

**KANSAS STATE**  
**UNIVERSITY**

College of Education

Master of Science in  
**Educational  
Leadership**

August 2011

**Graduate Studies**

# **Master of Science in Educational Leadership**

Kansas State University  
College of Education  
Department of Educational Leadership

*Preparing Knowledgeable, Caring, and Ethical Educational Leaders for a Diverse Society*

## **MISSION STATEMENT**

The Department of Educational Leadership is committed to serving the rapidly changing needs of educational leaders through:

- Undergraduate, masters, and doctoral-level education
- The translation of research into practice
- The production and dissemination of professional education scholarship
- The analysis and interpretation of educational policy and practice
- The provision of professional development services to school-related personnel
- Explicating and fostering the evolution of administration to new models of leadership for learning

The faculty provide instruction, consultation, and scholarship which focuses on defining and resolving problems of professional practice in a diverse and pluralistic society. They promote ethical decision making, use methodologies which concentrate on quality, are student- and client-centered, incorporate emerging technologies and alternative delivery mechanisms, utilize authentic assessment, and emphasize the educational value of clinical experience. The faculty engage in a range and intensity of leadership activities which brings attention at the state, national, and international levels of their skills. They inform the profession and interpret the integrated nature of the modern curriculum and organizations dealing with schooling and the social-political environments which they mirror.

## **GOAL STATEMENTS**

Our primary goal is to prepare educational leaders to acquire knowledge, establish beliefs, and develop skills in the following areas. Specifically, we believe that an educational leader promotes the success of all students through the actions listed under each category.

- Vision for Learning  
Facilitating the development, articulation, implementation, and stewardship of a vision for learning that is shared and supported by the school community.

- Culture for Learning  
Advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.
- Management for Learning  
Ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.
- Community for Learning  
Collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.
- Ethics for Learning  
Acting with integrity, fairness, and in an ethical manner.
- Context for Learning  
Understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.
- Internship for Learning  
Synthesizing and applying knowledge, beliefs, and skills of educational leadership in real settings, planned and guided cooperatively by the institution and school district personnel.

## **ADMISSION REQUIREMENTS**

Admission to graduate study is granted by the Dean of the Graduate School upon the recommendation of the faculty in the graduate program. Applicants seeking admission to the master's degree program in educational leadership must submit the information noted below. *All materials must be received before review will begin.*

Complete the Graduate School Application online and pay the application fee. All other materials must be sent either as an electronic file or as a hard copy to:

Office of Graduate Studies  
College of Education  
18 Bluemont Hall  
1100 Mid-Campus Drive  
Kansas State University  
Manhattan, KS 66506-5301  
785-532-5595  
[ddeam@ksu.edu](mailto:ddeam@ksu.edu)

To be eligible for this program, applicants must have relevant prior teacher preparation equivalent to K-State's programs for licensure to teach in preschool, elementary, or secondary schools (e.g., a professional teaching license). Exceptions may be made when the applicant's

career goals clearly align with other coursework offered in this department.

The educational leadership faculty use the “M.S. Admission Standards” form as one means to determine whether an applicant will be admitted. That form is displayed on the last page of this booklet.

- A. A Completed Graduate School Application.** The application may be completed online by going to [www.k-state.edu/grad/gsprospective/apply/index.htm](http://www.k-state.edu/grad/gsprospective/apply/index.htm). It is highly recommended that the application for admission be submitted online.

***Application Deadlines.*** The College of Education accepts applications throughout the year. However, the deadlines noted below have been established for admission to start in a particular semester. Failure to meet the deadline for a particular semester could delay admission into the program. *The Graduate School application and all additional documentation must be received by the following deadline dates for admission in a particular semester.*

Domestic Students	Fall Semester	—	March 1
	Spring Semester	—	October 1
	Summer Semester	—	February 1
International Students	Fall Semester	—	February 1
	Spring Semester	—	August 1
	Summer Semester	—	December 1

- B. Graduate School Application Fee.**

*Domestic Students*—A \$40 application fee is required for all domestic students; *your application will not be processed without this fee.* When applying online, you may pay by credit card. If mailing a paper copy of the completed application, please make a check payable to the KSU Graduate School and include it with your application.

*International Students*—A \$55 application fee is required; *your application will not be processed without this fee.* When applying online, you may pay by credit card. If mailing a paper copy of the completed application, please pay with an international cashier’s check or money order (in U.S. funds) payable to the KSU Graduate School and include it with your application. Cash or personal checks cannot be accepted from international students.

- C. OFFICIAL transcripts.**

*Paper Transcripts*—Send TWO official transcripts from the institution awarding the bachelor’s degree and TWO official transcripts from all the institutions attended since completion of the bachelor’s degree. If you have credits from K-State, we will obtain a copy of your K-State transcript at no cost to you. *Copies of transcripts that are stamped “issued to student” will not be accepted.*

*Digital Transcripts*—Send any digital transcripts to the following email address: [ddeam@ksu.edu](mailto:ddeam@ksu.edu). Some institutions are now sending transcripts in a digital format (e.g., a PDF). The digital transcript must be sent directly from the college or university you attended to the email address indicated above.

For consideration for regular admission, applicants must have a 3.0 grade point average (GPA) in their junior and senior years of the bachelor's program. Those with GPAs between 2.65 and 2.99 may be considered for probationary admission if it can be demonstrated that there is potential for success in the graduate program. This potential is demonstrated, in part, on the basis of results from the Graduate Record Exam (GRE) or the Miller Analogies Test (MAT).

- D. Statement of Goals and Professional Experience.** Submit a 1-2 page statement that includes the following information:
- Career and professional goals and aspirations, and how being accepted to the program will benefit the goals and aspirations
  - Past and present employment within education or related fields
  - Future professional plans
  - If you have a request for a certain advisor, indicate that preference in the statement of goals and professional experience.

Send your Statement of Goals as an electronic file to [ddeam@ksu.edu](mailto:ddeam@ksu.edu) or as a hard copy to the address for the Office of Graduate Studies provided above.

- E. Evidence of Successful Teaching.** Evidence of successful teaching and/or other relevant experience must be provided along with three letters of recommendation, student teaching reports, teaching evaluations, or other types of documentation. People who write letters of recommendation should send them directly to the College of Education Office of Graduate Studies. Applicants not possessing teacher education background should contact the department to determine alternative criteria.

Send the letters of recommendation or other related documents as an electronic file to [ddeam@ksu.edu](mailto:ddeam@ksu.edu) or as a hard copy to the address for the Office of Graduate Studies provided above.

- F. TOEFL.** Applicants whose native language is not English must submit a current TOEFL score (Test of English as a Foreign Language). The TOEFL is offered several times a year throughout the world by the Educational Testing Service ([www.ets.org/toefl](http://www.ets.org/toefl)). The TOEFL school code for Kansas State University is **6334**. International applicants are advised to take the TOEFL as early as possible to avoid delays in the processing of their applications for admission. An applicant who has received a degree in the last two years from a United States college or university is exempt from this requirement.

There are three types of TOEFL scores: paper-based TOEFL, computer-based TOEFL, and TOEFL IBT (internet-based TOEFL taken in real time). TOEFL scores are valid for

two years from the initial test date. A score of at least **550** (paper-based test), **213** (computer-based test), or **79** (IBT-internet-based test) on the TOEFL is required to be considered for admission to the Graduate School.

- *For Regular Admission*—Applicants with scores of 600 (paper-based), 250 (computer-based), or 100 (IBT-internet based) or above may be considered for regular admission.
- *For Possible Provisional Admission*—Applicants with scores between 550/213/79 and 599/249/99 may be admitted provisionally and must at the time of their enrollment demonstrate proficiency in reading and writing English and in understanding spoken American English to the satisfaction of the Graduate School. Those who do not meet the minimum proficiency standard will be required to complete specified courses offered by the English Language Program (ELP) at Kansas State University. For additional information about the English Language Program, go to [www.ksu.edu/elp](http://www.ksu.edu/elp).

For additional information about admission requirements for international students, go to Chapter 1 of the Graduate Handbook at [www.k-state.edu/grad/gscurrent/handbook/chap1.htm](http://www.k-state.edu/grad/gscurrent/handbook/chap1.htm) and to the International Students section of the Graduate Viewbook at [www.k-state.edu/grad/gsprospective/viewbook/intrnl.htm](http://www.k-state.edu/grad/gsprospective/viewbook/intrnl.htm).

## ADDITIONAL INFORMATION

**Department Information.** For more information, contact:

Department of Educational Leadership  
College of Education  
363 Bluemont Hall  
1100 Mid-Campus Drive  
Kansas State University  
Manhattan, KS 66506-5312  
785-532-5535  
[sandye@ksu.edu](mailto:sandye@ksu.edu)

**Non-Degree Status.** In some cases, a student may wish to take a course(s) prior to being admitted in a degree program. In these cases, a person must be admitted as a non-degree student. Students may take *up to nine graduate credit hours* as a non-degree student in the Graduate School prior to being admitted into a graduate degree program. However, *successful completion of any hours taken as a non-degree seeking student does not guarantee admission into the program*. Non-degree students are not eligible for financial assistance.

**Graduate Handbook.** Once admitted, students should become familiar with the Graduate Handbook at [www.ksu.edu/grad/gscurrent/handbook/index.htm](http://www.ksu.edu/grad/gscurrent/handbook/index.htm). This handbook includes policies and procedures about advising, the program of study, enrollment, transfer credits, the final oral/written exam, required approval forms, and other aspects of the graduate program.

**Virtual Orientation for New Graduate Students.** The Graduate School recommends that all new graduate students complete the virtual orientation prior to coming to campus. The website for this orientation is [www.ksu.edu/grad/gsprospective/orientation/about.htm](http://www.ksu.edu/grad/gsprospective/orientation/about.htm). There is valuable information concerning housing options, orientation dates, registration and enrollment procedures, and many other aspects of the campus. By completing this virtual orientation, you should become familiar with what to expect when you arrive on campus.

**Advisor and Program of Study.** Once admitted to the program, an advisor is assigned. The advisor assists the student in developing the program of courses the student will take to earn the master's degree. A program of study listing the courses the student intends to take is submitted to the Graduate School upon completion of nine hours (part-time students) or during the second semester (full-time students).

**Graduate Assistantships.** A limited number of graduate assistantships are available in the College of Education. Go to [www.coe.ksu.edu/grad/assistantships.htm](http://www.coe.ksu.edu/grad/assistantships.htm) for detailed information and application procedures. Assistantships are commonly available for the academic year (fall and spring semesters). To apply for a graduate assistantship, a letter of application and resume should be submitted by April 1 to each department for which the applicant would like to be considered. It is helpful to talk with the appropriate department chair as early as possible to learn of assistantships available in the department.

**Financial Aid.** Questions about financial assistance should be directed to the Student Financial Assistance Office, 104 Fairchild Hall, Manhattan, KS 66506, 785-532-6420, [ksusfa@ksu.edu](mailto:ksusfa@ksu.edu). For information regarding financial aid, you may go to [www.ksu.edu/sfa](http://www.ksu.edu/sfa).

## **BUILDING LEADERSHIP LICENSE**

This 36-hour M.S. in Educational Leadership is designed to meet coursework requirements for the Kansas Building Leadership initial license. Upon completion of these requirements and the state licensure exam, a KSDE application must be completed. Students who do not seek the building leadership license may complete the degree in 30 credit hours as described in the program requirements section of this booklet.

Students who want to apply for this license should contact the College of Education licensure officer—Di Murphy at [dim@ksu.edu](mailto:dim@ksu.edu) or 785-532-5524. Go to the following College of Education website for licensing information: [www.coe.ksu.edu/ss/licensing/index.htm](http://www.coe.ksu.edu/ss/licensing/index.htm). After completing the coursework, applicants for the license must also meet the following additional KSDE requirements:

1. Take the Praxis exam for the School Leaders Licensure (i.e., Building Leadership) (test number 1011) and report a score of 165 or higher. (See: [www.ets.org/praxis](http://www.ets.org/praxis))
2. Hold a master's degree. (It is permitted, but not necessary, to include the required courses as part of the master's degree.)
3. Have a 3.25 grade point average in graduate coursework.
4. Have a minimum of three years accredited teaching experience under a valid professional teaching license.

5. Have recent teaching experience or coursework (i.e., at least one year of teaching or 8 credit hours within the last six years)

## **Program Requirements for the Master of Science Degree in Educational Leadership**

30-36 credit hours

The Master of Science degree in Educational Leadership is normally a 36-credit hour professional degree program, designed primarily to satisfy P-12 building leadership license requirements. Students who desire a Kansas building-level (principal) license should select this degree program. Additionally, students who intend to assume other significant leadership roles in P-12 school settings, apart from professional leadership licensure, should consider this degree.

Other education professionals may also wish to obtain this degree, but with the intent to apply it in settings where professional licensure is not required. For students not seeking building leadership licensure, a program of study shall consist of a minimum of 30 credit hours as prescribed by the supervisory committee.

For Kansas building-level leadership initial license aspirants, this program is comprised of the following course sequence. All courses are three credit hours unless otherwise noted. All courses in this list are required for those seeking the building-level license.

### **A. Leadership Core (9 credits)**

EDLEA	801	Ethical Dimensions of Educational Leadership
EDLEA	810	Historical and Philosophical Analysis of Leadership in Education
EDLEA	836	School-Community Relations

### **B. Student Learning Needs (6 credits)**

- |     |       |     |   |
|-----|-------|-----|---|
| (1) | EDSP  | 710 | Education of Exceptional Individuals (or other approved course) |
|     | or    |     |   |
|     | EDSP  | 886 | Seminar in Special Education (or other approved course)         |
| (2) | EDCEP | 715 | Principles of Assessment (or other approved course)             |
|     | or    |     |   |
|     | EDCEP | 816 | Research Methods in Education (or other approved course)        |

### **C. Leadership Operations (21 credits)**

EDLEA	819	Introduction to Education Finance
EDLEA	831	Educational Law
EDLEA	835	The Principalship
EDLEA	855	Administrative Leadership in Curriculum
EDLEA	865	Administrative Leadership in Staff Development
EDLEA	885	Technology Leadership for Administrators
EDLEA	889	Practicum in Educational Leadership (1 hr.)
EDLEA	910	Educational Human Resource Administration

## Faculty Members in Educational Leadership

For more information on this program, contact any of the following faculty members. The area code is 785.

<b>Faculty Member</b>	<b>Phone Number</b>	<b>Research and Teaching Interests</b>
Dr. Mary Devin Associate Professor <i>mdevin@ksu.edu</i>	532-5669	Superintendency, community relations, curriculum, leadership, internships, school district partnerships
Dr. Teresa Miller Associate Professor <i>tmiller@ksu.edu</i>	532-5609	Principalship, university/school partnerships, historical/philosophical analysis of education
Dr. Trudy A. Salsberry Professor <i>tas@ksu.edu</i>	532-7801	Qualitative research, change, and diversity
Dr. Robert J. Shoop Professor <i>rshoop@ksu.edu</i>	532-5533	Education law
Dr. David C. Thompson Professor and Chair <i>thomsond@ksu.edu</i>	532-5766	Education finance, organizational leadership, school facilities, school business management