Wayne State College
MSE and Endorsement Programs
in School Administration

Program Overview

School administration programs at WSC prepare students for building-level principalships and/or other administrative positions involving the supervision of other certificated employees. The program standards, conceptual framework, and outcomes are aligned with requirements contained in Nebraska Department of Education Rules 21 and 24. The Program meets the standards for the Council for the Accreditation of Educator Preparation (CAEP) and the National Policy Board for Educational Administration (NPBEA). To be eligible for administrator certification in Nebraska, the candidate must have two years of verified successful teaching experience [Neighboring states have similar requirements]. Students seeking first time certification in Nebraska may be required to complete additional course work in human relations and special education.

The School of Education and Counseling has eight different degree and endorsement programs in school administration. Note that the credit-hour numbers in parentheses for endorsements assumes that the student has completed previous masters-level course work in professional education. In actuality, individual students may need more; some may need less. The student and his or her advisor will collaborate in the development of a program of study that best fits the student’s interests and career path.

Degree Programs: 7-12; PK-8; PK-12

Endorsement Programs: 7-12 (36); 7-12 (9); PK-8 (36); PK-8 (9); PK-12 (45)

Admission

The first step is to apply for admission to graduate studies at Wayne State College. This can be done online by going to www.wsc.edu and clicking on Academics > Graduate Programs > Graduate Application or going directly to the application at https://myapplication.wsc.edu/. If you have any further questions about getting admitted to graduate studies at Wayne State College, contact the WSC Admissions Office at 1-800-228-9972 (x7234). Officials there will guide the student through the admissions process. Applicants must have a minimum GPA of 2.75 in the undergraduate degree or a GPA of 3.0 in the first nine hours of core courses in the program. The student must achieve a minimum GPA of 3.2 in all program course work.

Initial Enrollment

Graduate students may enroll in up to 9 credit hours of course work (6 credit hours for endorsement-only students) prior to being admitted into the school administration program, not to exceed one term. New enrollees must enroll in EDU 657 School Organization and Administration as a part of the initial program enrollment.
Admission to School Administration Program of Study

The next step is to seek admission to the school administration program. The applicant must submit an essay on “Why I am Interested in Becoming a School Administrator” to the Dean of the School of Education and Counseling, Wayne State College, Wayne, NE 68787. The essay should be completed as a Microsoft Word Document, double-spaced, and in 12-point font. It will be evaluated on organization, content, and mechanics and grammar using a four-point rubric: 1 = not acceptable; 2 = acceptable; 3 = target; 4 = exemplary.

Be sure to address the following items in your admission essay:

- Describe your background.
- How did your interest in school administration evolve?
- What leadership experiences have you had to this point in your career?
- What personal characteristics and professional skills do you possess that would contribute to your potential for becoming an effective educational leader?
- Other than your graduate program of study, how do you plan to prepare yourself for a role in educational leadership?

Further, the applicant will need to select three current or former school administrators as references. The names and email addresses of each reference shall be submitted to the student’s advisor. The identified administrators will receive an e-mail questionnaire, which is designed to obtain feedback about the applicant’s potential for completing an academic program of study in school administration and for becoming a successful school administrator.

Finally, the applicant will need to complete the Praxis II exam Educational Leadership: Administration and Supervision (5411) and the scores must be submitted to Wayne State College. Students should visit the Praxis Series link at www.ets.org to learn more about registering for and completing this exam.

All application materials must be received and on file in the Dean’s Office, before the student will be allowed to progress beyond the first 9-credit hours (6-credit hours for endorsement only students) taken at WSC.

[Note: This application process need not be repeated for those students who wish to add another nine-hour administrative endorsement level.]

Transfer Credits

Graduate credit from other accredited higher education institutions may be accepted into the program, assuming (a) minimum course grade of B and (b) the course or courses are an appropriate substitute for courses in WSC, MSE programs. For degree programs, graduate credit from other institutions cannot be a part of the course work that was a part of another graduate degree, and the classes must fit into a seven-year time frame for degree completion. Transfer credits are limited to 18 hours from other graduate institutions. Transfer credit to endorsement programs is limited to less than one-half of the hours in the program.
Course Rotation Schedule and Internship (Job-Shadowing Hours)

Content/Discipline Core [All classes online; rotation subject to change]

EDU 610, Elementary School Administration: Every spring semester
EDU 611, Secondary School Administration: Every fall semester
EDU 696/645, Special Course: Principal as Instructional Leader: Every fall and spring semester
EDU 654, Middle School Administration: Every June summer session
EDU 655, School Law: Every spring semester and July summer session
EDU 657, School Organization & Administration: Every fall, spring, and summer semester
EDU 659, School Finance & Facilities Management: Every fall and spring semester
EDU 666, Supervision of Instruction: Every fall and June summer session
EDU 689*, Elementary School Internship: Every fall and spring semester
EDU 690*, Secondary School Internship: Every fall and spring semester
* Internships must be taken within the last nine hours of program course work. For PK-12 program students, only one internship course may be taken in a given semester. You will need to contact your advisor for admission to the internship.

Core Classes for all MSE Programs (Subject to Change)

EDU 603, Introduction to Graduate Studies/Research: Online every semester and the June and July summer sessions (required)
EDU 626, Advanced Ed. Psych.: Online every fall semester and summer in July (elective)
EDU 627, Currents Issues & Trends: Online every fall semester and the summer June session (elective)
EDU 658, Fundamentals of Curriculum Development: Online every spring semester and the July summer session (required)
EDU 674, History and Philosophy of Education: Online every spring semester and during the June summer session (elective)

Iowa Students

To comply with the Iowa Board of Examiners’ requirements, Iowa students need to complete a PK-12 program of study. They also need to complete the Iowa Evaluator Training sequence and a course in the administration of special education. The Iowa Department of Education offers the evaluator training workshops, and higher education institutions in Iowa may offer graduate credit for this experience. If the Iowa Evaluator Training is taken for graduate credit and students intend to use the hours in completing their program of study, they should have the credit transferred to WSC. WSC offers SPD 611 online in the July summer session, which meets Iowa certification requirements. The graduate credit for the Iowa Evaluator training may be used to substitute for EDU 666, Supervision of Instruction, or as a program elective. The three hours of credit for SPD 611 may be used as elective course work on the PK-12 program of study.
Internship (Job-Shadowing Hours)

In accord with NDE Rule 24, all school administration students must complete a total of 250 internship hours in master’s-level classes, 110 of which will be done in either EDU 689 or EDU 690. [PK-12 program students must complete 380 hours, 220 of which will be in the EDU 689 and 690 internships]

Students must take nine (9) credit hours of Professional Education Core classes, with EDU 603 and EDU 658 being required. The student then has a choice for one more course from the following options: EDU 626, EDU 627, or EDU 674. Ten clock hours of internship must be completed in each of the Professional Education Core classes. These internship hours should be coordinated with your advisor. Note that no internship hours are required for any courses that are regarded as electives on the student’s program of study.

For the Content/Discipline classes, all involve 20 clock hours of internship, with the exception of EDU 655, School Law, which requires 10 hours.

Candidate for Certification

Prior to enrolling in the school administration internship, students admitted to the school administration program must advance to candidacy for certification. In order to advance to candidacy, students must successfully pass the ETS Praxis II exam, the progress interview, and degree students must pass the department’s comprehensive Exam

Progress Interview

After completion of at least 15 program credit hours, the student’s advisor and one other faculty member in school administration will conduct an interview to assess student progress and garner feedback on the relevancy of course work. If the student is within easy driving distance of the WSC campus, the interview will be in person. If not, the interview will be conducted via online video conference (e.g. Skype). A faculty determination will be made using the progress interview rubric regarding the candidate’s suitability to continue in the school administration program.

ETS Praxis II Exam.

All program participants shall take the ETS Praxis II Exam Educational Leadership: Administration and Supervision (5411) in the first semester of enrollment in program classes. Students must obtain a passing score as established by the Nebraska Department of Education prior to being admitted to candidacy for certification. Students should visit the ETS website at www.ets.org in order to obtain information on the exam, exam dates, and exam locations.
Comprehensive Examination

Comp exams are scheduled every semester, usually in late September, mid-March, and mid-June. It is the student’s responsibility to file a request with the Graduate Office (402-375-7232) to take the comprehensive examination two weeks prior to the examination period. The student will have the opportunity to select four courses from their program of study on which they wish to respond to an examination question. After receiving the four questions via e-mail, the student will have approximately ten (10) days to complete and return the examination via a Microsoft Word e-mail attachment.

Application for Graduation

Students pursuing degrees must file an Application for Graduation with the Graduate Office no later than the end of the second week of the semester in which they intend to graduate. Commencing with the date of the first course registration, all requirements for the degree must be met within seven calendar years. Courses can be no more than seven years old at the time of graduation. Students completing degrees may participate in Commencement ceremonies. Commencement is held in May and December. Non-degree-endorsement only students do not earn a degree. Therefore, non-degree students will not complete an application for graduation and there is not a time limit on the completion of course work.

Table of Requirements

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* The Praxis Exam only needs to be taken and passed once.

Certification

Initial. Upon degree or endorsement completion, the student should contact WSC Certification Officer Phyllis Spethman (402-375-7373) to process the application of an administrative and supervisory certificate with the added endorsement of Principal. The Nebraska Department of Education (NDE) may impose requirements for certification beyond your program of study at WSC, including the receipt of a passing score on the ETS Praxis II exam 5411 Educational Leadership Administration and Supervision. Our program of study is designed to prepare you for such a test, but performance on that test may depend on many issues
beyond the control of our department including but not limited to prior professional educational knowledge, teaching and administrative experiences, test-taking skills, and the candidate’s retention of course material.

**Renewal.** Renewal of an administrative certificate will require successful experience as an administrator. If the applicant has not completed successful experience as an administrator at the time of renewal, an additional six (6) graduate credit hours will be required by NDE.

### Table of School Administration Benchmark Levels

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<td>Minimum of two (2) years’ experience as a teacher</td>
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<td>3.20 GPA or higher</td>
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**General and Graduate Catalog**

A current *General and Graduate Catalog* may be downloaded from: [http://www.wsc.edu/records_registration/course_catalog/](http://www.wsc.edu/records_registration/course_catalog/). The catalog provides detailed information on all college programs and services.

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