



**Master of Education in Educational Administration**

Summer(12 Hours)	Fall (6 Hours)	Spring (6 Hours)	Summer (9 Hours)
<p><b>EDAD 6362 *CORE</b> <b>School Law</b> Legislation and litigation which forms the basis of education at national, state, and local levels is surveyed. Topics include professional rights and responsibilities of school administrators and other school personnel, federal and state laws and guidelines related to special populations, parent and student rights, contractual legalities and implications of the law in human resources management. <b>Legal Digest Conference – Austin, TX</b></p>	<p><b>EDUC 6352 *CORE</b> <b>Applications of Educational Research</b> This course provides experiences essential for the development of basic understanding and knowledge of the place of research in the professional field. Analytical and objective research methods and techniques, reviews of current literature, problem solving, and the conduct and reporting of research projects are studied in detail.</p>	<p><b>EDAD 6365</b> <b>Human Resource Management</b> This course is a seminar/survey course of the administrator’s (mid-manager) function in the areas of student services, including principles, philosophy, and operational procedures; policies, schedules, and strategies to enhance effective learning; and placement, evaluation, promotion, retention, and termination. Students explore the mid-manager’s administrative role, and what the principal needs to know about and be proficient in; testing programs; student health programs; social work; student records and confidentiality rules; food service; school safety; transportation services; and attendance services <b>(Seminar fee \$50)</b></p>	<p><b>EDAD 6363</b> <b>School Business Management and Finance</b> Study of roles, responsibilities, systems, and procedures in school business matters. Includes budgeting, accounting, data processing, purchasing, personnel, and management of facilities, equipment, and real property. Examination of federal, state, and local programs to finance education.</p>
<p><b>EDUC 6340 *CORE</b> <b>Assessment &amp; Evaluation</b> This course provides an in-depth study of assessment and evaluation principles and practices related to student achievement. Criterion- and norm-referenced assessments are explored. Concepts include data-disaggregation, analysis, construct validity, reliability, teacher-created assessments, and specific instruments used for screening, diagnosis, programming, progress-monitoring, high-stakes testing, and evaluation.</p>	<p><b>EDAD 6360</b> <b>Administration Theory and Practice</b> Analysis of administrative behavior and organizational patterns. The course includes study of conceptual models of decision-making, and examination of theory and practice as they relate to continuing problems of school administration. <b>(Seminar fee \$50)</b></p>	<p><b>EDAD 6364 *CORE</b> <b>Administration of Programs for Diverse Learners</b> Designed to promote fidelity in implementation of special programs, this course focuses on standard protocols appropriate for diverse student populations within EC-12 public schools. An emphasis is placed on the application of current state and federal expectations to meet the academic and behavioral needs of all students employing interventions aligned with individual student needs. Response-to-Intervention, special education, at-risk, migrant/immigrant, ESL, bilingual, gifted/talented, dyslexia, and vocational/technical programs are examined.</p>	<p><b>EDAD 6361</b> <b>Instructional Leadership and Evaluation</b> This course emphasizes techniques for improving instruction and learning through the application of the research on effective schools and on models of instruction. Topics include leadership related to curriculum, instruction, supervision, and theories and methods for adult learning and professional development. The principal as the leader of learning involves such tasks as teacher evaluation, supervision, mentoring, and effective communication.</p>
<p><b>EDAD 6367 *CORE</b> <b>The School and Its Instructional Program</b> Factors influencing school curriculum in grades K-12 are studied. Included are components of curriculum; organization of curriculum; how curriculum is changed; how new curriculum is developed; and extra-curriculum in elementary and secondary schools.</p>	<p><b>EDAD 6391 (Principal Certification Candidates Only)</b> <b>Internship – Initiate in Summer II</b> This is a practicum designed to provide field experience in school administration with emphasis on public relations, personnel administration, pupil behavior and discipline, curriculum development, instructional leadership, and facilities management. The intern is assigned to an administrator for a minimum of 160 clock hours in the field <b>(two semesters)</b>. Field experience is supervised by a University professor and is accompanied by a weekly symposium. The intern is given experience in applying management fundamentals to an on-going school program. Each of the topics is developed by assignments, discussions, required readings, and a report.</p>	<p><b>EDAD 6391</b> <b>Internship - Complete</b></p>	<p><b>EDAD 6366</b> <b>The Role of the Principal</b> Study of the roles and responsibilities in the administration of elementary, middle and secondary schools, with focus on the principal’s professional relations with teachers, parents, pupils, educational leaders within the district, and the board of education. Analysis of the role of the principal in curriculum development, organization, the evaluation; school organization; discipline; student behavior; community relations; the teaching/learning process; in-service training; and leadership in teacher growth and evaluation. Emphasis is on personal qualities of leadership conducive to good human relations. <b>Austin, TX</b> <b>Comprehensive Exam</b></p>