

Texas A&M University-Texarkana



Master of Education in Education Leadership (M.Ed.) And Principal Certification Program

Revised December 2019

Texas A&M University-Texarkana
7101 University Ave
Texarkana, TX 75503
phone: 903.223.3000
fax: 903.223.3104



**Department of Education Leadership
Texas A&M University-Texarkana
7101 University Avenue
Texarkana, Texas 75503**

Future and Current Students:

Thank you for your interest in the online Education Leadership (EDLD) Principal Certification Program. Whether you are pursuing the 30-hour *Master's Degree in Education Leadership with Principal Certification* or the 21-hour *Principal Certification Only*, we strive to provide you with the necessary skills that will prepare you to become an effective school administrator within today's educational climate. Our online courses emphasize quality interactions between the instructor and student and are tailored to the demands of today's busy professional educator and graduate student.

Should you have programmatic questions regarding the Master's Degree or Principal Certification Program, please contact Dr. Sara Lawrence at Sara.Lawrence@tamut.edu or Dr. Trisha Gerrish Ray at Trisha.Ray@tamut.edu for assistance.

We appreciate your interest Texas A&M University-Texarkana.

NOTE: This handbook is subject to change without prior notification and updates will be available in the Education Leadership Department. This handbook does not constitute a catalog and does not carry catalog privileges.

Table of Contents

College of Arts, Science, and Education (CASE).....	4
Department of Education Leadership Faculty	5
Student Program Contact Information	6
Admission Process	6
Degree Plans and Course Listings	8
Principal Internship.....	9
Assessment Application Procedures	10
Principal Certification Program Weblinks	11

College of Arts, Science, and Education (CASE)

The online Education Leadership Master's Degree and Principal Certification Program is led by experienced faculty dedicated to the mission and vision of the Texas A&M University-Texarkana and the College of Arts, Science, and Education.

College of Arts, Science and Education Mission

We are a community of scholars who challenge each other to lives of inquiry.

Education Department Mission

Teach others to teach well.

Education Department Vision

Teach well.

Education Department Beliefs and Core Values

Good teaching is complex.
Good teaching is deeply reflective.
Good teaching can be replicated.
Good teachers continuously improve.

The mailing address and other contact information are listed below.

Department of Education Leadership
Texas A&M University, Texarkana
7101 University Avenue, UC 260
Texarkana, Texas 75503
University Number: 903-223-3000

Department of Education Leadership Faculty

The faculty of the Education Leadership Master's Degree and Principal Certification Program are professional educators who bring their Texas public school leadership experiences to the program. Our faculty have served as assistant principals, principals, coordinators, directors, assistant superintendents, and superintendents in various school districts. Their field-based understandings combined with active research agendas make for the best possible learning opportunities as students seek to become educational leaders who will make a difference in schools, school districts, and local communities.

Sara Lawrence, Ph.D.
Associate Dean of CASE
Sara.Lawrence@tamut.edu

Kathy Lease, Ed.D.
Ad Interim Associate Professor of Education Leadership
Klease@tamut.edu

Trisha Gerrish Ray, Ed.D.
Ad Interim Professor of Professional Practice in Education Leadership
Trisha.Ray@tamut.edu
903-334-6680

Rebeca Cooper, Ed.D.
Assistant Professor of Education Leadership
Rebeca.Cooper@tamut.edu

Student Program Contact Information

Questions beyond the scope of this handbook should be directed to the following departments and/or individuals.

Jana Boatright, Registrar

registrar@tamut.edu

Course enrollment issues

Stacey Epps, Coordinator of Financial Aid

Stacey.Epps@tamut.edu

Katheryn Hartshorn

Katheryn.Hartshorn@tamut.edu

Certification Coordinator

Dr. Trisha Gerrish Ray

Trisha.Ray@tamut.edu

Principal Certification Program Coordinator

Dr. Sara Lawrence, Associate Dean of CASE, Associate Professor of Educational Psychology:

Sara.Lawrence@tamut.edu

Admission Process

The Department of Education Leadership is proud to offer a 30-hour Master of Education in Education Leadership. This degree provides the foundation for the skills and knowledge required to pass the TExES 268 *Principal as Instructional Leader* Certification Examination and the *Performance Assessment for School Leaders* (PASL). For students already holding a master's degree in education (or a related field), Texas A&M University-Texarkana offers a Principal Certification program consisting of 21-hours of coursework designed to prepare students to pass the TExES 268 certification assessment and the PASL. The programs are offered online for the convenience of our students. Students will complete the principal certification only as a cohort beginning each summer. Additional courses are required for a master's degree.

Student admission to the master's degree with principal certification and/or Certification Only Program is a multi-part process. First, students must apply to the Texas A&M University-Texarkana Graduate School for admission to the master's degree or non-degree seeking Principal Certification program. Second, a separate application must be submitted through Tk20 for the Principal Certification Program. Third, complete an interview with Education Leadership faculty to assess leadership potential, oral communication skills, and managerial skills and competencies.

1. Graduate School Admission

To apply for graduate studies, go to:

<https://www.applyweb.com/texasamu/index.ftl>. Complete the appropriate application and submit the processing fee.

The following items are also required for the graduate school application.

- ***Official Transcripts:*** University policy forbids anyone from being fully accepted into a graduate degree program without first supplying the University with an official transcript from every regionally accredited college/university the applicant attended. (**Master's degree from a regionally accredited institution is required for the Certification Only Program.**) It is important to note that ALL transcripts come directly from the institution of record (mailed or hand delivered in an unopened envelope sealed by the issuing institution) and must be official. **To be accepted into the Principal Certification preparation programs, applicants must have a minimum overall undergraduate GPA of 3.00 or an overall 3.00 on a completed master's degree from a regionally accredited institution.**
- **Proof of a current valid teacher certification.**
- ***Standardized Tests (GRE or MAT):*** Official Graduate Record Examination (GRE) or the Miller Analogies Test (MAT) scores that are fewer than five (5) years old at the time of application. The Principal Certification Program requires official scores on one of these exams as a part of the overall assessment of applicants (unless the applicant has a previously conferred master's degree). The [A&M-Texarkana Testing Center](#) offers the MAT on a regular basis throughout the school year. Please check their website for more information on procedures for setting up a test and testing dates.
- ***International Students ONLY:*** There are additional requirements for international students. In addition to the items above, graduate studies will need:
 - Official Test of English as a Foreign Language (TOEFL) scores (taken within the last two years)
 - Foreign Credentialing Evaluations on all foreign colleges/universities attended, and
 - Clearance from the International Student Services Office.

An international student must have clearance from the International Student Services Office before an admission decision can be made. Click to read all information on [Regulations for International Students](#).

More information regarding this program information can be found in the [Graduate Catalog](#).

2. Certification Office Application

Submit an application to the [TK20 system](#) by creating a free applicant account.

- Submit official service records
- Principal Program Admission

3. Principal Program Interview

All candidates will complete an interview with Education Leadership faculty to assess leadership potential, oral communication skills, and managerial skills and competencies.

Once the screening process is complete and you have met the admission requirements for the Principal Certification Program, you will be emailed an “Admission Letter” that will need to respond to as instructed. The letter also notifies you that a \$35 TEA assessment fee will be added to your student account. **Failure to pay this fee prior to the first day of instruction will result in an administrative drop.**

If you have program questions, please contact Katheryn Hartshorn at 903-223-3048 or Dr. Trisha Gerrish Ray at 903-334-6680.

Degree Plans and Course Listings

Official degree plans are available in Degree Works.

Student pursuing the 30-hour online Master’s Degree in Education Leadership with Principal Certification must take ED520, Research Literature and Techniques during the first semester of coursework. The recommended sequence of Education Leadership courses is shown in Tables 1 and 2.

Table 1. Sequence of Courses for the Master’s Degree in Education Leadership with Principal Certification

Master’s Degree in Education Leadership with Principal Certification Courses
<ul style="list-style-type: none"> ● ED 520 Research Literature and Techniques – Spring or Fall Semester ● EDLD 510 Curriculum Studies ● EDLD 597 Special Topics ● EDLD 531 Instructional Leadership – Summer Semester, 10 Week ● EDLD 540 School Finance and Management – Summer 1 Semester, 5 Week ● EDLD 574 Administration of Special & Compensatory Programs – Summer 2 Semester, 5 Week ● EDLD 567 Supervision of Instruction* – Fall Semester ● EDLD 580 Data Analysis for Campus Improvement – Fall Semester ● EDLD 570 Texas School Law – Spring Semester ● EDLD 588 Principal Internship* – Spring Semester <p>*No course substitution permitted.</p>

EDLD 567 Supervision of Instruction shall be completed through Texas A&M University-Texarkana as part of the Principal Certification core courses. No course substitution will be accepted.

EDLD 588 Principal Internship shall be completed during the final semester of the program.

Table 2: Sequence of Courses for Principal Certification Only

Principal Certification Only Courses
<ul style="list-style-type: none"> ● EDLD 531 Instructional Leadership – Summer Semester, 10 Week ● EDLD 540 School Finance and Management– Summer 1 Semester, 5 Week ● EDLD 574 Administration of Special & Compensatory Programs – Summer 2 Semester, 5 Week ● EDLD 567 Supervision of Instruction* – Fall Semester ● EDLD 580 Data Analysis for Campus Improvement – Fall Semester ● EDLD 570 Texas School Law – Spring Semester ● EDLD 588 Principal Internship* – Spring Semester <p>*No course substitution permitted.</p>

The *Principal Certification Only* plan is for students who have already earned a master's degree from an accredited institution in education or a related field. The degree need not be in Education Leadership to pursue the *Principal Certification Only* program.

EDLD 567 Supervision of Instruction shall be completed through Texas A&M University-Texarkana as part of the Principal Certification core courses. No course substitution will be accepted.

EDLD 588 Principal Internship shall be completed during the final semester of the program.

The courses in the EDLD program are focused on the roles and responsibilities of principals and are necessary to prepare our students to become an administrator as well as to pass the TExES 268 *Principal as Instructional Leader* exam and the *Performance Assessment for School Leaders* (PASL). Applicants seeking a master's degree occasionally request consideration of prior graduate coursework for the requirements of their master's degree. A maximum of 6 SCH of course work outside of the University will be considered. EDLD 567 and EDLD 588 are NOT transferable courses and must be retaken at A&M-Texarkana.

Principal Internship

The principal internship, required by state law, is an integral part of the educational experience of the Principal Certification Program. Students must complete at least one full 16-week semester enrolled in EDLD 588 Principal Internship incurring a minimum of 160 clock hours of internship experiences. The design of the internship is to bridge the gap between theory and practice by building on the students' academic foundation with in-school experiential learning. The alignment of the internship is congruent with the state standards, domains, and competencies.

The internship experiences are designed to be accrued during the semester of the internship. The Principal or Site Supervisor will be directing the campus activities and interacting meaningfully with the student concerning these field experiences.

Assessment Application Procedures

TEXES 268 Principal as Instructional Leader

Candidates are limited to a total of five (5) attempts to take the *TEXES 268 Principal as Instructional Leader* certification test. The five attempts include the first attempt to pass the examination and four retakes as stated in the [Texas Education Code §21.048 \(a-1\)](#).

Students seeking approval to register for the *TEXES 268 Principal as Instructional Leader* exam must meet eligibility requirements specified in the *TEXES 268* registration bulletin. In addition, principal certification students (whether earning certification with a master's degree or principal certification only) seeking to be eligible to take the certification exam must:

- Be admitted to the certification program,
- Have successfully completed:
 - The Education Leadership Department Comprehensive Exam scoring 80% or higher, or
 - A department approved alternate assessment scoring 80% or higher,
- Be currently enrolled in or have successfully completed EDLD 567 Supervision of Instruction OR have successfully completed the Principal Certification Program.

Students seeking approval to register for the *TEXES 268 Principal as Instructional Leader* must submit a Request to Test Application to Dr. Trisha Gerrish Ray, Principal Program Coordinator, at Trisha.Ray@tamut.edu.

Clearance will only be provided for one testing attempt per request. No early clearances will be considered. Students seeking clearance for retakes must engage in remediation prior to receiving approval. Students who do not successfully pass the *TEXES 268* exam will be required to complete remediation as assigned by the Department of Education Leadership. Additional clearances will not be provided until remediation has been completed.

Probationary Certificates are NOT available through A&M-Texarkana.

Performance Assessment for School Leaders (PASL)

Candidates are limited to a total of five (5) attempts to take the Performance Assessment for School Leaders (PASL). The five attempts include the first attempt to pass the examination and four retakes as state in the [Texas Education Code §21.048 \(a-1\)](#).

Students seeking approval to register for the (PASL) must submit a Request to Test Application to Dr. Trisha Gerrish Ray, Principal Program Coordinator, at Trisha.Ray@tamut.edu.

Principal Certification Program Weblinks

- [Texas Administrative Code §241.15. Standards Required for the Principal as Instructional Leader Certificate](#)
- [19 TAC Chapter 149. Commissioner's Rules Concerning Educator Standards](#)
- [State Board of Educator Certification](#)
- [TExES 268 Principal as Instructional Leader Preparation Manual](#)
- [Performance Assessment for School Leaders \(PASL\) Candidate and Educator Handbook](#)
- [Task Requirements for the ETS® Performance Assessment for School Leaders \(PASL\)](#)
- [College of Arts, Sciences, and Education \(CASE\) Graduate Programs](#)
- [Application Website](#)
- [Texas Principal Certificate Renewal Information](#)