

Overview of the Offering:

The Administrator I Certificate Course Sequence at McDANIEL COLLEGE allows individuals currently holding a Master's Degree from an accredited university/college to earn the course work required to meet State of Maryland eligibility for Administrator I Certification, without completing a second Master's Degree in Educational Administration.

Upon satisfactory completion of the Course Sequence, participants will have met the Maryland requirements for the Administrator I Certificate. The MSDE certification will qualify the participant to be assigned as a Supervisor in Instruction/Assistant Principal in the State of Maryland.

Graduate Admissions:

Individuals entering the Administrator I Certificate Course Sequence at McDaniel College must hold a valid Maryland Teaching Certificate and a Master's Degree from an accredited academic institution.

The student must submit an *Application for Graduate Study* and a one-time application fee of \$50.

Certification Eligibility:

According to Maryland Code, to be eligible for the Administrator I Certificate, an applicant must fulfill the following requirements:

- Have a Master's Degree from an accredited academic institution and

hold a valid Maryland Teaching Certificate

- 27 months of satisfactory teaching performance or satisfactory performance as a specialist as defined in COMAR 13A.12.04

- Complete 19 graduate credits as listed below:

ADM 501 Introduction to Educational Administration (3 credits)

CUR 509 Monitoring and Aligning Curriculum, Instruction, and Assessment (3 credits)

PSI 527 School Law (3 credits)

ADM 504 Supervision and Evaluation of School Personnel (3 credits)

ADM 505 School Leadership in the Twenty-first Century (3 credits)

ADM 552 Internship in Educational Administration (4 credits)

Courses Completed At A Different Higher Education Institution:

If you complete any of these required courses at another institution, you must request an "Administrator I or II Evaluation for Certification" form be completed by MSDE or your local Certification Office. A copy of this form must be on file prior to the start of an Internship.

Note: At the completion of the above course sequence, the student will be

eligible to apply to the Maryland State Department of Education (MSDE) for the Administrator I Certificate. The McDaniel College transcript will reflect completion of the required courses. The transcript will NOT carry the seal for completion of an approved program of study as this is a credit count approach to certification.

Required Courses:

Introduction to Educational Administration examines and addresses leadership and organizational behavior in the context of today's schools through the study of organizational theory and structure, Bureaucratic theory, social systems, motivation, communication collaboration, contingency theory, decision-making, change, and conflict. Candidates are expected to explain thoroughly, and apply appropriately, theoretical and research-based models to specific school communities. Special focus is directed to the initial understanding and application of the ELCC standards.

School Law is the study of school administration from the legal point of view; principles of law and their applications described in legal theory. Attention is given to legal powers and duties Supreme Court and other appellate cases are examined. ELCC Standards will be addressed.

Supervision and Evaluation of School Personnel provides an overview of supervision and evaluation of school personnel within the context and application of the ELCC standards. Emphasis is placed on supervisory strategies that enhance reflection of teaching and learning, teacher evaluation, restructuring, and school culture. Systems for analyzing classroom teaching performance are explored, and techniques for providing teachers with effective feedback are developed.

School Leadership in the Twenty-first Century Designed for present and future administrators, this course addresses current topics and issues effective administrators must address regularly and well. Topics include establishing and maintaining a safe learning environment; developing effective communication skills; addressing health and family issues; finding, analyzing, and using school data available through current technologies; being a change agent; and leading a staff toward a shared vision and empowerment.

Monitoring and Aligning Curriculum, Instruction, and Assessment This course engages learners in evaluating and developing a comprehensive, valid and reliable assessment system to monitor student progress towards long term curricular outcomes and standards.

Internship in Educational Administration (Principal or Supervisor, see previous column) provides specified performance-based field experiences congruent with the ELCC Standards. Internships are under the supervision of an on-site supervisor and an assigned administration faculty member. Prerequisites include successful completion of all required courses and permission of Administrative Internship Coordinator. Development of Internship Application Portfolio is required.

Coordinator of Internships

Dr. Herb Phelps
hphelps@mcdaniel.edu
410-386-4626

Costs:

The Tuition will be assessed at the current tuition rate of \$300 per credit.

Participants should consult the Graduate catalog for specific information regarding graduate student policies and procedures.

Off-Campus Locations:

The Administrator I Certificate offering is available year round in the following geographical locations in Maryland:

- Prince George's County
- Anne Arundel County (AACC Building at Arundel Mills)
- Southern Maryland (Calvert and Charles Counties)
- Partnerships with Anne Arundel, Calvert, Carroll, Cecil, Howard, and Montgomery counties have resulted in special programs limited to employees of these school systems.

The off-campus program offers you convenient hours/locations, collegial sharing, flexible time frame for course completion, payment plans, and competitive tuition.

McDaniel College, in compliance with Federal and State laws and regulations governing affirmative action and nondiscrimination, does not discriminate in the recruitment, admission, and employment of students, faculty, and staff in the operation of any of its educational programs and activities as defined by law. Accordingly, nothing in this publication should be viewed as directly or indirectly expressing any limitation, specification, or discrimination as to race, religion, color, or national origin, or to handicap, age, sex, or status as disabled or Vietnam-era veteran. Any inquiries may be directed to the Office of Affirmative Action, 410-848-7000.

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Administrator I Certification Course Sequence

An Off-Campus Offering



2 College Hill

Westminster, MD 21157

(founded in 1867 as Western Maryland College)

*For information about the Graduate and
Professional Studies visit:*

www.mcdaniel.edu/graduate

*For more information about this offering
contact the Off-campus Graduate Program
at 1-866-962-4723*