prerequisite: None

The course presents a broad overview and treatment of school finance, school finance reform, school accounting and school resource management. Budget development and administration processes are given special attention through the study of funding sources, school accounting systems and practices and the
concepts of General Accounting Principles (GAP). Students will also explore school resource management as it impacts the economics of school program.

Technology/Curriculum and Technology

1. GE 6155 Design, Development and Assessment of Instruction
   Prerequisite: None

   The course is designed to develop a rationale and specific procedures for designing instruction that leads to positive outcomes. The course blends current instructional design trends with the latest cognitive psychological research on teaching, testing and assessment. Topics to be considered include current methods of instruction, design and development of teaching, planning tasks, decision making, testing and assessment and ethical issues that face the evaluator. Sample evaluation criteria will be provided along with real-life examples and a wealth of ideas for implementing the instructional design/assessment process.

2. GE6080 Foundations of Instructional Technology for Teaching and Learning
   Prerequisite: 6155 (Design & Development of Instruction)

   An examination and study of instructional technology for classroom teaching and learning will provide the student in this class with hands-on experiences with selected methods of instructional technology for classroom teaching and learning. The student will be introduced to the issues of copyright law and process and assessment of instructional technology. Students must be computer literate and will work with instructional design software and hardware to facilitate the teaching – learning process.

   For Pennsylvania Students Only: must complete a two-semester field experience course.

7020 Administrative Fieldwork
7010 Supervisor Fieldwork