



**University of Houston**

**M.Ed. in Administration and Supervision**

**Student Handbook**

**2020**

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# M.Ed. in Administration and Supervision

## I. INTRODUCTION

### Purpose of this Handbook

This Handbook is intended for students in the Department of Educational Leadership & Policy Studies (ELPS) in the College of Education (COE) at The University of Houston (UH). It provides an overview of program requirements, policy, rules, and regulations. The information included is designed to facilitate students' progress toward the attainment of their degree objectives.

**The purpose of this handbook is to supplement and clarify – not supersede – policies and procedures provided at the College of Education or University of Houston level.**

### Goals of the Program

The Master's Program in Administration and Supervision provides a strong foundation of knowledge, skills, real world experience, and innovative research intended to prepare students to serve as effective educational leaders and local change agents. Graduates fill an important need in the community, serving in diverse positions in both public and private educational institutions. The degree fulfills requirements for the Texas Standard Principal Certificate.

Successful progress through the program requires academic, intrapersonal, interpersonal, and professional skill development. Participation in the program necessitates students balance their personal commitments (e.g., current employment, family, personal health, finance) with the professional development commitments associated with the program.

### University of Houston Graduate and Professional Studies Graduate Catalog

It is important for all students to read the catalog and be familiar with the requirements and policies currently in effect for all graduate students at the University of Houston. The catalog is available online at [www.uh.edu/grad\\_catalog](http://www.uh.edu/grad_catalog).

**Specifically: It is the responsibility of students to be aware of rules and regulations.** As such, please view the *Graduate Catalog* to review all policies regarding, but not limited to (each of the terms below are hotlinks to University websites providing additional information):

Academic Honesty  
Dropping Courses  
Examinations  
Leave of Absence  
Low Grade Policy

Plagiarism (Definition of)  
Time Limitations on Completion  
of Degree Requirements  
Transfer Credit  
Withdrawal

### University of Houston Website

The UH website available at <http://uh.edu/> contains policies in regard to student business services including tuition/fees amounts, payment options with due dates, and refunds; academic calendar; enrollment schedules; and more.

### **COE Office of Graduate Studies Website**

The COE Office of Graduate Studies (OGS) provides leadership and continuous support for all graduate programs, faculty and students in the College of Education. COE policy information is available on the OGS website at <http://www.COE.uh.edu/student-services/graduate-office/>.

### **Department of Educational Leadership and Policy Studies Website**

Please visit <http://www.coe.uh.edu/departments/elps/> for information about the department, mission, degree programs, faculty and staff, ELPS centers and institutes, testimonials, and more.

### **MyUH**

The University of Houston is a student-focused, yet self-service, academic community. As such, students are empowered to complete many administrative actions themselves. Through the *myUH* portal, students may check admission status, register for classes, reserve parking, reset passwords, add classes, view financial aid, make payments, download 1098Ts, and much more by visiting <https://accessuh.uh.edu/login.php>.

**As personal contact information such as phone numbers, mailing addresses, and destination email addresses change, students are required to update MyUH.**

### **Graduate/Faculty Advisor & Office of Graduate Studies**

The Office of Graduate Studies (OGS) Graduate Advisor and administrative staff within the OGS Department, and the Department of Educational Leadership & Policy Studies (ELPS) serve as resources and will provide guidance on how to access additional information about particular University of Houston, College of Education, Graduate Studies, and ELPS policies and procedures. Information about these policies and procedures as well as program requirements not described in this handbook can be discussed with your Graduate Advisor.

### **Departmental Staff**

Visit the ELPS website at <http://www.uh.edu/education/departments/elps/> to access faculty and staff contact phone numbers and email addresses.

### **Core Faculty**

Detailed ELPS core faculty information is available at

<http://www.uh.edu/education/departments/elps/faculty/>

Note: Adjunct faculty vary by semester given the subject matter of the specific course offered at the time.

## II. COURSEWORK AND BENCHMARK REQUIREMENTS M.Ed. in Administration and Supervision

The University of Houston M.Ed. in Administration and Supervision is designed to be completed in less than two years. Specifically, students will take thirty (30) credit hours of coursework across five (5) semesters to complete the degree. Since degree plans are enhanced periodically to support continuous improvement planning objectives, students will follow the approved degree plan in place at the time in which they complete an official, approved degree plan.

### Academic and Administrative Benchmarks for M.Ed. in Administration & Supervision Sample Master Calendar of Courses (Minimum 30 Credit Hours)

Semester #	Semester 1	Semester 2	Semester 3
<b>Benchmarks</b>	<ul style="list-style-type: none"> <li>• <b>Orientation</b></li> <li>• <b>Submit Degree Plan</b></li> <li>• <b>6302 PASL 1 (1<sup>st</sup> Half)</b></li> <li>• <b>Internship Requirements</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Internship Requirements</b></li> <li>• <b>6320 PASL 2</b></li> <li>• <b>6370 PASL 1 (1<sup>st</sup> Half)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Approval for State Exam</b></li> </ul>
<b>Cohort Year 1</b>	<p style="text-align: center;"><b>ELCS 6301</b> Leadership for Equity in Diverse Schools</p> <p style="text-align: center;"><b>ELCS 6302</b> Data – Informed Decision Making for School Leaders <i>(40 Embedded Internship Hours)</i></p>	<p style="text-align: center;"><b>ELCS 6320</b> Instructional Supervision <i>(40 Embedded Internship Hours)</i></p> <p style="text-align: center;"><b>ELCS 6370</b> Research for Educational Leaders</p>	<p style="text-align: center;"><b>ELCS 6330</b> Finance and School Based Budgeting</p> <p style="text-align: center;"><b>SPEC 6367</b> Special Education for School Leaders</p>
<b>Hours</b>	<b>6 hrs</b>	<b>6 hrs</b>	<b>6 hrs</b>

Semester#	Semester 4	Semester 5	University of Houston Commencement Ceremony
<b>Benchmarks</b>	<ul style="list-style-type: none"> <li>• <b>State Exam 268</b></li> <li>• <b>Graduation Application</b></li> <li>• <b>6350 PASL 3</b></li> <li>• <b>TEA PASL Submission</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Internship Requirements</b></li> <li>• <b>Verification of Internship Hours</b></li> <li>• <b>Capstone Event</b></li> </ul>	
<b>Cohort Year 2</b>	<p style="text-align: center;"><b>ELCS 6350</b> School Leadership, The Principalship</p> <p style="text-align: center;"><b>ELCS 6304</b> Law &amp; Policy for School Leaders</p>	<p style="text-align: center;"><b>ELCS 6310</b> Strategic Engagement of School/Community Stakeholders</p> <p style="text-align: center;"><b>ELCS 6393</b> Practicum <i>(80 Embedded Internship Hours)</i></p>	
<b>Hours</b>	<b>6 hrs</b>	<b>6 hrs</b>	

## Course Information

### **UH Course Listing**

The *UH Course Listing* allows students to search for, and receive, information regarding available courses for each semester. It is available at <http://www.uh.edu/academics/courses-enrollment/>

### **Course and Benchmarks Inquiries**

Contact your OGS Graduate Advisor regarding questions related to course sequence and benchmarks.

### **Course Registration via MyUH Assistance**

Contact your OGS Graduate Advisor regarding assistance with course registration in *MyUH*. Students must make appropriate payments in order to register if a financial hold is posted in *MyUH*. Contact the Office of Student Business Services at <http://www.uh.edu/about/offices/enrollment-services/student-business-services/> with questions related to financial holds. Students may register once the financial hold is cleared.

### **Enrollment Schedule**

Students can begin planning the registration timeline by viewing <http://www.uh.edu/academics/courses-enrollment/>

### **Internship Requirements**

Students seeking the Standard Principal Certificate must complete a structured, field-based internship focused on actual experiences with each of the State Board for Educator Certification (SBEC) standards. The established internship courses are not a checklist of activities, but an opportunity to plan, produce, participate in, and **reflect** upon campus leadership. By establishing an environment of opportunities, students learn how to self-analyze their strengths and weaknesses throughout these critical developmental stages. The design of the field based experiences utilizes and enhances the **knowledge, skills**, and other **attributes** and **attitudes** (KSAs) emphasized in the courses of the Principal Certificate program components. This collaborative design encompasses the students, mentors, school community, and university supervisor in order to assimilate the organization and leadership essential to a schools' success.

The Internship is limited to those students that have enrolled as students for a Master's Degree in Educational Leadership or their certificate program and is taught in conjunction with the students taking courses. The year-long practicum experiences aims to provide the student with a deepened understanding of the year-long operations and commitment that a principal makes to the school community. It is intended to serve as the cumulating experience in the Principalship program and concludes at the end of the year with a capstone electronic portfolio that will include an essential log of hours. A copy of the logged hours must also be provided to the professor and the Certification Director who, in turn, must keep a copy on file with the program area files for at least 5 years.

### **Certification Services and Application**

The COE Office of Graduate Studies (OGS) administers all certification matters for graduate and post-baccalaureate students seeking initial educator certification and professional educator certifications.

The TExES Principal (268) certification is offered through the M.Ed. in Administration and Supervision degree program. Students are expected to complete all pre-requisite courses and benchmark requirements for the degree and certification. Students should consult with the Program Certification Director and the UH COE Certification Officer - for details about degree plan progress and obtaining certification. Information is available at <http://www.uh.edu/education/student-services/certifications/index>.

It is important to remember the TExES Principal (268) Certification exam is used in lieu of a traditional M.Ed. comprehensive examination. As such, students are required to pass this examination. Per university rules, students are allowed two (2) attempts to pass comprehensive examinations before being removed from their program of studies. If a student fails the examination twice, ELPS allows individual students to submit a written petition to the department chair who may accept or deny the appeal for the allowance of a third – and final – attempt. Students who are unsuccessful after the third attempt may be dismissed from the Department of Educational Leadership and Policy Studies, College of Education, and the University of Houston.

All certification questions should be directed to Dr. Keith Butcher – Office of Educational Leadership and Policy Studies Program and Certification Director or Dr. Lauren Topek – College of Education Certification Officer. You can reach Dr. Topek at: [uhcert@Central.UH.EDU](mailto:uhcert@Central.UH.EDU).

### **Written Comprehensive Exam as Alternative to TExES Principal (268) Certification**

Pre-approved students are eligible to take a departmental comprehensive exam instead of the TExES Principal (268) certification exam. The Program Director will arrange the alternative examination. A pass or fail grade is recorded in *My Advisor*. Exact dates will vary each year. Please consult with your Program Director for eligibility, restrictions, and details.

### **Texas Principal Exam Approval**

To be eligible to take the Texas Principal Certification Exam(s), a University of Houston candidate must be currently enrolled in a principal certification program and have completed:

- a bachelor's degree,
- two creditable years of teaching as defined by TEA,
- 12 course hours toward completion of a principal certification program,
- 80 principal internship hours, and
- have received at least one successful field supervisor's observation.

### **Texas Probationary Principal Certificate**

To be eligible for the Texas Probationary Principal Certificate, a University of Houston candidate must be currently enrolled in a principal certification program and hold at a minimum:

- a bachelor's degree,
- two creditable years of teaching as defined by TEA,
- 12 course hours toward completion of a principal certification program,
- 80 principal internship hours,
- one successful field supervisor's observation,
- employment by a school district in an administrative position, and
- have passed all required state exams for principal certification in Texas.

Having met all requirements, educators must apply for a probationary certificate through the TEA SBEC website, creating an online account, and requesting the certificate through the “Applications” menu. The educator preparation program at the University of Houston will recommend the candidate online for the appropriate certificate. The educator must pay the required fee for the recommended certificate. The probationary certificate is initially issued by for one calendar year, but can be reissued for two additional calendar years, provided the candidate is enrolled in a certification program and is employed in an appropriate administrator position. An administrator with a probationary principal certificate must remain enrolled in a certification program until the degree and/or certification program has been completed. Mentoring and supervision are required throughout the validity period of the probationary certificate.

### **Capstone Project Requirement**

During their final semester, all students are required to present their TEA PASL 1 submission at a Capstone Event. Each student will present the problem of practice they identified, the solution that was implemented and the results of the solution implemented. All masters’ students and district partners will be invited to attend.

### **Graduation and Commencement**

Through *myUH*, students should file applications to graduate either a semester prior to graduation, or the semester in which they plan to graduate. Students must complete ALL requirements toward their degree before the end of the semester they intend to graduate. Graduation applications cannot be retracted. Once students submit a graduation application they must graduate if they meet graduation requirements.

The application can be completed by logging in to *myUH* <https://accessuh.uh.edu/login.php>. Application filing deadlines are included in the UH Academic Calendar. For details please visit <http://www.COE.uh.edu/student-services/graduation/>.

## **III. ACADEMIC POLICIES**

The University of Houston Graduate Catalog intends to reflect current academic policies, procedures, degree offerings, course descriptions, and other information pertinent to graduate study at the University of Houston. Please view the Graduate Catalog available at <http://catalog.uh.edu/index.php> to view transfer credit policy information.

## **IV. ACADEMIC ADVISING, ANNUAL REVIEW, GRIEVANCE, AND DISMISSAL POLICIES**

### **Advising and Valid Contact Information**

Upon admission to the program, all students are assigned a Graduate Advisor located within the Office of Graduate Studies (OGS). The student's relationship with his or her Graduate Advisor and Program Director is one of the primary means by which the program monitors and facilitates student progress through the program and professional and personal competency development. Students are expected to maintain regular contact with their Graduate Advisors throughout their matriculation, keep their Graduate Advisors apprised of any problems or concerns that may affect their academic work, complete degree plans in close consultation with their Graduate Advisor and Program Chair, and seek the consultation of the Graduate Advisor and Program Director as appropriate.



Students must keep their *myUH* accounts updated with their UH email address and/or destination email address, mailing address and telephone number that will enable the Graduate Advisor and Program Chair to reliably contact the student. Failure to maintain valid contact information is a serious issue since time-sensitive and/or important information will be delivered to the student. Failure to maintain valid contact information is a serious deficiency that may lead to the development of a Performance Improvement Plan (PIP), at any time the faculty determine that the contact information is not valid.

### **Faculty Advisor Communication**

Students having difficulty communicating with their Graduate Advisor should alert the Program Director. If the Program Director is unable to resolve communication issues the students should bring this matter to the attention of the ELPS Department Chair.

### **Dismissal Policies and Procedures**

The dismissal of a student from the program is a significant event for the student, the program, and the program faculty. Student dismissals represent the conclusion of the faculty that the student has not demonstrated appropriate, consistent matriculation; has engaged in academic dishonesty; has not met multiple program milestones; has been charged with or convicted of a criminal offense; has failed to demonstrate an adequate level of professional or personal competency, or for other serious reasons (e.g., has been disruptive to the education and training process). Dismissal action is typically the outcome of careful inquiry and collection of data from multiple sources as well as communication with the student regarding her or his unsatisfactory performance in basic or, where appropriate, remedial work, as outlined in a Performance Improvement Plan. However, immediate dismissal may occur under dangerous (e.g., threat of bodily harm, slander, libel), unusual, or other serious circumstances.

### **Grievance Policy and Procedures**

Students may grieve any faculty decision or action that affects their progress through the program. If the student chooses to grieve, he or she must follow the formal grievance procedures as specified in the College of Education Student Grievance Policy and in the UH Graduate Studies Catalog.

## **V. PETITIONS**

The student is the responsible party for enrolling and dropping coursework using the online system and/or completing the appropriate forms and petitions for other administrative requests.

UH graduate forms and petitions are available at <http://www.uh.edu/graduate-school/forms/>.

These forms typically should be completed with the assistance of your Graduate Advisor:

- Annual Report Form
- Graduate Petition
- Submit/Change Degree Plan
- Request Change of Advisor

This form must be completed online at *myUH*:

- Graduation Application

**\*\*\*Forms/petitions must be submitted to the COE Office of Graduate Studies in Farish Hall, Room 256.**

## VI. STUDENT SUPPORT SERVICES

The ELPS program is situated within a university that offers students a wide array of support services sponsored by a number of campus offices and facilities. This section describes some of these services and resources.

### **Academic Calendar**

<http://catalog.uh.edu/content.php?catoid=8&navoid=1555>

### **Costs, Fellowships, Assistantships, Financial Aid, Payment Due Dates, and Refunds**

Information about these programs are available through the University of Houston Office of Student Business Services at <http://www.uh.edu/about/offices/enrollment-services/student-business-services/>.

### **Counseling and Psychological Services (CAPS)**

Counseling and Psychological Services (CAPS) can help students who are having difficulties managing stress, adjusting to the demands of a professional program, or feeling sad and hopeless. You can reach CAPS ([www.uh.edu/caps](http://www.uh.edu/caps)) by calling 713-743-5454 during and after business hours for routine appointments or if you or someone you know is in crisis. No appointment is necessary for the “Let's Talk” program, a drop-in consultation service at convenient locations and hours around campus. [http://www.uh.edu/caps/outreach/lets\\_talk.html](http://www.uh.edu/caps/outreach/lets_talk.html)

More information about University of Houston services are available at <http://www.uh.edu/caps/>.

### **Problem-Solving Resources/Ombudservice**

The ombudservice directly assists students to resolve problems or refers them to the office or person who can help resolve a particular problem. More information regarding the ombudservice can be found at Dean of Students office web page <http://www.uh.edu/ombuds/>.

The student legal advisor provides advice and counsel to students for problems of a legal nature. Students will be advised of steps that can be taken without a lawyer. When an attorney is required, referrals to agencies and other legal services are provided.

### **Student Life Resources/Wellness**

A world-class education extends beyond the classroom. At the University of Houston, we support your success with wellness programs, counseling services, a professional police service and much more. The University of Houston also offers specialized programs for international students and students with disabilities. More information is available at <http://www.uh.edu/student-life/resources/>.

### **Technology**

Center for Information Technology (CITE) at the COE

This department offers multi-faceted technology services to the entire College of Education and information is available at <http://www.uh.edu/education/student-services/technology-services/>.

University Information Technology (UIT)

UIT services cover issues pertaining to email accounts and other general technology.

Additional information is available at <http://uh.edu/infotech/>.

## **UH General Overview of Resources and Quick Links**

Please visit <http://www.uh.edu/students/index.php> for details regarding multiple resources available to students at University of Houston.

## **VII. OBTAINING TEXAS RESIDENCY FOR TUITION PURPOSES**

If not a Texas resident, tuition at the University of Houston can be costly relative to the resident rate. Therefore, nonresident students are urged to take steps during their first year to obtain residency. For more information, consult the *Graduate Catalog*.

## **VIII. STUDENT ORGANIZATIONS**

Looking to join and participate in a student organization within the College of Education such as the Graduate Student Organization (GSO)?

Please view the link below to find out more information:

<https://www.coe.uh.edu/student-services/student-organizations/>