



## JIU Program Advising Tool\*

**MEd in Education Leadership and Administration: Principal and Administrator Licensure Program (36 Credits)**

*For Candidates Admitted Before May 2011*

Version Date: September 2, 2011

| Course Number | Course Name   | Required Activities in a K-12 School Setting? | Course Project & Required Hours To Be Completed in a School Setting  | Course Sequence          |
|---------------|---|---|--|--------------------------|
| EDU500        | <a href="#">Educational Theory Into Practice</a>                          | NO  | <ul style="list-style-type: none"> <li>• <b>Project:</b> Curriculum Guide: Integrating Theory into Practice</li> <li>• <b>No field-based activity</b></li> </ul>   | First Course             |
| EDU600        | <a href="#">Teaching &amp; Administering in Colorado &amp; the States</a> | NO  | <ul style="list-style-type: none"> <li>• <b>Project:</b> Portfolio (licensure Information and state standards)</li> <li>• <b>No field-based activity</b></li> </ul>  | Second or Third Course   |
| EDU550        | <a href="#">Evaluating Education Technology</a>                           | NO  | <ul style="list-style-type: none"> <li>• <b>Project:</b> Technology Integration Strategic Plan</li> <li>• <b>Field-based activity optional</b></li> </ul>  | Second or Third Course   |
| EDU546        | <a href="#">Business Management for K-12 Administrators</a>               | NO  | <ul style="list-style-type: none"> <li>• <b>Project:</b> Resource Management Manual</li> <li>• <b>Field-based activity optional</b></li> </ul>   | Fourth or Fifth Course   |
| EDU542        | <a href="#">Strategic Planning for Educators</a>                          | NO  | <ul style="list-style-type: none"> <li>• <b>Project:</b> Strategic Plan: Improving School Programs &amp; Culture</li> <li>• <b>No field-based activity</b></li> </ul>                                      | Fourth or Fifth Course   |
| EDU525        | <a href="#">Supervision of Student Conduct</a>                            | YES   | <ul style="list-style-type: none"> <li>• <b>Project:</b> Student Conduct Handbook</li> <li>• <b>4-8 Hours Required</b> (onsite in K-12 school/district setting)</li> </ul>                                 | Sixth or Seventh Course  |
| EDU526        | <a href="#">School Site Safety and Maintenance</a>                        | YES   | <ul style="list-style-type: none"> <li>• <b>Project:</b> School Health, Safety and Maintenance Audit</li> <li>• <b>4-8 Hours Required</b> (onsite in K-12 school/district setting)</li> </ul>              | Sixth or Seventh Course  |
| EDU553        | <a href="#">K-12 Education Law and Policy</a>                             | NO  | <ul style="list-style-type: none"> <li>• <b>Project:</b> Law Compliance Presentation</li> <li>• <b>No field-based activity</b></li> </ul>  | Eighth or Ninth Course   |
| EDU555        | <a href="#">The K-12 Administrator as Instructional Leader</a>            | YES   | <ul style="list-style-type: none"> <li>• <b>Project:</b> Supervisory Plan</li> <li>• <b>4-8 Hours Required</b> (onsite in K-12 school/district setting)</li> </ul>   | Eighth or Ninth Course   |
| EDU545        | <a href="#">Successful Leadership in K-12 Organizations</a>               | YES<br><b>sponsored course</b>                | <ul style="list-style-type: none"> <li>• <b>Project:</b> School Improvement Proposal</li> <li>• <b>4-8 Hours Required</b> (onsite in K-12 school/district setting)</li> </ul>                              | Tenth or Eleventh Course |
| EDU547        | <a href="#">Building Relationships: K-12 Schools and Families</a>         | YES   | <ul style="list-style-type: none"> <li>• <b>Project:</b> Assessing Impact of a PK-12/ Community Initiative</li> <li>• <b>4-8 Hours Required</b> (includes work in community agencies)</li> </ul>           | Tenth or Eleventh Course |
| EDU610        | <a href="#">Principal and Administrator Internship</a>                    | YES<br><b>internship</b>                      | <ul style="list-style-type: none"> <li>• <b>Project:</b> Professional Portfolio II</li> <li>• <b>220 Hours Required - 27.5 hours per week</b> (onsite in approved K-12 school/district setting)</li> </ul> | Twelfth Course           |

**OTHER REQUIREMENTS AND K-12 RESOURCES**

| Requirement  | Description   |  |  |
|--|---|--|--|
| <ul style="list-style-type: none"> <li><b>Clinical Practice Policy</b></li> </ul>  | <p>The SoE's Clinical Practice Policy may be found in the <a href="#">K-12 Clinical Practice Guide</a>. As part of this policy, candidates are required to ensure their internship mentor completes and submits the Mentor Appraisal of Candidate Proficiencies as directed by the internship JIU faculty member. This includes mentor submission of the appraisal via an online survey. Candidates are not eligible to receive a passing grade for the internship course until the mentor has submitted the requisite appraisal. The Clinical Practice Policy also requires JIU faculty members to communicate frequently and regularly with mentors. This requirement includes a minimum of two phone conferences for the internship course.</p>  |  |  |
| <ul style="list-style-type: none"> <li><b>Clinical Practice Sites and Mentor Approval</b></li> </ul>   | <p>All candidates are required to work with the SoE Field Placement Facilitator to identify an internship placement site and a qualified, licensed mentor. Candidates are advised to initiate this process 6 months prior to the anticipated start of the internship. Candidates are required to complete the internship in their targeted endorsement area (i.e., principal, superintendent, director, supervisor, etc.). Candidates are required to complete all course prerequisites prior to registration for EDU610. The Field Placement Facilitator approves all internship sites and mentor qualifications. Candidates are not permitted to register for the internship until these approvals have been completed.</p> <p><b>Internship Sites Must Meet the Following Parameters:</b></p> <ul style="list-style-type: none"> <li>-The site must be designated as a school/district setting (home-school settings are not permitted);</li> <li>-The school must be a licensed American school. It can be located within the United States or abroad;</li> <li>-The site must provide JIU candidates with multiple opportunities to work with diverse K-12 students;</li> <li>-The placement consists of school/district settings at the grade level(s) required for the candidate's intended license;</li> <li>-The placement consists of K-12 classroom / school community settings that allow the candidate to complete all required coursework.</li> </ul> <p><b>Mentor Principal/Administrator Qualifications include:</b></p> <ul style="list-style-type: none"> <li>-possession of a current United States principal/administrator license,</li> <li>-possession of three years or more of licensed experience as a principal/administrator, and</li> <li>-current employment in the role of a principal/administrator.</li> </ul> <p>As part of EDU610 prerequisites, candidates are required to submit copies of the <b>mentor's state license</b>, and <b>resume</b> to the Field Placement Facilitator. For complete information about course prerequisites, please refer to the <a href="#">K-12 Clinical Practice Guide</a> or speak with your Student Support Counselor.</p> |  |  |
| <ul style="list-style-type: none"> <li><b>State Licensure Exams</b></li> </ul>   | <p>All candidates are required to pass <u>all</u> state-required licensure exams for the state where they intend to seek licensure and submit the exam score reports to the JIU Registrar prior to registration for EDU610. JIU strongly recommends candidates register for state licensure exam(s) during the first 6 months of the program. The submission of passing scores on all requisite licensure exams is also part of graduation and institutional recommendation requirements.</p>   |  |  |
| <ul style="list-style-type: none"> <li><b>Instructional Resources</b></li> </ul>   | <table border="0"> <tr> <td data-bbox="384 992 1192 1261"> <ul style="list-style-type: none"> <li>• Website: <a href="#">JIU K-12 Clinical Practice Resources</a></li> <li>• Website: <a href="#">U.S. Department of Education</a></li> <li>• Website: <a href="#">K-5 Student Center Activities and K-3 Instructional Routines</a></li> <li>• Website: <a href="#">Common Core State Standards</a></li> <li>• Website: <a href="#">Comprehension Instruction Across the Content Areas</a></li> <li>• Website: <a href="#">Doing What Works (6 Minute Video): Intentional Teaching -- Mathematics</a></li> <li>• Practice Guide: <a href="#">Effective Instruction for Adolescent Struggling Readers</a></li> <li>• Practice Guide: <a href="#">Organizing Instruction and Study To Improve Student Learning</a></li> </ul> </td> <td data-bbox="1192 992 1999 1261"> <ul style="list-style-type: none"> <li>• Practice Guide: <a href="#">Instructional Models and Strategies For Teaching English Language Learners</a></li> <li>• Article: <a href="#">Differentiated Instruction and Universal Design for Learning</a></li> <li>• Book: <a href="#">Data-Driven Dialogue: A Facilitators Guide to Collaborative Inquiry</a></li> <li>• Book: <a href="#">Making Differentiation a Habit</a></li> <li>• Book: <a href="#">Professional Learning Communities</a></li> <li>• Policy Brief: <a href="#">Writing Next: Effective Strategies to Improve Writing of Adolescents in Middle and High Schools</a></li> </ul> </td> </tr> </table>   | <ul style="list-style-type: none"> <li>• Website: <a href="#">JIU K-12 Clinical Practice Resources</a></li> <li>• Website: <a href="#">U.S. Department of Education</a></li> <li>• Website: <a href="#">K-5 Student Center Activities and K-3 Instructional Routines</a></li> <li>• Website: <a href="#">Common Core State Standards</a></li> <li>• Website: <a href="#">Comprehension Instruction Across the Content Areas</a></li> <li>• Website: <a href="#">Doing What Works (6 Minute Video): Intentional Teaching -- Mathematics</a></li> <li>• Practice Guide: <a href="#">Effective Instruction for Adolescent Struggling Readers</a></li> <li>• Practice Guide: <a href="#">Organizing Instruction and Study To Improve Student Learning</a></li> </ul> | <ul style="list-style-type: none"> <li>• Practice Guide: <a href="#">Instructional Models and Strategies For Teaching English Language Learners</a></li> <li>• Article: <a href="#">Differentiated Instruction and Universal Design for Learning</a></li> <li>• Book: <a href="#">Data-Driven Dialogue: A Facilitators Guide to Collaborative Inquiry</a></li> <li>• Book: <a href="#">Making Differentiation a Habit</a></li> <li>• Book: <a href="#">Professional Learning Communities</a></li> <li>• Policy Brief: <a href="#">Writing Next: Effective Strategies to Improve Writing of Adolescents in Middle and High Schools</a></li> </ul> |
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\* This tool outlines select requirements for the program specialization listed above and is intended to provide general information about requirements related to completing field experiences in school/district settings. This tool does not contain all requirements associated with this program specialization. For comprehensive information about all program specialization and course requirements, please refer to the [JIU Admissions Web Page](#), the [JIU Student Handbook](#), the [JIU School of Education Catalog](#) and the [K-12 Clinical Practice Guide](#). Program requirements and the information in this tool change frequently. The most current version of this document can be found on the SoE website: <http://www.jiu.edu/schools/education/field-experience>.