



Sonoma State University School of Education Educational Leadership Handbook

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Master of Arts in Educational Leadership with Administrative Services Credentials

I. Program Overview

The School of Education at Sonoma State University offers a graduate program in Educational Leadership. Coursework in this program leads to a Preliminary Administrative Services Credential (PASC I), the Preliminary Administrative Services Intern Credential, or the Professional Administrative Services Credential (PASC II). The credential programs are embedded in the Masters of Arts degree program with a concentration in Educational Leadership. Students admitted to the program have the option of completing their M.A. degree in addition to the completion of requirements for their administrative certificate. All credential programs have been formally approved by the California Commission on Teacher Credentialing.

The Administrative Services Credential programs were designed collaboratively with school administrators to prepare graduates for positions of leadership in K-12 educational settings. Both the PASC I and the PASC II credentials authorize the holder to serve as a vice principal, principal, coordinator, program director, superintendent, or in other district or county level positions. The Intern Credential authorizes individuals to serve in administrative positions while completing the approved program of PASC I study. Areas of competence addressed in each program are developmental, and expand upon prior learning and experiences included in each level of preparation. Throughout all courses, participants progress from concrete applications of what is being studied, to more advanced applications of theory into practice that call for the critique and redefinition of one's knowledge base. Multiple learning opportunities are provided to adult learners, which emphasize the acquisition of personal awareness and personal reflection. The curriculum focuses on building a knowledge-base to enhance understanding of complex educational issues, the development of process skills that emphasize problem solving and decision making; and on demonstrable procedures that relate directly to the CTCC approved Administrative Standards adopted in 2003.

The Preliminary Credential program (PASC I) focuses on entry-level skills for effective administration with particular emphasis on the responsibilities of school site leaders. The program is 27 semester units and can be completed by taking classes in the Fall, Spring and then Summer semesters. The program is conducted in a cohort format in either late afternoons and evenings or on Friday evening and Saturdays meeting six or seven times a semester. A portion of some courses are also completed in an on-line format with students completing assignments and communicating on-line during the semester. In addition, each candidate enrolls in three units of fieldwork each semester. Fieldwork provides candidates the opportunity to apply the skills and knowledge gained in the program at their own worksite or other sites in the community in order to gain practical experience in leadership and link theory and practice.

The Professional Credential program (PASC II) offers advanced study and fieldwork for practicing administrators in all areas of educational leadership. The program is 12 semester units and focuses on candidates examining the six administrative standards adopted by the CTCC. The program is offered on five Saturdays in the fall semester and five Saturdays in the spring semester.

A Masters of Arts degree with a concentration in Educational Leadership offers students the opportunity to extend their course of study and focus on an area of particular interest to provide a strong academic foundation for administrative leadership. Students earning their PASC I or PASC II credentials are encouraged to pursue a Masters degree. PASC I coursework fulfills the initial requirements for the M.A degree. In addition, each candidate completes the MA core classes required for all School of Education MA candidates and then chooses one of three pathways of study: the completion of a thesis/ creative project, or a cognate, or an individualized examination. These pathways give candidates the opportunity to synthesize the credential program work and

related leadership activities. Information on these three “pathways” can be found in the School of Education Handbook http://www.sonoma.edu/education/masters/handbook_07.pdf.

Additional information on California Credentialing procedures and requirements is available in the SSU catalog, the School of Education Office Credentials Office, and the Commission on Teacher Credentialing. It is the student’s responsibility to consult these sources. A section on credentialing is also contained in this handbook.

II. Frequently Asked Questions

A. The Preliminary Administrative Services Credential (PASC I)

What is the PASC I Program?

The Preliminary Credential program focuses on entry-level skills for effective administration with particular emphasis on the responsibilities of school site administrators. The program for the credential only is 27 semester units with courses beginning in the fall semester (late August) and finishing in June during the summer session.

How is the program structured?

The program utilizes a cohort model with all candidates beginning the program during the fall semester and completing the program in mid-June during summer session. Typically the university offers two cohorts on campus: A weekday cohort meets once a week from 4:00 – 9:30 throughout the semester; the other cohort meets on weekends, Friday evenings and Saturdays six-seven times a semester.

How many semesters does it take to complete the program?

The program is usually completed in two semesters and one summer session, however candidates may extend the time needed for program completion by meeting with an advisor and customizing the program to meet individual needs. Candidates who wish to complete a Masters Degree in Education in conjunction with the credential will take additional courses. (See section C for more information) The following is *an example* of how the credential coursework might be arranged to complete the program in a year. Courses may not be offered in this exact sequence.

Fall Coursework	Spring Coursework	Summer Coursework
EDEL 580A	EDEL 581	EDEL 580B
EDEL 588	EDEL 582	EDEL 583
EDEL 587A (Fieldwork)	EDEL 589	
	EDEL 587B (Fieldwork)	

What courses will I need to take?

The curriculum for the program consists of the following 7 courses:

- EDEL 580A: Introduction to Educational Leadership and School Management
- EDEL 581: Management of Educational Personnel: Policies and Procedures
- EDEL 582: Educational Policy and Politics
- EDEL 583: School Law
- EDEL 588: Educational Curriculum, Instruction and Program Assessment
- EDEL 589: Leadership with Diverse Populations
- EDEL 580B: Advanced Educational Leadership and School Management

All PASC I candidates must also enroll in 3 units of supervised administrative fieldwork (EDEL 587A & B Field Experience in Administration) for both the fall and spring semesters.

Are students required to complete the program in one year?

Candidates may extend the time needed for program completion by meeting with an advisor and customizing the program to meet individual needs.

What administrative practicum/fieldwork experience must I have during the program?

Because the PASC I Credential is a K-12 authorization, the state suggests that administration practicum experiences include the following where possible: fieldwork in schools with diverse student populations and fieldwork at more than one grade level (e.g., elementary school and high school).

Fieldwork is designed to provide hands-on administrative experiences in which theory learned in coursework is applied in a practical setting. Fieldwork runs concurrently with coursework with activities beginning early in the program and continuing through to the culminating experience at the end of the program. In most cases candidates perform their fieldwork in the district or school setting in which they work. In consultation with the SSU Fieldwork Supervisor and a district or school-based mentor, candidates develop an individualized fieldwork action plan comprised of administrative activities aligned with the six California Professional Standards for Educational Leaders (CPSEL). The standards can be found at the following link:
http://www.wested.org/online_pubs/cpsel_standards.pdf.

What are the requirements to maintain standing in the program?

Students are required to maintain a GPA of 3.0 or better in the program. In addition, retention is based on validation of academic and professional skills by faculty. At the conclusion of the first semester, the faculty conducts a mid-term assessment of all students in the program. The purpose of the mid-term assessment is to identify students who may need additional assistance in order to successfully complete the program. Students who have made minimal progress will be provided with advising regarding criteria for successful completion of the program. Students who have been determined to fall significantly below program criteria at the mid-term assessment may be advised to take fewer classes in the second semester or may be required to withdraw from the program.

What are the technology use requirements of the program?

Communications regarding coursework, fieldwork, and university notifications are conducted through the use of electronic mail. Students are required to establish an SSU email account. In addition, all courses will have a course website. The use of the website will vary for each course. The WebCT course website may be used to post assignments, resources, forums or other class activities. In addition, students will have electronic access to the SSU library for research, course reserves, e-journals, etc.

Are the Educational Leadership courses open to other graduate students?

Students wishing to take Educational Leadership courses as part of their Masters program in other School of Education programs need the permission of the instructor in order to enroll in Educational Leadership classes. Due to the varied course schedule, students exercising this option need to contact the instructor prior to the first day of instruction.

How do I obtain the PASC I Certificate of Eligibility?

Candidates who are completing their PASC I/Intern program requirements at SSU must file their credential application with the School of Education Credential Analyst. Detailed explanations of this procedure will be provided candidates near the end of the program. Contact the School of Education Credentials Office for more information.

It is important to note that following completion of the program, the Commission on Teacher Credentialing will issue to candidates a Certificate of Eligibility for the Preliminary Administrative Services Credential that authorizes their employment in administrative positions requiring the PASC I Credential. Once employed in an administrative position, individuals then apply to the CTC for the award of the PASC I Credential which is valid

for a period of five years. During the first three years of employment as an administrator, individuals are expected to begin work in the PASC II Program

Please note that Administrative Services credentials (Level I and II) are considered dependent credentials by the California Commission on Teacher Credentialing (CTC). This means that the primary credential to which these are attached must also remain current during the working life of the Administrative Services credential. If you know that your primary credential (your teaching or pupil services credential) will need renewing within the year that you plan on filing for a Administrative Services Certificate of Eligibility or the Level I or Level II credential please remember to go online to www.ctc.ca.gov and renew the primary credential. You will then have the full five years established by your primary credential renewal.

B. The Preliminary Administrative Services Intern Credential

What is the PASC I Intern Credential?

The Intern Credential can be thought of as preliminary authorization issued to individuals who are hired as administrators *before* they have completed the PASC I training. Interns work as administrators while completing their university-approved training. An intern can apply to the program whenever they are appointed to an administrative position.

Is the coursework the same for interns?

Interns take the same courses as students enrolled in the PASC I program. Fieldwork supervision starts as soon as an intern is admitted. The course sequence may be a little different for interns who begin their program in the spring semester. Interns receive more intensive field study supervision.

Is the admissions process the same for interns?

The admissions process is the same for Interns except that interns may apply for the program beyond the May 29th deadline for fall admission. Interns may also be admitted for the spring semester if their appointment to an administrative position is made after the start of the fall semester. For example, if you are appointed by your district to an administrative position in October, you may begin the program in the spring semester. The Credentials Office will help students complete the necessary paperwork to file for an Intern Credential once an administrative appointment is made.

C. The Master of Arts Degree in Education

Should I get a Masters of Arts Degree?

Definitely yes! Individuals planning careers in educational leadership positions will be expected to hold a Masters of Arts degree as they advance in their administrative assignments. The Educational Leadership concentration will allow you to gain specialized knowledge that will deepen your understanding and assist you in your professional accomplishments.

What if I already have a Master of Arts Degree?

A Master of Arts Degree in an area related to educational administration should meet the expectations for career advancement. Related areas include Special Education, Counseling, Psychology, Curriculum and Instruction, Organization Development, etc. However, completing the additional work required for this specialized emphasis in Educational Leadership will give you an opportunity to further explore this discipline.

What are the requirements for the Masters of Arts Degree?

The Master of Arts Degree in Education is a minimum of 30 semester units. Courses taken for the credential program count toward this total. In addition to the courses listed previously, all students take two required core classes: EDUC 570 (The Reflective Educator) and EDUC 571 (Educational Research). Following these courses, students will then select one of three pathways for the Masters of Arts Degree: thesis or thesis/project; cognate; or examination. The remainder of the coursework for the Masters Degree depends upon the particular pathway that the student selects.

Complete information regarding the Masters of Arts Degree program and can found by downloading the Masters Handbook located at the following URL: http://www.sonoma.edu/education/masters/handbook_07.pdf

How do I apply for admission to the Master of Arts Degree Program?

When you apply to the program you can indicate that you are also applying for the MA Degree. No additional documentation will be needed. You may take the introductory courses for the Masters of Arts Degree the summer prior to beginning the Cohort sequence of courses.

Can I work on the PASC/II while completing the MA Degree?

Candidates may work toward their administrative certification while working toward their Master of Arts Degree. However, students wishing to be eligible for administrative positions should give the completion of the administrative certification a priority.

D. Professional Administrative Services Credential Program (PASC II)

1. What is the Professional Administrative Services Credential (PASC II)?

The Professional Administrative Services Credential is a clear credential designed to widen the vision and broaden the skills of the practicing administrators. The major goal of this advanced preparation program is to provide for the professional development of the practicing administrator within a context of administrator research, reflection, analysis and evaluation. To this end, students will complete an individualized induction plan that reflects an assessment of professional needs. The plan will include provisions for mentoring, academic course of study, and other professional development experiences that address areas of identified areas for growth.

2. Do I need the PASC II Credential?

As explained in the description of the PASC I Program, the Preliminary Administrative Services Credential is only valid for five years from the date one assumes a position that requires the credential. The intent of the law is that PASC I holders will begin the second tier program upon their initial employment in a position of administration.

3. What are the legal requirements needed to qualify for the Professional Administrative Services Credential (PASC II)?

In order to qualify for the PASC II Credential, individuals must:

- a. Possess a valid PASC I Credential
- b. Have a minimum of two years successful full-time experience in public or private schools in a position requiring an administrative services credential, as attested to by the employing district or agency.
- c. Successfully complete an approved professional administrative services credential preparation program.
- d. Complete other requirements as specified by the California Education Code.

4. What do I need for admission to the PASC II Program?

- a. Apply for graduate study at SSU via: www.csumentor.edu. Submit proof of the CSU Mentor application with your PASC II program application.
- b. Apply to the PASC II Program using applications forms from the Credentials Office.
- c. Verify a grade point average of at least 3.0 in the PASC I Program.
- d. Submit two sets of official transcripts from institutions listed on page 3 of the application to the Credentials Office (unofficial o.k.). If you are continuing from the SSU PASC I program your transcripts should already be on file.
- e. Submit one photocopy of a valid PASC I Credential to the Credentials Office.
- f. Secure favorable recommendations from two school administrators (forms available with application packet).

5. What are the PASC II course requirements?

The PASC II program consists of the following requirements:

EDEL 590A INDUCTION PLAN (2 units)

Students will enroll in EDEL 590A(2) within their first year of administrative service and will develop in consultation with their employer and SSU program faculty, an induction plan that meets the Professional Administrative Services Credential requirements. The plan will reflect an assessment of the administrator's strengths and needs, future professional goals, and requirements of the position in which the student works. The plan will include a mentoring component, and plan for the completion of the academic requirements leading to the Professional Administrative Services Credential.

EDEL 596 A and C

EDEL 596A is the first of two "content" courses in the Professional Clear Administrative Program at Sonoma State University and EDEL 596C is the second and last in the series of content courses for the Professional Clear Administrative Credential. The courses are designed to study six substantive educational problems that are developed for this year's program. Each problem is studied from the perspective of the Six CCTC Administrative Standards, and provides a deeper understanding of both the educational problem and the administrative standards. This helps students understand complex problems from a systems perspective, and helps administrators develop the skills to evaluate situations from a variety of lenses.

EDEL 596 B and D (2 units in the fall and 2 units in the spring)

Candidates enrolled in the Professional Clear Administrative Credential Program will work with university faculty in the development, execution, analysis, and critique of a Collaborative Action Research Project. The Collaborative Action Research Project should involve an issue/problem/topic in the student's current position. The proposal and methodology are developed in the fall and the project is carried out until May when findings are written up and presented to other candidates in the program.

EDEL 590B ASSESSEMENT OF COMPLETION OF INDUCTION PLAN (2)

During the final semester of the program, students will enroll in EDEL 590B(2), Competency Review Seminar. During this seminar, the candidate, in conjunction with program faculty and the employing school district, will determine that the induction plan proposed in Ed 590A, has been completed. The Competency Review will include review of the special concentration in Advanced Field Experience and the development of an on-going future professional development plan that reflects student strengths, and areas of need that are identified during the PASC II Program.

6. When should I begin the PASC II Program:

The recommendation of the CA Commission on Teacher Credentialing is that individuals begin the Induction Plan portion of the PASC II Program when they begin their initial job in school administration.

7. How do I maintain my standing in the program?

PASC II courses are taken Credit/No Credit. All courses must be passed to continue in the program.

8. What is the maximum time for completion of the PASC II?

Candidates have five years from the issuance of the PASC I to complete the PASC II. However, because of the program structure, individuals can easily complete the SSU Program in two semesters.

9. How long is the PASC II valid?

The Professional Administrative Services Credential is valid for five years and is renewable thereafter every additional five years. During each five year period individuals are expected to complete 150 hours of professional development activity which is documented with the renewal application sent to the CTC.

10. How do I apply for the Professional Credential?

Candidates who are completing the PASC II Program should file their credential application with the Credentials Analyst when it is clear that all course work will be completed successfully. Detailed information regarding this process will be explained to students at the appropriate time.

III. Admission to the Masters of Arts and/or Credential Programs

What are the legal requirements for admission to the program?

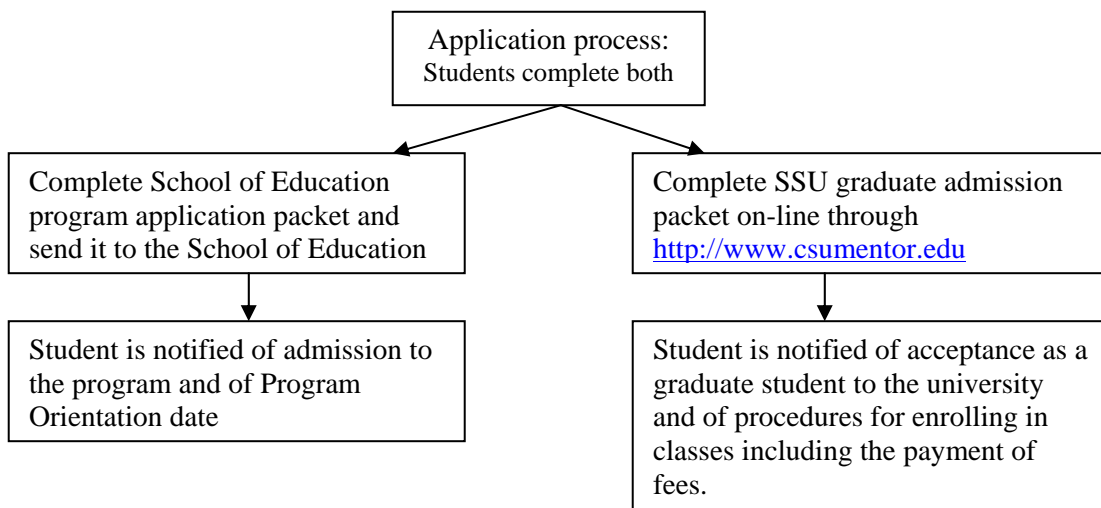
All students applying to the PASC I credential program must meet the following requirements:

- A baccalaureate degree from an accredited institution.
- A valid California teaching credential or services credential with a specialization in pupil personnel, health or library sciences
- A minimum of three years of successful full-time teaching experience in public or private schools or three years experience authorized by the services credential held.
- Successful completion of the CBEST.

How do I apply for admission to the program?

All students must complete **both** of the following:

- Students must apply for graduate study at SSU via www.csumentor.edu.
- Students apply to the PASC I program using application forms available on the School of Education web page or from the Credentials Office.



What materials must I submit as part of the program application?

1. Two sets of transcripts (details provided in the application packet)
2. Two photocopies of a valid California teaching credential or services credential
3. Verification of 3 years of experience
4. Two recommendations on the forms provided in the application packet that indicate your leadership potential; at least one must be from a school administrator
5. Program application, which includes your professional goals statement
6. Documentation of University admission or application
7. Verification of CBEST scores

It is the responsibility of the student to submit a complete application to both the Credentials Office in the School of Education and to the university graduate program. Students are responsible for submitting **all** required materials listed above on or before the application deadline.

How do I obtain an application packet?

Students may download the admission packet at the following URL:

http://www.sonoma.edu/education/application_docs/ed_leadership_application.pdf or contact the Credentials Office at (707) 664-2832.

What is the application deadline?

Students are encouraged to apply in the early spring for fall admission. A complete application packet must be submitted by March 1st for fall admission. (Please contact the Credentials Office at (707) 664-2832 for changes to this period).

Are there any other steps in the admission process?

Students may be called for an interview prior to admission into the program.

How are students notified of admission?

Candidates will be notified by the Credentials Office of their admission to the program. At that time candidates will be given date of the program Orientation session for newly admitted students. Candidate attendance is required. It is usually held in mid-June.

Students will also receive an official letter of acceptance from Sonoma State University. Students need to follow the procedures outlined in their acceptance letter to obtain access (a SSU user ID) to register for classes and information regarding payment of fees in order to register for classes.

Why do I need to attend an Orientation session?

Students admitted to the program attend an Orientation session in order to learn more about program requirements and timelines. Students will select their cohort (weeknight or week-end) and receive important information regarding class schedules, program expectations, course readings, and enrollment information. Due to the cohort model and the unique program schedule, students need to make efforts to stay informed regarding class scheduling and enrollment information, which is provided at orientation.

When do classes begin?

The SSU fall semester begins in late August. Students need to consult the SSU registration webpage for dates and procedures for registering for fall classes. It is helpful to register early in order to receive assignments prior to the beginning of courses due to the condensed nature of the program.

How many units may be transferred into the program?

A maximum of nine units may be transferred for courses taken at other institutions provided they meet the following requirements:

- a. Courses must be at the graduate level, from an accredited institution and acceptable in a graduate degree at the school.
- b. Courses must have been taken within the last five years.
- c. Courses must have been passed with a grade of B or better.
- d. Courses must be equivalent to those required in the SSU program and must be approved by the program coordinator.

Transferring Coursework (continued)

In order to transfer coursework, students must submit a School of Education petition that includes a photocopy of the catalog description, transcripts, and other documentation for courses to be evaluated.

How does a student challenge a course?

Resident students may challenge courses in the program by successfully passing written and/or oral examinations that demonstrate their achievement of course competencies. Consult the university catalog and the School of Education for policies and procedures. It is important to note that EDEL 587 cannot be challenged.

Can program admission be deferred?

If a student has been accepted to the program but wishes to defer admission for one year, the student needs to contact the Credentials Office in writing requesting to defer admission.

Is it possible to request a leave from the program?

If a student has been accepted to the program and completes one semester but wishes to postpone additional coursework, the student may file a leave request. Leave requests are available from the School of Education Credentials office.

What are the add/drop requirements?

Students are responsible for noting the add/drop dates for courses posted on the SSU admissions webpage under registration information.