

EDUCATION, EDUCATIONAL ADMINISTRATION

Program in Educational Administration School of Social Sciences and Education

Director: Dr. Danny Whetton

Department Office: Education Building, 238

Telephone: (661) 654-3055

email: rotawka@csub.edu

Website: http://www.csub.edu/sse/departments/advancededucationalstudies/educational_administration/index.html

Faculty: D. Whetton

Program Description

The concentration in Educational Administration is available for post-baccalaureate students who have an interest in administering programs in elementary or secondary public schools. Work toward the MA degree may be closely coordinated with requirements for the Preliminary Administrative Services Credential. The Preliminary Administrative Services Credential (Tier I) is the first of two credentials (Professional Administrative Services Credential, Tier II) that one must earn to be permanently credentialed as an educational administrator in California's elementary or secondary public schools. Individuals who have the Preliminary Administrative Services Credential may hold any administrative position in California for which they are otherwise qualified. The Preliminary Administrative Services Credential is in effect for five (5) years from the date of issuance, which corresponds with the date of employment in an administrative position requiring the credential.

Admissions Process

To pursue the Master of Arts in Education—Educational Administration, the applicant must first apply to the Office of Admissions and Records, CSUB (661-654-3036), designating the appropriate code for Educational Administration (08271). Following admission to the University, the applicant is to visit the Department of Advanced Educational Studies website (https://www.csub.edu/sse/departments/advancededucationalstudies/educational_administration/index.html) for a brochure and application to the specific graduate degree program desired. The completed application is to be returned to the Office of the Graduate Studies Evaluator (EDUC 111; 661-654-3193) for review. The Program Admissions Committee will certify admission or non-admission to the desired degree program. Applicants will be notified in writing of actions regarding admission taken by the Committee.

Only complete applications files will be considered. It is the responsibility of the applicant to make certain that the application file is complete and contains the following information:

1. CSUB Admission Application
2. Educational Administration Application

3. Minimum GPA of 3.0 for last 60 semester (90 quarter) units
4. Copy of Credential (detailed copy)—www.ctc.ca.gov
5. Copy of original CBEST Score Report
6. Two letters of recommendation from Field Administrators
7. Proof of GWAR/Upper Division Writing Competency, by exam or coursework
8. Copy of official transcripts from all previous institutions

Prerequisites for admission include:

1. A valid Basic California Teaching Credential (5 years of teaching experience verified)
 - a. A clear or life California teaching credential that requires a baccalaureate degree and a program of professional preparation, including student teaching or the equivalent, and holds an English learner authorization; or
 - b. A clear or life California designated subjects teaching credential in adult education, career technical education, vocational education or special subjects, provided the applicant also possesses a baccalaureate degree, and holds an English learner authorization; or
 - c. A clear or life California services credential in pupil personnel services, health services for school nurse, teacher librarian services, or speech-language pathology or clinical or rehabilitative services requiring a baccalaureate degree and a program of professional preparation, including field work or the equivalent.
2. CBEST
3. Graduation Writing Assessment Requirement (GWAR) competency or waiver (a writing score of 41 or above on CBEST waives the GWAR for credentialed teachers)

After Admission: Advancement Steps Toward Degree

Once the applicant is admitted, additional steps must be achieved to successfully matriculate toward the MA degree. See below for details about these next steps.

Advancement to Candidacy

In order to better mentor the growth of students throughout the program and to insure the quality of program graduates, Program faculty must ensure that all program requirements and SSE Professional Dispositions are met. A form requesting Advancement to Candidacy should be completed by the student in the semester prior to the first internship and submitted to the SSE Graduate Studies Evaluator (EDUC 111; 661-654-3193). This form can be obtained from Julia Bavier.

Culminating Activity

Students are required to complete a culminating activity (i.e., comprehensive examination) as part of the Educational Administration Program. A candidate seeking an MA degree must form her/his Culminating Activity Committee at least one in advance of completing the MA Culminating Activity. This involves completing the Culminating Activity-Approval for Registration form and obtaining the signatures

of faculty who have agreed to serve on the candidate's committee. The MA degree candidate must also complete the Advancement to Candidacy form. Both forms are available in the SSE Credential Office.

Candidates planning to do research with human subjects must receive an approval of their research proposals from the CSUB Institutional Review Board for Human Subjects prior to starting their research. Candidates are expected to work with their committee chair to fulfill this requirement.

Application for Graduation

The student should file an "Application for Graduation" in accordance with the Deadlines outlined by the Office of Enrollment Management. Please consult the Graduation Information website (<http://www.csub.edu/admissionsandaid/graduation/masters/>) for Application for Graduation Forms and specific Deadlines. (Please note that Deadlines for submission of Applications for Graduation vary depending on which semester you intend to graduate and it is the student's responsibility to adhere to these deadlines).

The student should work closely with the SSE Graduate Studies Evaluator (Julia Bavier, 654-3193) to assure that the file is complete and accurate. Any deviation from the original Program of Study filed at the beginning of the MS program must be explained and approved.

Any final degree program may not contain units that are over seven (7) years old at the time that the degree is to be awarded. Please check with the SSE Graduate Studies Office.

Requirements for the MA Degree in Education with a Concentration in Educational Administration

1. **Core**
EDRS 6600, 6610
2. **Fall Courses**
EDAD 6100, 6200, 6300, 6710, 6810
3. **Spring Courses**
EDAD 6400, 6500, 6600, 6720, 6820, 6890