



Department of Educational Leadership

Educational Administration

**Master's Degree
and**

Principal Preparation Program

STUDENT HANDBOOK

2013-2014

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

Revised February 2014



Department of Educational Leadership

Texas A&M University-Commerce

P.O. Box 3011

Young Education North 113

Commerce, Texas 75429

903.886.5520

February 2014

Future and Current Students:

The Department of Educational Leadership would like to thank you for your interest in our Educational Administration Principal Preparation Program. Whether you are pursuing our 30-hour *Master's Degree in Educational Administration with Principal Certification* or our 21-hour *Principal Certification Only* track, 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 7-week sub terms, which are predominantly online, emphasize quality interaction between the instructor-and-student and are tailored to the demands of today's busy professional educator and graduate student. Another unique feature of our program is the opportunity for you to obtain the Instructional Leadership Development (ILD) Certificate within the degree program.

Within this handbook, you will find pertinent information to include:

1. Admission procedures and requirements,
2. Degree plans and course listings,
3. Student orientation and advising,
4. Principal certification internship requirements,
5. TExES Examination protocol, and,
6. Principal certification application procedures

Should you have any questions regarding our Principal Preparation Program, please contact Dr. Julia Ballenger at Julia.Ballenger@tamuc.edu.

Once again, we appreciate your interest in the Educational Administration Principal Preparation Program at Texas A&M University at Commerce.



Department of Educational Leadership

The Principal Preparation Program located in the Department of Educational Leadership is empowered by experienced faculty dedicated to the mission and vision of the department. Each of our faculty is passionate about your education, learning, and success.

Our Mission

The Department of Educational Leadership at Texas A&M University-Commerce prepares graduates for teaching, service, and leadership roles in a variety of educational, business, government, and industry contexts.

Our Vision

The Department of Educational Leadership at Texas A&M University-Commerce envisions exemplary programs that challenge highly qualified students to excel in their respective disciplines and careers through engagement in a rigorous and transformative learning environment linking theory to practice while expanding the knowledge base of the learner, the profession, and the respective academic disciplines.



Department of Educational Leadership Principal Preparation Program Faculty

The faculty of the Principal Preparation Program are professional educators who bring their Texas public school leadership experiences to you. Our faculty has served as assistant principals, principals, coordinators, assistant superintendents, and superintendents in various school districts. These practical experiences coupled with active research agendas make for the best possible learning experiences as students seek to become educational leaders who will make a difference in schools, school districts, and local communities.

Glenda Holland, EdD
Professor

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Melissa Arrambide, EdD
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The Principal Preparation Program at Texas A&M University-Commerce has a rich history as a college and university dedicated to the creation of educational leaders.

Though the name of our university has changed along the way, its role in creating educators of excellence has not changed. Mayo's founding creed of "**ceaseless industry, fearless investigation, unfettered thought, and unselfish service to others**" continues to this day.

Since 1996, the university has been a part of the Texas A&M University System. TAMUC, with its unique online delivery of instruction, continues to grow throughout Texas and strives to provide students with a quality education that serves as a springboard to careers and lives that make a difference through public and private education systems.

The Principal Preparation Program is located in the Department of Educational Leadership in the College of Education and Human Services at Texas A&M University-Commerce. The Department of Educational Leadership is composed of the following programs:

- Educational Administration
- Educational Technology-Leadership
- Educational Technology-Library Science
- Global e-Learning
- Higher Education Leadership

The Department of Educational Leadership and its programs are located on the Commerce campus in the Young Education North Building, Room 113. The mailing address and other contact information are listed below.

Department of Educational Leadership
Texas A&M University-Commerce
PO Box 3011
Commerce, TX 75429
MAIN: 903.886.5520
FAX: 903.886.5507

ADMISSION PROCEDURES AND REQUIREMENTS

TAMUC GRADUATE SCHOOL ADMISSION

Students must be admitted by both the TAMUC Graduate School **and** the TAMUC Principal Preparation Program to be fully admitted to the program regardless of whether a candidate is pursuing the 30-hour *Masters Degree in Educational Administration with Principal Certification* or the 21-hour *Principal Certification Only* option.

The first step in entering our program is to apply for admission to the TAMUC Graduate School. Students may apply online at the [Graduate School website](#) and initiate the admission process.

REQUIRED DOCUMENTS FOR ADMISSION TO GRADUATE SCHOOL

- \$50 application fee
- Official Bachelors transcript - from a regionally accredited university
- Application
- One of the following: Official GRE Scores; or Proof of a current valid Texas teacher or principal certificate; or Completed master's degree from a regionally accredited institution with at least a 3.0 GPA; or a conferred bachelor's degree with at least a 3.0GPA
- 2 Professional Letters of Recommendation

Students who apply for admission to enter the 30-hour Master's Degree in Educational Administration with Principal Certification will have one of the following admission status categories assigned:

1. Full admission
2. Conditional admission
3. Provisional admission

Full Admission Status is granted for those students who have completed the application process and have no further requirements for our program's admission criteria rubric.

Conditional Admission Status is granted for those students who have completed the application process, but their criteria falls below the measures described within our program's admission criteria. Students who fall under this status need to maintain a 3.00 grade point average for the first 12-hours of program coursework to be granted full admission status.

Provisional Admission Status is granted for those students who have an incomplete application. Under this status, the student is **NOT** eligible for financial aid and may take no more than 6-hours of program coursework prior to **completing** the entire admissions process. This process must be completed before being allowed to take more than the first two courses. Failure to complete the admission process fully will result in being ineligible to take courses the next semester.

Applicants who pursue our 21-hour Principal Certification Only option should apply for *Teacher Certification* through the graduate school application link. The 21-hour Principal Certification Only option is for those students who have already earned a Master's Degree from an accredited institution or are completing another master's program at TAMUC.

PRINCIPAL CERTIFICATION PROGRAM APPLICATION

1. Complete, print, sign, and date [Application](#) to the certification program for Principal and print confirmation page.
2. Complete, print, sign, and date certification plan.

[Principal Certification Plan – Master's Degree Already Held](#)

[Principal Certification Plan – Master's Degree Required](#)

3. Letter of recommendation on school letterhead from a certified school administrator.
4. Copy of Texas teaching certificate
5. Copy of Teacher Service record from school district personnel office indicating at least two years of classroom teaching experience; and
6. \$50.00 non-refundable application fee or copy of online receipt if paid online at www.tamuc.edu/teacher. The \$50.00 application processing fee can be paid online at the same website. Just select ONLINE CREDIT CARD PAYMENT on the left sidebar.

MAIL all required documents in one package to TAMU-Commerce, Attn: Educator Certification Office, PO Box 3011, Commerce, TX, 75429.

Questions regarding the Principal Certification application process should be directed to Kathy.Black@tamuc.edu

DEGREE PLANS AND COURSE LISTINGS

Whether a student pursues the 30-hour Master's Degree in Educational Administration with Principal Certification or the 21-hour Principal Certification Only Plan, EDAD 615 must be taken during the first semester of course work. The recommended sequence of EDAD courses is shown in Tables 1 and 2.

Table 1: Sequence of Courses

Master's Degree in Educational Administration with Principal Certification Courses
<ul style="list-style-type: none"> • EdAd 615—Leading Effective Schools (<i>first course to enroll within program</i>) • EdAd 595—Using Research for Best Practice (<i>second course to enroll within program</i>) • EdAd 626—Using the Law in Educational Practice • EdAd 656—Building Capacity for Effective Learning

- EdAd 619—Designing Curriculum for Effective Instruction
- EdAd 574—Developing Quality Instructional Programs (*ILD Certification*)
- EdAd 508—Facilitating Learning for Diverse Students
- EdAd 607—Using Evaluation and Data to Improve Learning
- EdAd 554—Leading the Learning Community **
- EdAd 614—Leading the Learning Community Internship **

** taken together in the final semester

Table 2: Sequence of Principal Certification Courses

Principal Certification Only Courses

- EdAd 615—Leading Effective Schools (*first course to enroll within program*)
- EdAd 626—Using the Law in Educational Practice
- EdAd 656—Building Capacity for Effective Learning
- EdAd 619—Designing Curriculum
- EdAd 574—Developing Quality Instructional Programs (*ILD Certification*)
- EdAd 554—Leading the Learning Community**
- EdAd 614—Leading the Learning Community Internship**

** taken together in the final semester

The courses EDAD 554 and EDAD 614 shall be completed at the conclusion of the program. *EDAD 554 should be completed in the first 7-week sub term prior to the projected graduation date due to the comprehensive activity component that is incorporated within this particular course. The EDAD 614 Principal Internship lasts for the entire semester.*

The Principal Certification Only plan is for students who have already earned a Master's Degree from an accredited institution or are completing another master's program at TAMU-Commerce. The Master's degree need not be in Educational Administration. Students may also consider earning a second Master's degree along with their principal certification. If so, please review the requirements for Master's degrees and certification within the previous section.

Table 3: Sample Departmental Calendar

Departmental Calendar	
Fall Sub term 1	First 7 weeks of Semester
Fall Sub term 2	Last 7 weeks of semester
Spring Sub term 1	First 7 weeks of Semester
Spring Sub term 1	Last 7 weeks of semester

Summer 1 term	Regular University schedule-5 weeks
Summer 2 term	Regular University schedule-5 weeks

Students seeking a Master's degree occasionally request consideration of prior graduate coursework for the requirements of their Master's degree. Students wishing to request transfer of credit should complete the [Transfer Request Form](#) and submit to Dr. Kriss Kemp-Graham (Kriss.Kemp-Graham@tamuc.edu) and specify the courses they are interested in transferring. Official transcripts, showing the courses requested to be transferred, will be evaluated. Each course will be considered in light of course content and conformity to existing course requirement on a case-by-case basis. A maximum of 9 semester credit hours will be allowed to be transferred to the Master's degree. All transfers of credit must be ultimately approved by the Graduate School. Please be assured that the courses in our program are focused on the roles and responsibilities of principals and are necessary to prepare our students to become a principal as well as to pass the Principal (068) TExES exam. The courses EDAD 595, EDAD 554 and the EDAD 614 cannot be substituted for with any transfer work. Potential transfer work cannot be over 6 years old at program completion.

Six-Year Timeline for Course Completion

A student has six years to complete all course work to earn a Principal Certification and have the approval to take the Principal (068) TExES exam. Please note that no course may be older than six years at the time a student attempts the Principal (068) TExES exam. Students not completing the program within this time period will not be approved to take the Principal (068) TExES exam and may be required to complete additional coursework or satisfy other requirements to receive such approval.

The Graduate Catalog states: *All work for the master's/specialist degree must be completed during the 6 years immediately preceding the date on which the degree is to be awarded. Credit earned over 6 years prior to graduation requires specific written departmental justification and approval by the Dean of Graduate Studies to be counted toward a master's/specialist degree. The discipline in which the course(s) was taken shall be involved in the validation of an old course.*

STUDENT PROGRAM ORIENTATION AND ADVISING

An orientation program is embedded within the course content of EDAD 615 in which students enroll during the first semester of their program. This brief orientation includes:

1. Information pertaining to the history of the university,
2. Educational Administration Program Personnel,
3. Requirements for completion of the Master's degree and Principal Certification Only tracks,
4. The value, benefits, and expectations of the program; scholarly writing, and
5. Library access.

“Team Advising” consists of Dr. Melissa Arrambide, Dr. Nate Templeton, and Dr. Elaine L. Wilmore. Students are assigned advisors based on the first letter of their last names.

Dr. Melissa Arrambide (Melissa.Arrambide@tamuc.edu):	Last Names	A – I
Dr. Nate Templeton (Nate.Templeton@tamuc.edu):	Last Names	J – Q
Dr. Elaine Wilmore (Elaine.Wilmore@tamuc.edu):	Last Names	R – Z

Specific advising questions beyond the scope of this Handbook should be directed to the appropriate adviser.

Examples of the Master’s Degree and Principal Certification Plan and the Principal Only Certification Plan are on the next two pages.

THE PRINCIPAL INTERNSHIP

The Principal Internship, required by state law, is an integral part of the educational experience of the Principal Preparation Program. Students must complete at least one full 16 week semester enrolled in EDAD 614 incurring 160 clock hours of internship experiences. The internship is designed to bridge the gap between theory and practice by building on the student’s academic foundation with in-school experiential learning. The internship is aligned with the state standards, domains, and competencies.

Students planning to take the internship should complete an application found in the [Principal Internship Handbook](#) by **July 1st** (for the Fall semester) or by **November 1st** (for the Spring semester). Application packets should be sent to EducationalLeadership@tamuc.edu in PDF format by the due date for the semester in which the student intends to begin the internship.

The internship experiences are designed to be accrued during the semester of the internship. However, students may begin collecting no more than 20 hours prior to the start of the semester with approval of the TAMUC Principal Internship Coordinator, Dr. Bud Nauyokas Bud.Nauyokas@tamuc.edu. The Principal or Campus Supervisor should be directing the campus activities developed in the proposal and be interacting meaningfully with the intern concerning these experiences. Keep in mind, however, that the majority of internship hours should be accrued during the semester of the internship to take advantage of the beginning of school or end of school and the duties and responsibilities associated with each event.



Master's Degree and Principal Certification Plan
Texas A&M University-Commerce
Educational Leadership

Revised 2/14/14

Name	E-mail address			CWID	SSN
Mailing address	City	State	Zip	Home Phone #	Work Phone #
Bachelor's Degree	BA, BS	Major	Institution	Date Received	
Master's Degree	MS, MA, MEd	Major	Institution	Date Received	
Teaching Experience	_____ to _____				
Position and Title	Dates		Institution		
Certificates Held	_____ State _____				

Hrs. Needed	Courses
Core Courses	EDAD 615 & EDAD 595 (prerequisite to all other courses)
3	EdAd 615 Leading Effective Schools (<i>first course to enroll in within program</i>)
3	EdAd 595 Using Research for Best Practice (<i>second course to enroll in within program</i>)
3	EdAd 626 Using the Law in Educational practice
3	EdAd 656 Building Capacity for Powerful Learning
3	EdAd 619 Designing Curriculum for Effective Instruction
3	EdAd 574 Developing quality Instruction Programs (<i>ILD and PDAS Certification</i>)
3	EdAd 508 Facilitating Learning for Diverse Students
3	EdAd 607 Using Evaluation and Data to Improve Learning
3	EdAd 554 Leading the Learning Community **
3	EdAd 614 Leading Learning Communities Internship (<i>full 16 week semester</i>)

** Enroll in course the second to last term in conjunction with the full semester EDAD 614 internship at end of program.
One requirement to receive approval to take TExES Exam is completion of the 068 practice exam with an 80% or higher.

Please check the appropriate choice below.

- I am seeking a master's degree only; I am not seeking to qualify to take the TExES Principal Certification exam.
 I am seeking a master's degree and, upon completion of requirements, qualification to take the TExES Principal Certification exam.

Advisor _____	Date _____	Plan Expires _____	Month/year (Expires 6 years after earliest course)
Dept. Head _____	Date _____	Certification Officer _____	Date _____

I understand that the Master's Degree Plan is for planning purposes to assist in the selection of coursework. Students are responsible for knowing and understanding the requirements in the A&M-Commerce *Graduate Catalog*. In addition to the completion of the work prescribed on this plan, the student must have (a) a provisional or professional teacher's certificate, and (b) two years successful teaching experience to apply for 068 Principal Certification Exam. Application for admission to the program is made to the Graduate School. The Texas Education Agency requires satisfactory completion of the appropriate TExES examination. This form must be signed by the department head and certification officer and filed, along with all necessary documentation. Coursework older than 6 years at the time of graduation will not be counted. Coursework older than 6 years at the time of TExES exam administration will not be counted.

Signature of Applicant _____

Date _____

Revised 2/29/12



Principal Certification Only Plan

Texas A&M University-Commerce
Educational Leadership

Name:	E-mail address	CWID:	SSN
Mailing address	City	State	Zip
	Home Phone #	Work Phone #	
Bachelor's Degree			
BA, BS	Major	Institution	Date Received
Master's Degree			
MS, MA, MEd	Major	Institution	Date Received
Teaching Experience			
	to		
	to		
Position and Title	Dates	Institution	
Certificates Held			State

Hrs. Needed	Courses
Core Courses are prerequisite to all other courses (take core courses in the order listed below).	
3	EdAd 615 Leading Effective Schools <i>(first course to enroll in within program)</i>
3	EdAd 626 Using the Law in Educational Practice
3	EdAd 656 Building Capacity for Powerful Learning
3	EdAd 619 Designing Curriculum for Effective Instruction
3	EdAd 574 Developing Quality Instructional Programs <i>(ILD and PDAS Certification)</i>
3	EdAd 554 Leading the Learning Community **
3	EdAd 614 Leading Learning Communities Internship ** <i>(last two 7-week terms of program)</i>

** Enroll in course the second to last term in conjunction with the full semester EDAD 614 internship at end of program.
One requirement to receive approval to take TEXES Exam is completion of the 068 practice exam with an 80% or higher.

___ I am seeking Principal certification-only status; I have already earned a master's degree.

Advisor:	Date	Plan Expires:	Month/year (Expires 6 years after earliest course)
Dept. Head	Date	Certification Officer	Date

I understand that the Certification Plan is for planning purposes to assist in the selection of coursework. Students are responsible for knowing and understanding the requirements in the A&M-Commerce *Graduate Catalog*. In addition to the completion of the work prescribed on this plan, the student must have (a) a master's degree, (b) a provisional or professional teacher's certificate, and (c) two years successful teaching experience to apply for 068 Principal Certification Exam. Application for admission to the program is made to the Graduate School. The Texas Education Agency requires satisfactory completion of the appropriate TEXES examination. This form must be signed by the department head and certification officer and filed, along with all necessary documentation. Coursework older than 6 years at the time of certification will not be counted. Coursework older than 6 years at the time of TEXES exam administration will not be counted.

Signature of Applicant _____ Date _____

PRINCIPAL (068) TExES EXAM

Students wishing to be approved for taking the **PRINCIPAL (068) TExES EXAM** must meet eligibility requirements specified in the TExES registration bulletin. In addition, principal certification students (whether earning certification with a Master's degree or as certification only) seeking to be eligible to take the certification exam must:

1. Have an approved certification plan on file with appropriate signatures,
2. Be admitted to the certification program,
3. Have successfully completed (grades recorded on transcript) all program coursework, (May be waived if registered for final course: EDAD 614 Internship)
4. Have no course older than six years (from first course in the program until the time scheduled to take the Principal (068) TExES exam), and
5. Have successfully completed the Practice Test (068) with an 80% or higher OR have attended a TExES 068 Review Seminar provided by a TAMUS educational administration program.

The Practice Test (068) will be given at least once each Spring, Summer, and Fall semester at the TAMUC Metroplex Center in Mesquite, TX. Students may contact their advisor or the department website for dates and times. Students may take the exam as many times as they wish, but preregistration is required. Students may take the test on the Commerce campus at the Student Assessment office (Phone: 903-886-5122) any time at a cost of \$20.00.

State Board for Educator Certification Website

Please refer to the State Board for Educator Certification's website - <http://www.tea.state.tx.us/portals.aspx?id=2147484909> - to access general information that pertains to competencies for certificates, TExES tests, and current issues.

The TExES Principal (068) Study Manual provides assistance and is available at http://texes.ets.org/assets/pdf/testprep_manuals/068_principal_82762_web.pdf This document is free. It should be downloaded and studied. It contains all the domains and competencies which are the theoretical framework upon which the Principal (068) TExES exam is built. It also includes multiple practice questions with answers. Students should bring this document to every preparation seminar they attend.

APPLICATION PROCEDURE FOR CLEARANCE TO TAKE PRINCIPAL (068) TExES EXAM

Contact Deborah Alford (Deborah.Alford@tamuc.edu) or 903-468-3082 in the TAMUC Educator Certification Office.

Probationary Certification

A temporary Principal certification is no longer available. However, the state has created a [Probationary Certification](#), which is good for one year for those who have secured a position for which principal certification is required by the state.

Principal Probationary Certifications are available to students in good standing, who have a degree plan on file, and who have completed at least 12 semester hours including EDAD 615, 626, and 574. In addition, students must have been offered employment as an assistant principal or principal by a school district. Students requesting probationary certification must provide a letter of employment from the superintendent (or designee) verifying the employment position and the offer of the position. *In accordance with TEA guidelines every certification candidate on a probationary certificate must be supervised for the duration of their probationary status. The certification candidate must register for EDAD 597 (Supervision of Probationary Principals) and be visited by a University Supervisor each semester they are on a probationary certificate.*

Probationary certificates are valid for only **one year** but are twice renewable when completing the annual progress required; that is, the student must be actively enrolled, and be working to complete the certification requirements in a timely manner in anticipation of taking the Principal (068) TExES exam as soon as possible. Click [here](#) for Probationary Certification application.

Renewal of Standard Principal Certificate

Individuals who are issued the Standard Principal Certificate on or after September 1, 1999, are subject to Certificate Renewal and Continuing Professional Education Requirements, which are elaborated in Title 19, Texas Administrative Code, Chapter 232. All individuals holding a valid Texas professional administrator certificate prior to September 1, 1999, and who are employed as principals or assistant principals must complete the assessment described in Title 19, Texas Administrative Code, § 241.35.

Provisional Principal Certificate: Initially successful certificate candidates completing all requirements are issued a Provisional Principals certificate by the TEA/SBEC. The Standard Principal certificate is issued after completing an induction period of one year in an assistant principal or principal position. Individuals seeking to enter this induction period more than 5 years after the issuance of the provisional certificate must be approved by the educator preparation program, which recommended the provisional certificate.



For Your Easy Reference

Frequently Asked Questions

Master's Degree and Principal Certification

1. Why should I get my masters and/or principal certification at TAMUC?

You should get your masters and/or principal certification at TAMUC because we are one of the leading Educational Leadership programs in the state. With a stellar student-focused faculty, our goal is to help you succeed. Our unique online programs in a cohort format make it easy for you to know what to take, when to take it, and for you to be able to complete your 30 hour master's degree in as quickly as one year. If you already have a master's degree and are only seeking principal certification, you can finish our 21 hour program even sooner!

2. What are the basic state requirements to become a principal or superintendent in Texas?

The basic state requirements to become a principal or superintendent in Texas are located at <http://www.tea.state.tx.us/index2.aspx?id=5740> .

3. How do I apply for admission to a graduate program at TAMUC?

Being admitted to a graduate program at TAMUC is a two-step process. First, you must be admitted to the Graduate School, secondly to the Department of Educational Leadership.

Application to Graduate School:

At TAMUC you may apply to the Graduate School online at

<http://www.tamuc.edu/academics/graduateschool/graduateAdmissions/default.aspx> .

Follow the directions provided there.

Application to the Department of Educational Leadership:

Your application will automatically be forwarded to the Department of Educational Leadership for review once it has finished in the Graduate School.

4. I already have a master's degree and would like to pursue principal certification only. Is this possible? If so, how do I apply? Do I need to take the GRE again?

We would be happy to have you pursue your principal certification only with TAMUC. This program is only 21 hours vs. the 30 hours required for a full master's degree. If you already have one master's degree or a current valid Texas teacher certificate you are NOT required to take the GRE again. You would still apply via the Graduate School, but as a teacher certification student (not eligible for financial aid). You would then [apply](#) online to the Principal (Professional) Certification Program with the Educator Certification Department.

However, some, but not all, students chose to take the additional 9 hours to have a second master's degree. This is a personal choice.

5. What courses are required, and in what sequence, for both the degree and certification only programs?

COURSES REQUIRED FOR BOTH THE DEGREE AND CERTIFICATION
EDAD 615 Leading Effective Schools (<i>*First course to enroll in regardless of program</i>)
EDAD 626 Using the Law in Educational Practice
EDAD 656 Building Capacity for Effective Learning
EDAD 619 Designing Curriculum
EDAD 574 Developing Quality Instructional Programs (ILD Certification)
EDAD 554 Leading the Learning Community **
EDAD 614 Leading the Learning Community Internship **
EXTRA COURSES REQUIRED FOR THE DEGREE
EDAD 595 Using Research for Best Practice (<i>*Second course to enroll in this program</i>)
EDAD 508 Facilitating Learning for Diverse Students
EDAD 607 Using Evaluation and Data to Improve Learning

** Taken together

6. How many hours are required for the EDAD degree?

Thirty hours are required for the master's degree in Educational Leadership at TAMUC.

7. How many hours are required for certification only if I already have a master's degree?

Twenty-one hours in Educational Administration are required for principal certification.

8. What order/sequence should I take my courses in?

Table 1: Sequence of Courses

<u>Master's Degree in Educational Administration with Principal Certification Courses</u>
<ul style="list-style-type: none"> • EdAd 615*—Leading Effective Schools (<i>first course to enroll within program</i>) • EdAd 595—Using Research for Best Practice (<i>second course to enroll within program</i>) • EdAd 626*—Using the Law in Educational Practice

- EdAd 656*—Building Capacity for Effective Learning
- EdAd 619*—Designing Curriculum for Effective Instruction
- EdAd 574*—Developing Quality Instructional Programs (*ILD Certification*)
- EdAd 508—Facilitating Learning for Diverse Students
- EdAd 607—Using Evaluation and Data to Improve Learning
- EdAd 554*—Leading the Learning Community **
- EdAd 614*—Leading the Learning Community Internship **

*Required for principal certification only

9. What does a sample calendar of terms and sub-terms look like?

Departmental Calendar	
Fall Sub term 1	First 7 weeks of Semester
Fall Sub term 2	Last 7 weeks of semester
Spring Sub term 1	First 7 weeks of Semester
Spring Sub term 2	Last 7 weeks of semester
Summer 1 term	Regular University schedule-5 weeks
Summer 2 term	Regular University schedule-5 weeks

10. May I transfer graduate courses from a previous university?

Up to nine hours may be transferable. The courses EDAD 595, EDAD 554 and EDAD 614 (internship), cannot be substituted for with any transfer work from another university. Potential transfer work cannot be over 6 years old.

11. Is there an Orientation for new EDAD graduate students?

The program orientation is part of the course work included in the first required class, EDAD 615.

12. Who will my advisor be?

Dr. Melissa Arrambide (Melissa.Arrambide@tamuc.edu): Last Names A – I

Dr. Nate Templeton (Nate.Templeton@tamuc.edu): Last Names J – Q

Dr. Elaine Wilmore (Elaine.Wilmore@tamuc.edu): Last Names R – Z

13. When and how should I apply for graduation?

Graduation application requirements are listed on the Registrar's Graduation Information [Webpage](#). Students submit their graduation application through their [myLeo](#) account.

14. If I am completing my degree/certification plan, what must I accomplish before being cleared to take the Principal (068) TExES exam?

- a. Have an approved certification plan on file with appropriate signatures,
- b. Be admitted to the certification program (through the Educator Certification office),
Note: This application process is in addition to the Graduate School application.
- c. Have no course older than six years (from first course in the program until the time scheduled to take the Principal (068) TExES exam), and
- d. Have successfully completed the Practice Test (068) with a score of 80% or higher or attended a TExES 068 Review Seminar .

15. Where can I find the official state Principal (068) TExES Preparation Manual?

http://www.texas.ets.org/assets/pdf/testprep_manuals/068_principal_82762_web.pdf

16. What about the Practice Test (068) that I must take before receiving clearance to take the Principal (068) TExES exam?

The Practice Test (068) will be given at least once per semester at the TAMUC Metroplex Center in Mesquite at no cost to the student. Dates and times will be posted on the [Educational Leadership Events Webpage](#). Each student may take the Practice Test (068) as many times as necessary. The Practice Test (068) may also be taken at the TAMU-Commerce campus Student Assessment Center for a fee of \$20. Prior to being cleared for the Principal (068) TExES exam, each student must score at least 80% on the Practice Test (068) or attended a TExES 068 Review Seminar.

17. What happens if I don't make at least 80% on the Practice Test (068)?

You may retake the Practice Test (068) until you reach the required proficiency of 80%. You may also be required to attend one or more of the six hour TExES 068 Review Seminars offered by TAMUC. These seminars are offered several times each semester and are free of charge. Dates and times will be posted on the [Educational Leadership Events Webpage](#). Students who made over 80% on the Practice Test (068) are welcome, but not required, to attend also.

18. Tell me about the required Internship.

The Principal Internship, required by state law, is an integral part of the educational experience of the Principal Preparation Program. Students must complete at least one full 16-week semester enrolled in EDAD 614 and complete a minimum of 160 clock hours of internship experiences. The internship is designed to bridge the gap between theory and practice by building on the student's academic foundation with in-school experiential learning. Students planning to take the internship should complete the application packet by **July 1st** (for the Fall semester) or by **November 1st** (for the Spring semester). Application packets should be emailed to EducationalLeadership@tamuc.edu by the due date for the semester in which the student intends to begin the internship. To complete the application packet, students should obtain a *Principal Internship Handbook* from the Department of

Educational Leadership website, under [Resources for Students](#) and follow the instructions to apply for internship.

19. Must I actually attend graduation to receive my degree?

No, but candidates for graduation must complete a graduation application through [MyLeo](#) to graduate and receive their diploma. Please be aware of and follow important deadlines which vary each semester. These dates will be available each semester on the web site of the Office of the Registrar. You may click this link for [information](#) regarding graduation.

20. When I completely finish my degree/program, how do I apply for state certification?

Certification information is available through the Texas Education Agency at <http://www.tea.state.tx.us> State certification requires completion of the online application, fingerprinting, completion of successful background check, and payment of fees.

21. I am already an administrator. What do I do about renewal of my standard principal certificate?

Visit <http://www.tea.state.tx.us/cpe/> for step-by-step instructions. Professional educators must apply for renewal and pay required fees.