

2010-2011

Administrative Certification Handbook Cohorts and Open Enrollment

Updated 7/1/2010



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FOREWORD

Welcome to Graduate and Professional Studies at McDaniel College. We are looking forward to working with you and assisting you in meeting your professional goals and aspirations.

This handbook is designed to provide you with detailed information about the Administrator I Certification course sequence. Candidates in this program will want to consult this Candidate Handbook, the Graduate and Professional Studies Catalog (online), and the College web-site (<http://www.mcdaniel.edu/graduate/index.shtml>) for information concerning program sequence, requirements, and policies. These publications are updated regularly so please check the web-site each semester before you register to keep aware of changes. Your academic advisor is available for consultation; please don't hesitate to ask him/her questions, but the final responsibility for knowing and understanding curricular requirements and academic policies rests with you.

We are happy to be working with you. Best wishes on your journey toward the M.S.D.E. Certification in Administration and Supervision.

Sincerely,

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CONCEPTUAL FRAMEWORK

The **First Principles** have long committed McDaniel College to the development of liberally educated women and men who think critically, creatively, and humanely. In the context of the First Principles, the Education Unit at McDaniel College has established its mission to be:

To prepare
knowledgeable, caring, reflective practitioners
to
facilitate learning for all students
in a diverse and technological society

The central themes of *knowledge*, *caring*, and *reflection* permeate the programs, activities, assignments, and field experiences offered both on and off campus. In addressing the mission and its guiding themes, the education unit has identified six outcomes, which it seeks to develop in its graduates. McDaniel College seeks to prepare graduates who exhibit the ability to:

1. demonstrate the content knowledge and skills necessary to ensure that ALL students, clients, and colleagues learn;
2. create learning environments for diverse learners;
3. exhibit the values, attitudes, and behaviors required of an educational professional;
4. reflect on his/her practice and commit to continued professional growth;
5. communicate effectively in order to facilitate learning;
6. demonstrate and promote the strategic use of technology to enhance learning.

The education unit provides the instruction and opportunities for candidates to achieve these outcomes and uses data to the degree to which these outcomes are met to continuously improve its program.

PROGRAM AVAILABILITY

COHORT PROGRAM

Cohort programs are available in six Maryland counties: Anne Arundel, Carroll, Cecil, Frederick, Howard, and Montgomery. Cohorts begin once each year in each county. All classes are offered at locations within the specific county. The cohort option is available only for those professionals employed by the counties with which McDaniel College has cohort agreements. Candidates may not join a cohort after it has begun its sequence of classes and may not take classes with other cohorts in the event that they miss a particular class in the cohort's sequence of classes

Make-up classes for any cohort candidate who misses a class in the cohort's rotation must be arranged through the academic advisor assigned to the cohort. Candidates will make up classes in open enrollment sections. Open enrollment courses are offered on the McDaniel campus, in Prince George's County, Calvert County, Charles County, and at Anne Arundel Community College (AACC) at Arundel Mills. All courses taken outside of the cohort in open enrollment will be subject to the current tuition rate rather than the cohort rate and will not be billed through the county system. **Payment must be made prior to the start of class.** Payments received after this time will be assessed a late fee.

Direct Billing

All classes taken as scheduled for your cohort will be offered at a discounted tuition rate. Your school system will be direct billed for the tuition that is allowed under the current *Employee Tuition Reimbursement Policy (with the exclusion of Frederick County cohorts)*. Tuition amounts that exceed the county reimbursement policy are the responsibility of the student and **must be paid prior to the start of the class.** Payments received after this time will be assessed a late fee. Students who fail to pay their portion of the tuition will be blocked from registering for subsequent classes.

OPEN ENROLLMENT PROGRAM – On and Off Campus

The Administration Certification coursework may be completed on-campus or off-campus as an Open Enrollment candidate. The Curriculum and Instruction graduate program is currently offered each academic year at selected sites in these geographical areas:

On Campus, Westminster	Anne Arundel Community College at Arundel Mills
Calvert County	Charles County
Prince George's County	

If a course is cancelled due to insufficient enrollment you will be notified, via McDaniel email, two weeks prior to the start of the course.

ADMINISTRATION CERTIFICATION PROGRAM (Maryland)

In Maryland, teachers who already possess a Master's Degree can qualify for the Administrator I Certificate by satisfactorily completing **five** required courses and an internship. The required courses are:

ADM 501 – Introduction to Educational Administration, ADM 504 – Supervision and Evaluation of School Personnel, ADM 505 – School Leadership in the Twenty-first Century, CUR 509 – Monitoring and Aligning Curriculum, Instruction and Assessment, PSI 527 – School Law, ADM 552 – Internship in Educational Administration

McDaniel College's Educational Administration Program is accredited by the National Council for Accreditation of Teacher Education (NCATE) and was awarded "Nationally Recognized" status by the Educational Leadership Constituent Council (ELCC). In order to achieve this level of approval it is necessary for the administrative courses and the internship to be closely aligned to the ELCC Standards which incorporate the Interstate School Leaders Licensure Consortium (ISLLC) Standards. As a result, it is necessary for candidates to be well grounded in the knowledge, skills, and dispositions of the ELCC Standards, ISLLC Standards, and the Maryland Instructional Leadership Framework.

ADMISSION POLICY

Admission Requirements (Non-degree certification program)

In order to begin taking classes for certification purposes, candidates must:

- submit an Application for Graduate Study with the nonrefundable application fee;
- submit official transcripts verifying completion of a Bachelor's Degree and a Master's Degree from accredited colleges or universities.

Acknowledgement of Graduate Credit

Certification is the domain of the Maryland State Department of Education so courses taken at other higher education institutions are subject to approval by certification personnel in either the MSDE Certification Office or in the local school system Human Resources Office. In order for McDaniel College to permit registration and completion of the required Internship/Practicum, candidates must show evidence of the completion of courses in each of the following areas:

- School Leadership, Management, and Administration ADM 501; ADM 505
- Development, Observation, and Evaluation of Staff ADM 504
- Curriculum, Instruction, and Assessment CUR 509
- Legal Issues and Ethical Decision-Making PSI 527

McDaniel College will accept submission of the Maryland State Department of Education Administrator I and II Evaluation for Certification form as evidence of course completion.

The Maryland State Department of Education permits county school system human resources officials to award credit for completing any or all of the requirements for certification by completing a credit evaluation of a student's graduate level transcripts.

Candidates seeking administrative certification and already possessing a Master’s Degree are required to take a minimum of three graduate level courses at McDaniel College before being permitted to enroll in ADM 552 (Internship in Educational Administration).

After all courses are completed, candidates will process the paperwork to obtain the Maryland Administrator I certificate by presenting an official transcript and the optional credit evaluation form to their county school system human resources personnel.

ACADEMIC REGULATIONS

Official College policies regarding academic responsibilities, the transfer of credit, and the limitations on academic loads are outlined below.

Student Professional Dispositions

Conceptual Framework Outcome 3 states, “McDaniel College prepares knowledgeable, caring and reflective practitioners who exhibit the values, attitudes, and behaviors required of educational professionals.” It is expected that each student be familiar with these dispositions and that they exhibit them consistently.

The Educational Administration Program includes a variety of educational activities which permit faculty and/or internship supervisors to continue to assess the student’s suitability for serving as an educational leader. Suitability for the program is measured by the student’s ability to display qualities consistent with the professional dispositions. Suitability for the program is measured by the student’s ability to appropriately demonstrate the professional dispositions required of an educational leader as listed in the Conceptual Framework Outcome 3: Professional Dispositions. A student may be placed on probation or removed from the Educational Administration Program for a variety of reasons. These reasons include academic issues, failure to observe McDaniel College’s Professional Ethics and Standards, unethical or unprofessional conduct, unsuitability for one’s field of study, and failure to meet program requirements.

Professional Dispositions	General Indicators
1. Commitment to Educational Administration	Demonstrates and articulates an interest in and a commitment to the field of Educational Administration
2. Responsibility	Keeps appointments, and adheres to policies and deadlines. Meets attendance requirements and is prepared for class. Initiates contact with instructor if problems arise.
3. Overall Enthusiasm	Fully engages in the learning process. Demonstrates a strong desire to become a member of the profession
4. Maturity and Professional Demeanor	Personal issues do not interfere with the student’s performance in a professional environment. Accepts any limitations as opportunities for growth.
5. Interpersonal Skills	Relates well with others. Models tact, sensitivity, respect, and acceptance of others. Communicates directly and listens well.
6. Professionalism and Professional Judgment	Demonstrates and models appropriate appearance, behavior, and attitude when interacting with class members, community members, and professors.
7. Group Participation	Collaborates well with others and contributes to group performance. Understands different styles of leadership and communication. Collective emphasis.
8. Reflective Practitioner	Seeks and accepts feedback and incorporates suggestions into practice. Is able to reflect, analyze, and interpret information to promote self-awareness and growth.
9. Ethical Conduct	Shows integrity and demonstrates ethical conduct as determined by the professional code of ethics (e.g. ELCC, ISLLC)

Professional Ethics and Standards

Graduate and Professional Studies (GPS) expects students to understand economic, legal, and social issues surrounding the use of information. GPS students will access and use information ethically and legally. Plagiarism, cheating in coursework, appropriating intellectual property (including internet sources), or misusing library or department materials (including data bases) or lending privileges are examples of unethical and in some cases, illegal behavior.

The faculty, staff, and administration of GPS recognize that professional ethics and standards may vary from one discipline to another. Additionally, because dissemination of information is constantly evolving, ethics and standards may not always be clear. Programs in GPS are committed to providing students with the requisite knowledge to meet expectations of professional ethics and standards. The faculty, staff, and administration of GPS also recognize that ethical infractions vary in degree and kind. Demonstrably unintentional violations should result in different (and less severe) consequences than those for intentional misconduct or for repeated violations. Consequently, depending on the nature of the violation, sanctions range from minimal to dismissal from the program.

Academic Integrity

Students are expected to do their own academic work and submit original work. Where resources and sources of information are used, credit must be given to the original source using the guidelines of the program's professional affiliation.

Dishonesty in academic work, including but not limited to cheating, academic misconduct, fabrication, or plagiarism is unacceptable. Deliberate plagiarism as well as unintentional plagiarism is a serious issue. Additionally, unauthorized multiple submission of academic work is subject to the same penalties as plagiarism. We advise students not to lend or share previous course work with other students, as this could lead to work being used by others for academic advantage. In this situation, the original owner of the course work may be liable for academic action regardless of his/her knowledge or lack of the other student's intent.

Any form of cheating, which includes plagiarism or collusion should be reported to the program coordinator and Dean of Graduate and Professional Studies. Students who are aware of academic dishonesty as well as instructors are expected to report their observations.

GPS thanks and acknowledges Acadia University for providing an easily adaptable policy.

Procedures GPS will use to initiate disciplinary action in cases of academic dishonesty

1. If an instructor or student suspects that a student has been academically dishonest, the instructor or student will share those concerns with the student under suspicion. In some cases, a discussion may clarify that academic dishonesty did not occur and the process ends. However, if the discussion does not dispel all suspicion, the process continues.
2. The instructor or student reports the observation to the coordinator of the program, or to the dean of GPS for non program-specific courses.
3. The coordinator consults with the dean of GPS.
4. If there is insufficient evidence to pursue, the process ends.
5. If the coordinator and the dean believe there is sufficient evidence to pursue, the Academic Policy & Standards Committee reviews the evidence.
6. If a full review determines insufficient evidence, the process ends.
7. If the APS review corroborates that evidence is sufficient; APS, the coordinator, and the dean determine if the alleged infraction is minor or major.
8. In the case of a minor infraction the coordinator or dean offers mediation with the student to determine a suitable resolution, which includes but is not limited to counseling, a warning, community service, and/or an academic penalty.

9. If the student disagrees with the resolution, the student may request a full hearing by the Honor and Conduct Board.
10. In the case of a major infraction the coordinator or dean offers mediation with the student to determine a suitable resolution, which includes but is not limited to a grade of "F" in the course or resignation from the program and GPS.
11. If the student disagrees with the resolution, the student may request a full hearing by the Honor and Conduct Board.

The following is a link to a ten-minute interactive tutorial from Acadia University designed to teach students the basics of avoiding plagiarism by learning why, when, and how to cite information sources: <http://library.acadiau.ca/tutorials/plagiarism/>

Academic Advisement

An academic advisor is assigned to each candidate. McDaniel College is dedicated to personal advising and close interaction between faculty and students. Periodic contacts with one's assigned academic advisor are encouraged. A candidate's academic advisor guides the program and is available for consultation, but the final responsibility for knowing the program requirements and academic policies rests with the candidate.

Academic Load

Candidates taking courses in the open enrollment program need to adhere to the academic load policies.

The typical full-time graduate student load is 9 credits per semester. It is recommended that candidates employed fulltime take no more than 6 credits per semester. It is recommended that 6 credits be the maximum accumulated during any one 3 or 4-week summer session, to a maximum of 12 credits during the entire summer period. Candidates who wish to take more than 9 credits per semester or 6 credits per summer session must obtain the permission of their academic advisor.

Any graduate student carrying an Incomplete (I) will be allowed to register for only an additional six (6) credits in each term that they carry the Incomplete grade.

Candidates may not enroll in courses which have overlapping class meeting times since instructors will not negotiate or accommodate missed class time. It is each candidate's responsibility to check dates and times to avoid any overlap. This overlap includes scheduled make-up dates for missed classes.

Attendance

Instructors set their own attendance policies, with full attendance of all class meetings as the set standard encouraged by the College. Typically, missing any class time will impact the final course grade. Any graded activities completed during the class time the candidate was absent cannot be made up. Attendance policies defined in the course syllabi are supported by the Curriculum & Instruction and the Educational Administration program coordinators.

GRADING POLICIES

Grades

A candidate's grades reflect the quality of the individual's scholarly achievement. Letter grades are converted to numerical values on the following scale:

A+ = 4.00	A = 4.00	A- = 3.70
B+ = 3.30	B = 3.00	B- = 2.70
C+ = 2.30	C = 2.00	C- = 1.70
F = 0.00	W/P/NP = not calculated into the GPA	

Grades are available on the Archway shortly after the completion of each semester. Grade reports will not be mailed to the candidates.

Failure to maintain a total grade point average of 3.00 (B) may result in academic probation or dismissal from the program.

An Incomplete (I) grade may be given only for emergency reasons acceptable both to the instructor and the Dean of Graduate and Professional Studies. The date of completion may not be longer than one semester from the date the original incomplete grade was issued. Any incomplete grade which extends beyond the one semester time limit will automatically become a grade of "F". An *Incomplete Grade Request* form must be completed and signed by both the candidate and the instructor. The request form will be submitted as part of the final grade roster. A grade of IP (In Progress) may be given for students who are continuing to complete requirements for courses that extend beyond one semester, such as internships.

Change of Grade

Grades submitted by the instructor are considered final and may be appealed only if:

1. a reporting or arithmetic error occurred which resulted in an incorrect grade. The instructor will submit a *Change of Grade* form to the Dean of Graduate and Professional Studies for approval; or
2. the candidate believes the grade was prejudicial or capricious. In such cases, the candidate will first discuss the grade with the Instructor. If the candidate is not satisfied with the outcome of that discussion, then he or she will discuss the grade with the appropriate program coordinator. If further discussion is necessary, the candidate may appeal the grade to the Academic Policy & Standards Committee. If a resolution cannot be reached, the student may then appeal the grade to the Graduate Affairs Committee.

The deadline for appealing a grade is the last day of classes of the semester following the term in which the course was completed.

Add/Drop a Course

Prior to the start of class, students may add or drop a class using the Archway. After classes start, students may add a class only if they have the approval of the instructor or program coordinator; an add/drop form, with the instructor's signature, must be processed with the Registrar's Office. Students may drop a course on the Archway during the first two weeks of class (during the summer only through the second class meeting). After that they must submit a signed "Change of Schedule" form (available online via the Archway) or send an email from their official McDaniel College email account to the Registrar's Office (sdeane@mcdaniel.edu). Students should include name, student ID number, the course title, number and section for the course or courses to be dropped and a daytime phone number. Notifying the instructor of the class is common courtesy but is NOT an official drop.

If a student drops a course(s) after the first two weeks of class, a grade of "W" will be posted. This grade appears on the transcript but is not calculated in the student's GPA.

Withdrawal from the College

If students determine they are unable to complete their academic program or continue enrollment in classes, they should withdraw from the College. It is assumed that students will not withdraw from the College during a term. However, if such a withdrawal is necessary during the term, please refer to the add/drop policy. Students must notify the Registrar's Office in writing if they intend to withdraw from the College (email from the McDaniel email will suffice).

Please Note: Withdrawals/Drops will not be accepted by phoning the Registrar's Office, the Curriculum and Instruction Office, the Course Instructor, the Academic Advisor, or the Program Coordinator.

Tuition Refund

It is assumed that a candidate will not withdraw from the College during a term. Failure to attend classes, or to pay a billing statement does not constitute an official withdrawal. The effective date of withdrawal is the date of receipt in the Registrar's Office of written notification from the student.

Tuition refunds are based on the amount of time that has elapsed since the start of class. At any point after the start of the class, the following refund policy will prevail --

Percent of class time elapsed	Amount of tuition to be refunded
7 percent	80 percent
13 percent	60 percent
20 percent	40 percent
27 percent	20 percent
after 27 percent	NO REFUND

Academic Standing

Graduate candidates must maintain a 3.00 grade point average for all coursework. If the average drops below 3.00 or a grade of “C+” or lower is received, the candidate will be placed on academic probation. By action of the Dean of Graduate and Professional Studies, candidates will be academically dismissed if:

1. academic probation extends beyond the completion of nine additional credits; or
2. the candidate receives two grades of “C+” or lower or one “F” at any time during his or her graduate study at the College.

A candidate has the right to appeal an academic dismissal. A written appeal must be sent to the Academic Policy and Standards Committee within 30 days after the notice of dismissal. The Academic Policy and Standards Committee will review the appeal and act on it in a timely fashion.

Dismissals from the College or the academic program may also result from failure to observe Graduate & Professional Studies’ Professional Ethics and Standards, from unethical or unprofessional conduct, from unsuitability for one’s field of study, or failure to meet individual program requirements.

The Academic Policy and Standards Committee may be asked by program coordinators to review students for dismissals other than Professional Ethics and Standards violations. A student has the right to appeal such a dismissal to the Graduate Affairs Committee within 30 days after the notice of dismissal. The committee will review the appeal in a timely fashion.

Grade Repeat

Graduate candidates may repeat only one graduate course. This course may be repeated once and must be retaken within one year of receiving the original grade (not including a grade of “I”) Both grades for that course will remain on the student’s transcript and are calculated into the GPA.

TRANSCRIPTS

Official transcripts will be sent upon written request from the candidate. A \$5.00 fee is charged for each official transcript requested. Transcript requests will not be honored if the candidate has any outstanding accounts with the College.

Transcript requests must be received in writing. *Transcript Request* forms are available on the Archway under “Registrar’s Office Forms”. Candidates may mail or fax a written request with credit card information to the Registrar’s Office. The written request should include: candidate’s name, ID #, dates of attendance, academic level (graduate or undergraduate), and the name / address where the transcript is to be sent. Any special notations, such as “hold for degree posting” or “hold for current semester’s grades”, should also be included in the request. The Registrar’s Office fax number is 410-857-2752. Normally, once a written transcript request is received it may take up to 3-5 days to process the request. However, at the end of each term, due to the volume of requests, the processing time is longer.

Please Note: The Registrar’s Office WILL NOT accept transcript requests via e-mail because a signature is required.

McDANIEL RESOURCES AND SERVICES

McDANIEL EMAIL ACCOUNT

Email is the official means of administrative communication at McDaniel College. The McDaniel email account will be used to notify you about changes in College policy, course changes, cancellations, and registration and billing issues. You are required to activate your account and are responsible for the information you receive through email. Each semester, the Registrar's Office will send a detailed email about upcoming registration. Your username and password will allow you to access your McDaniel email account, The Archway, and Blackboard.

To activate your McDaniel Email account:

- 1) Go to www.mcdaniel.edu
- 2) Select "Log In" at the top of the page
- 3) Select "Email for Students"
- 4) Select "Activate Your Account"
- 5) Enter your McDaniel Username. (Refer to welcome letter)
- 6) Enter your McDaniel ID#. (Refer to welcome letter)
- 7) Follow the instructions and print out the final page with your McDaniel username and password.

Email Forwarding:

You have the option to forward your McDaniel email to a different email account. To setup this feature login to your McDaniel email, click on "Settings" and then click on "Forwarding and POP/IMAP". Select the option to setup the forwarding, type in the email address, and then click "Save Changes" at the bottom.

THE ARCHWAY

The Archway is the name of McDaniel College's online tool that will provide you with web access to your academic history, class schedule, grades, and **online registration**.

To access the Archway and online registration: (Registration must be completed **prior** to the first day of class. Failure to register before the start of class will result in a late registration fee.)

Go to www.mcdaniel.edu

1. Select "Log In" at the top of the page
2. Select "The Archway"
3. Select "Log In"
4. Enter your McDaniel Username and Password and click Submit
5. Select "Student Menu"
6. Select "Register for Classes" under the "Registrar's Office" heading
7. Select "Search and Register for Sections"
8. Complete the following fields for each course and click Submit:
 - Term:
 - Subject:
 - Course Number:
 - Section:
9. Take action by selecting "RG – Register" in the box to the left of the course selection and then click "Submit".
10. Once your registration is complete, it will say "Registration Results". Print this screen for your records.
11. You may also confirm your registration by selecting "Class Schedule" under "Registrar's Office" at the main "Student Menu" in Archway.

TEXTBOOKS

Textbooks for on-campus classes (including Carroll County cohorts) are available in the College Bookstore prior to the beginning of the first class. Off-campus candidates should order textbooks from MBS Direct. Books are shipped within 24 hours of ordering. Refer to the appropriate course region, course number, and section to order the correct texts. MBS Direct provides used texts when available and offers a buy-back service for texts still in circulation. **Candidates must have their textbooks at the first class meeting.**

McDaniel College Bookstore (*for On-campus classes only*)

- Phone orders: 410-857-2275
- Online orders: <http://mcdaniel.bncollege.com>

MBS contact information:

- Phone orders : 1-800-325-3252
- Online orders: <http://bookstore.mbsdirect.net/mcdaniel.htm>

CHANGE OF NAME PROCEDURE

In the event of a name change, students will submit, in writing, the request for a name change. Name change requests must be supported with a copy of official documentation (i.e. copy of marriage license, adoption decree, divorce decree, or updated valid driver's license). Name change requests should be mailed or faxed to: McDaniel College, Graduate Records Office, 2 College Hill, Westminster MD 21157
Fax #: 410-857-2515.

FINANCIAL AID

You will find that financial aid for graduate school is very different from aid received as an undergraduate. As a graduate student, we realize that you probably have many things going on in your life including jobs and families.

The Financial Aid Office is committed to providing financial resources to students who would otherwise be unable to attend McDaniel College, while ensuring that the principles of fairness and equity are upheld. The office assists students with understanding, navigating, and successfully completing the process of securing educational funding to attend McDaniel. Whatever your situation, if you are concerned about the expense of graduate school, let us help. Visit the McDaniel College website: <http://www.mcdaniel.edu/4191.htm> or contact Ellie Geiman (410-857-2235).

HOOVER LIBRARY

Off-campus access to databases needed for research is available to McDaniel College faculty, candidates, and staff from the Hoover Library web-page at <http://hoover.mcdaniel.edu/>.

To access databases from off campus just follow these steps:

- Go to the Hoover Library Home Page at <http://hoover.mcdaniel.edu/>.
- Click on **Off-Campus Access**.
- Enter ID and Password (same as used for accessing email, Archway and Blackboard).
- Click on **Databases Page** to begin searching.

IDENTIFICATION CARDS

Identification Cards are issued to all graduate candidates and are required when checking out materials from Hoover Library or using College facilities such as the golf course, swimming pool, and fitness center. **Identification Cards can be obtained from the I.D. office with proof of a valid student identification number.** The office is located in the lower level of Decker College Center next to the Englar Dining Hall and is open from 9:00 a.m. to 5:00 p.m., Monday through Friday, or call the I.D. office at 410-857-2730. The first card is free but there will be a \$20 replacement charge for lost I.D. cards.

ADMINISTRATION INTERNSHIP (4-credits)

After all coursework is completed, the State of Maryland requires candidates to complete an internship (ADM552) to receive certification as an Administrator/Supervisor. The administrative internship (ADM 552) at McDaniel College is designed to complement in-class performance activities by providing candidates with opportunities to demonstrate the ability to accept genuine responsibility for leading, facilitating, and making decisions typical of those made by educational leaders. The experience(s) should provide candidates with substantial responsibilities that increase over time in amount and complexity and involve direct interaction with staff, parents, and community leaders. The internship is the process and product that results from applying the knowledge and skills described in the ELCC Standards, which incorporates the Interstate School Leaders Licensure Consortium Standards for School Leaders (ISLLC). Since the internship is designed to provide candidates with the opportunity to apply, in a practical setting, the knowledge acquired in the academic classroom, candidates must meet certain prerequisites before registering for the administrative internship. Candidates are expected to complete all courses required in their program plan before registering for the Internship in Educational Administration. In situations where candidates have transferred credits for courses, all supporting documentation must be received by the Graduate Records Office before registering for the internship.

Internship “Quick Facts”

Qualifications

- Candidates must have completed “**all**” coursework prior to registering for the internship.
- Candidates must have completed at least 3 courses at McDaniel College.
- The internship is 4 graduate credits.

Deadlines

- Internship registration is accepted for a fall or spring semester.
- For a fall semester internship registration begins July 8th and ends September 1st.
- For a spring semester internship registration begins on December 8th and ends on February 1st.

Requirements

- The internship consists of 6 required activities and a minimum of 6 standards-based objectives that are referenced to the ELCC Standards in a general way.
- Candidates have one calendar year from the date on their approval letters to complete the internship.
- At the end of the first semester, candidates not finished with the internship will be assigned a grade of (IP). That grade will remain until the internship is completed at which time the earned grade will be assigned.
- In cases where the internship is not completed in the allotted time, the grade for the internship is (F).

Preliminary Steps

- Candidate submits an internship proposal containing at least 6 standards-based objectives to the Coordinator of Administrative Interns for review and approval.
- The on-site supervisor (usually the principal) notifies the Coordinator of Administrative Interns of his/her approval of the internship proposal and indicates a willingness to serve as the on-site supervisor.
- The Coordinator of Administrative Interns notifies the intern and the on-site supervisor that the internship plan is approved and notifies them who will serve as the College Supervisor for the student.
- At this point the intern is approved to begin documenting hours for the internship.

College Supervisor

- The intern's folder is forwarded to the college supervisor. The folder contains the internship proposal, approval from the on-site supervisor, copies of the letters sent to the intern and the on-site supervisor, rubric booklet, and the internship checklist.
- The college supervisor will contact the intern to obtain directions to the school (if needed) and to schedule a time to visit the intern to discuss the internship and to meet with the on-site supervisor.
- At the meeting with the intern, the college supervisor will go over the requirements of the internship, establish a pattern of future communication, and answer questions that may arise.
- At the meeting with the on-site supervisor, the college supervisor will thank the principal for his/her support, encourage the principal to enrich the student's internship with additional opportunities for growth, and to request that the evaluation of the internship be completed at the end of the internship.
- The college supervisor will encourage the intern to submit completed requirements in a timely fashion.
- The college supervisor will maintain contact (e-mail or phone) with the intern as needed to keep the person working to complete the internship.
- The college supervisor will make a second visit to the intern's school at the conclusion of the internship to evaluate the work done by the intern, and to meet with the on-site supervisor to collect his/her evaluation and to discuss the intern's work.
- Additional visits to the intern's school are encouraged but not required.
- At the conclusion of the internship the college supervisor will complete the evaluation form and forward that document plus the following to the Coordinator of Administrative Interns: copies of the letters sent to the intern and the on-site supervisor, copy of the evaluation report completed by the intern, and a copy of the evaluation report completed by the on-site supervisor.

Requirements for ADM 552 Completion

- Interns are required to document 180 hours of internship activities using the template for the weekly log contained in the internship documents.
- Interns who are already in an administrative position will be required to maintain weekly logs for 14 weeks to meet the time requirement. The weekly log will highlight administrative accomplishments, indicate work completed on internship objectives as well as required activities, and contain a reflection on the week's activities.
- Interns will complete the 6 requirements outlined in the internship as well as document the effort made toward accomplishing the standards-based objectives.
- Interns will be required to create an internship portfolio containing documentation supporting the completion of internship. At a minimum the portfolio will contain the following sections: log, required activities, standards-based objectives, and a section for miscellaneous documents.
- Rubrics and anchor papers are provided to clarify the components of the internship requirements. These are located on the college blackboard.
- Interns enrolled in the internship are required to attend one meeting of interns during their first semester of enrollment. Missed meetings must be made up before a grade will be issued for the internship.
- The first meeting, held early in the semester, brings all interns together for a meeting at the College.
- All interns receive notification of the meeting from the Coordinator of Administrative Interns.

COURSE DESCRIPTIONS

ADM 501 Introduction to Educational Administration

3 credits

Leadership and its impact on organizational structure, behavior, and student achievement will be examined in the context of today's schools. The course will provide students with the opportunity to explore leadership theories, organizational theories, and principles of motivation, communication systems, the future-focused strategic thinking process, decision making principles and leadership of the change process. Students will be expected to apply theoretical knowledge and research-based models to specific school leadership situations. A special focus will be placed on student development of a solid initial understanding and application of all of the Educational Leadership Constituent Council (ELCC) Standards. This course will provide students with a strong foundation for their development as student-centered, future-focused, data informed, and standards based 21st Century Educational Leaders.

ADM 504 Supervision and Evaluation of School Personnel

3 credits

This course presents a study of evolving supervision and evaluation practices that nurture, develop, and sustain the educational vision of what schools can and should be. Emphasis is placed on supervisory practices that enhance reflection about teaching and learning, teacher evaluation, and staff development. Learners will investigate supervisory strategies necessary to successfully lead schools through restructuring and change. There is a special focus on the Educational Leadership Constituent Council (ELCC) Standards as they apply to school leadership.

ADM 505 School Leadership in the Twenty-first Century

3 credits

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. Educational Leadership Constituent Council (ELCC) Standards are addressed.

CUR 509 Monitoring and Aligning Curriculum, Instruction and Assessment

3 credits

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. Participants use selected response, essay/brief constructed response, performance and personal communications methods to design strategies that facilitate and assess student learning. Emphasis is placed on needs assessment including analysis of available data, collection and integration of formative and summative data and engagement of stakeholders, including students, in planning and decision making.

PSI 527 School Law

3 credits

A 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. (Educational Administration students will address Educational Leadership Constituent Council (ELCC) Standards as assigned.)

ADM 552 Internship in Educational Administration

4 credits

Important Contacts List

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McDANIEL COLLEGE

Location of Program:

[] Arundel Mills

[] Southern Maryland

[] Prince George's County

SPECIAL STUDENT GRADUATE PLAN

CREDIT COUNT ADMINISTRATOR I CERTIFICATION REQUIREMENTS

(Post-Master's Degree)

NAME: _____ STUDENT ID #: _____

ADDRESS: _____ PHONE: _____

EMAIL: _____

APPLICATION PROCESS:

- _____ Application for Graduate Study
- _____ Official UNDERGRADUATE Transcript
- _____ Official GRADUATE Transcript

*Candidates must complete a minimum of 3 courses (not including ADM 552) at McDaniel College.

PROGRAM OF STUDY:

Suggested as first two courses taken in the sequence:

- ADM 501 Introduction to Educational Administration
- CUR 509 Monitoring and Aligning Curriculum, Instruction, and Assessment

These courses may be taken as schedule allows:

- ADM 504 Supervision & Evaluation of School Personnel
- ADM 505 School Leadership in the Twenty-first Century
- PSI 527 School Law

Must be the LAST course taken in the sequence:

- ADM 552 Internship in Educational Administration

MSDE requires that a candidate for Administrator I Certification must possess a valid Teaching Certificate and must complete a course in Special Education. McDaniel College offers an on-line course, **SED 572 – Issues in Inclusive Education**, which will fulfill this certification requirement. Students are advised to check with their Certification Office.

Acknowledgement of Graduate Credit Toward Administrator I Certification:

Certification is the domain of the Maryland State Department of Education so courses taken at other higher education institutions are subject to approval by certification personnel in either the MSDE Certification Office or in the local school system Human Resources Office. In order for McDaniel College to permit registration and completion of the required Internship/Practicum, candidates must show evidence of the completion of courses in each of the following areas:

- School Leadership, Management, and Administration ADM 501; ADM 505
- Development, Observation, and Evaluation of Staff ADM 504
- Curriculum, Instruction, and Assessment CUR 509
- Legal Issues and Ethical Decision-Making PSI 527

McDaniel College requires the Maryland State Department of Education Administrator I and II Evaluation for Certification Form as evidence of course completion.

Sr. Academic Advisor _____ **Date** _____

Andrew T. Barshinger

Please review this document. If you have questions you are encouraged to contact your academic advisor whose card is enclosed.