



Educational Specialist Degree in Educational Administration

<http://education.samford.edu/te/graduate.asp>

Dear Prospective Graduate Student:

Thank you for your interest in the Educational Specialist in Educational Administration degree at Samford University.

We offer a unique opportunity for graduate study at the Educational Specialist level. This Educational Administration program builds on the master's level Instructional Leadership program and provides the student with the required credentials to be considered for leadership positions in K-12 schools/systems in Alabama. In addition, it will equip future school leaders with the knowledge and skills needed to positively impact student achievement and to lead successful school improvement initiatives. The program encompasses essential competencies for improving schools and increasing student achievement, utilizing research-based "best practices" for adult learners. The Educational Specialist degree requires successful completion of 30 semester hours.

We look forward to hearing from you.

Sincerely,

Maurice Persall, Ed.D.
Chair and Professor, Graduate Studies

Educational Administration Graduate Program

Class AA Degree

The educational administration program at Samford University includes the following features:

- A blend of theoretical concepts with practical “hands-on” experience
- A focus on total quality improvement techniques
- A focus on technology as a tool for improving administrative efficiency and instructional effectiveness
- A strong internship component, operating under the direction of field-based mentors and university faculty
- Utilization of practitioners from local school systems in modeling and coaching of job-related skills
- Classroom instruction that features problem-based learning and case study methods

ADMISSION STANDARDS:

The recruitment and selection process for the educational administration program at Samford University is designed to find, screen, orient, and place candidates for optimal success in graduate study and ultimately in positions of leadership in education. The program seeks candidates with excellent teaching records, high commitment to student achievement, talent for leadership, past academic success, and creative energy for solving educational problems.

1. To be eligible for admission, a candidate must have earned a master’s degree and/or Class A certification from a regionally accredited college or university in Instructional Leadership or Educational Administration.
2. The candidate shall have earned a minimum of a 3.25 grade point average on a 4-point scale on all previous graduate work.

The process for selection into the Educational Administration Program is as follows:

1. Each candidate must be recommended by his/her employer (superintendent, principal) or by a professor knowledgeable to the student’s previous academic and/or training experience. This recommendation must be in the form of a letter accompanied by a completed reference form. The reference form is attached to the application.
2. Each candidate must submit a minimum of two additional references, one of which shall be a peer or professional colleague, and the other, a person with knowledge of the candidate’s character.

GENERAL INFORMATION:

1. Scholarship

A tuition scholarship in the amount of \$87 per semester hour is awarded to all master of science and educational specialist graduate students enrolled in the graduate program at OBBSE at Samford University. Information regarding loans can be obtained from the Financial Aid Office at 205.726.2905.

2. Tuition

Tuition charges are payable on or before validation day. Please refer to the class schedule or your billing statement to determine deadlines for payment. For payment, contact the Bursar's Office at 205.726.2816.

3. Testing Information – no score over 6 years old will be accepted

A. GRE, Graduate Record Examination

www.ets.org/gre/

GRE-ETS
P.O. Box 6000
Princeton, NJ 08541-6000

Phone:
1-609-771-7670
Monday – Friday, 8am – 7:45pm EST, except for U.S. holidays

B. MAT, Miller Analogies Test

www.milleranalogies.com/

Pearson
Attn: Customer Service
P.O. Box 599700
San Antonio, TX 78259

Customer Service:
Phone: (800) 211-8378

COMPLETION REQUIREMENTS:

1. Completion of Course Work

Students in all graduate programs must ensure that they take the correct courses, according to the checklist, and earn the correct number of semester hours for completing the degree. All students have six (6) years in which to complete their graduate programs.

2. Grade Point Average

A GPA of 3.25 must be maintained throughout and upon completion of the graduate program.

3. State Certification Application

Upon starting the last semester of classes, students will come to a Comprehensive Examination orientation meeting. At this meeting, the Certification Officer, will present you with all materials needed to apply for your State certification. All certification paperwork should be turned in to the Certification Officer no later than the last day of the student's last class before graduation.

4. Comprehensive Exit Examination

Chair of Graduate Studies, will inform students of the Comprehensive Examination process at the Comprehensive Examination orientation meeting. Students will complete the Comprehensive Examination process at a date determined by the Chair of Graduate Studies.

APPLICATION PROCEDURES:

The application process for the Educational Administration program is as follows:

1. Complete a graduate school application (included in this packet) and a \$25 application fee. Make check or money orders payable to Samford University.
2. Submit two official transcripts from all regionally accredited colleges or universities from which the student graduated.
3. Submit three (3) recommendations – one must be from your principal or supervisor
4. Provide official evidence of your score on either the Miller Analogies Test (396 minimum) or the Graduate Record Examination (800 minimum – verbal and quantitative). – **no score older than 6 years will be accepted**
5. Submit a copy of the Class A Alabama
6. Complete a Disposition Form (included in this packet).
7. Written Essay – this should be a minimum of 1 page per topic outlined below describing:
 - What you consider to be your most significant contribution within your professional field and why
 - Reasons for pursuing the degree
 - Expectations from the program
 - Goals after completion of the program
8. Complete the Student Health Services Immunization Record and **send to Student Health Services**.

ITEMS 1-7 MUST BE SUBMITTED **NO LATER THAN ONE MONTH PRIOR TO THE FIRST DAY OF CLASS OF THE TERM THE STUDENT WISHES TO ENROLL** (see "Application Deadlines" link on our website at <http://education.samford.edu/te/graduate.asp>) to:

Dr. Maurice Persall
Chair and Professor, Graduate Studies
School of Education and Professional Studies
Samford University
800 Lakeshore Drive
Birmingham, Alabama 35229

Student Health Services Immunization Form must be returned to Student Health Services.

Name _____

S.S. _____

Educational Specialist Degree
Educational Administration
30 semester hours

Required Courses

| Course | Course Name | Credits | Term | Grade |
|----------|--|---------|------|-------|
| EDUC 621 | Educational Business Management | 3 | | |
| EDUC 622 | Seminar in Instructional Leadership | 3 | | |
| EDUC 623 | Leading Change in Educational Organizations | 3 | | |
| EDUC 624 | Learning Theories: The Pursuit of Knowledge | 3 | | |
| EDUC 625 | Legal and Policy Issues in Education | 3 | | |
| EDUC 626 | Social Problems of Children and Youth | 3 | | |
| EDUC 627 | Mentor Training for Quality Education | 3 | | |
| EDUC 628 | Advanced Evaluation of Teaching and Learning | 3 | | |
| EDUC 629 | Quality Improvement Analysis Project 1 | 3 | | |
| EDUC 630 | Quality Improvement Analysis Project 2 | 3 | | |
| | | | | |

Teaching Certificate Information

Are you in possession of a U.S. or international teaching certificate? Yes _____ No _____

If yes, please identify type: _____

If you do not hold a certificate, are you eligible for a U.S. or international certificate? Yes _____ No _____

If yes, please identify type: _____

Graduate School Entrance Testing Information – OFFICIAL SCORE REPORT MUST BE SENT TO GRADUATE STUDIES OFFICE as part of your application materials

| | Date | Score |
|-----------------------------------|-------|-------|
| Miller Analogy Test (MAT) | _____ | _____ |
| Graduate Record Examination (GRE) | _____ | _____ |

High School and College/University Information

| Name of Institution | Date(s) Attended | Major/Minor | Degree |
|---------------------|------------------|-------------|--------|
| _____ | | | |
| _____ | | | |
| _____ | | | |
| _____ | | | |

Have you ever been placed on academic probation by any school? Yes _____ No _____ If so, please explain:

In completing this application, I realize that Samford University is a Christian institution and that it has a right to require of it's students conduct that is at all times honorable, clean, and sober. I certify that I have given complete and accurate information concerning my academic background.

Signature _____ Date _____

This form must be completed and signed before application can be processed in the Admissions Office. Samford University is an Equal Opportunity institution and does not discriminate in receiving applications and offering programs based upon race, color, gender, national origin, age (over 40), disability, marital status, or veteran status, and in all ways, fulfills it's obligations under Title VII of the Civil Rights Act of 1964, as amended, and Title I of the Americans with Disabilities Act of 1990.



Dispositions

The faculty of the graduate program in the School of Education at Samford University believe that effective educational leaders must demonstrate the following dispositions.

An effective educational leader:

1. Interacts appropriately and positively with others
2. Treats others with courtesy, respect, and open-mindedness
3. Works with diverse groups and handles issues of diversity with respect and affirmation
4. Shows concern for the self-concept and self-esteem of others
5. Demonstrates leadership in challenging all students to high levels of achievement
6. Participates and contributes actively to team efforts
7. Facilitates the work of others
8. Is reliable, responsible, and consistent
9. Demonstrates leadership and reflective decision-making consistent with the role of teacher leader/chief learning officer
10. Exhibits a strict code of honesty related to all assignments in the workplace as well as in graduate work
11. Acknowledges the written work of others scrupulously in research and other projects

All applicants for graduate studies in the School of Education at Samford will submit a reference form from their employer rating their performance related to these dispositions. Students will evaluate themselves against these criteria as they move through their graduate program. Anyone who fails to demonstrate these dispositions while a graduate student at Samford will be asked to meet with a team of graduate professors and will be asked to provide a self-improvement plan. Continued failure to uphold these standards of conduct will result in dismissal from the program.



DISPOSITION FORM

Name of applicant: _____

Graduate Program: M.S. _____ Ed.S. _____ Ed.D. _____

Anticipated date of entrance into program: _____

Please rate the applicant based on your observation of his or her performance.

| | High | Above Average | Average | Below Average | Not Observed |
|--|------|---------------|---------|---------------|--------------|
| Interacts appropriately and positively with others | | | | | |
| Treats others with courtesy, respect, and open-mindedness | | | | | |
| Exhibits sound judgment and moral reasoning | | | | | |
| Works with diverse groups and handles issues of diversity with respect and affirmation | | | | | |
| Shows concern for the self-concept and self-esteem of others | | | | | |
| Demonstrates leadership in challenging all students to high levels of achievement | | | | | |
| Participates and contributes actively to team efforts | | | | | |
| Facilitates the work of others | | | | | |
| Is reliable, responsible, and consistent | | | | | |
| Demonstrates leadership and reflective decision-making consistent with the role of a teacher leader/chief learning officer | | | | | |
| Exhibits a strict code of honesty related to all assignments | | | | | |
| Acknowledges the work of others scrupulously | | | | | |

Reference's name: _____

Position: _____

Signature: _____

Date: _____



Student Health Services

Dear Prospective Student:

Please **carefully review the Immunization form**. The University requires all students to submit this Immunization Record in order to reduce the risk of communicable disease on campus. **The completed form is due no later than two weeks after the first day of class of the term the student will be starting their program.** The record must be signed by a healthcare provider or include a health department stamp. **Failure to submit this documentation within two weeks after the first day of class of the term the student begins their program will result in a \$150 fine and a registration hold on your account.**

If you need to receive any immunizations to complete your form, you may do so at Student Health Services on campus. Please note that we do not process insurance claims and that you will incur some expense for any vaccinations, skin test, or laboratory testing done on campus. Our office is available Monday through Friday, 8:00am to 12:00pm and from 1:00pm to 4:30pm. Please call the office at (205) 726.2835 if you have any questions concerning this form or if you would like to schedule an appointment for immunizations. No appointments are scheduled in the month of July.

To obtain the Immunization Form, please go to:

http://www.samford.edu/groups/stuaff/stuhealth/Immunization_Record.pdf

Return the completed form to:

**Samford University
Student Health Services
800 Lakeshore Drive
Birmingham, Alabama 35229**

Before mailing the form, **please make a copy for your personal records**. We look forward to having you on campus!