



**Stephen F. Austin State University**

**M.Ed.-Leadership and Advanced Certification  
Educational Leadership**

**A Master's Degree**  
in Educational Leadership  
in 30 semester hours: Online  
**Leading to a Standard Principal Certificate**  
*or*  
**18 semester hour certification: Online**  
Available if the applicant already has a master's  
degree in *related* field

For additional information, contact

Barbara Qualls, Ph.D.  
[principal@sfasu.edu](mailto:principal@sfasu.edu)

**Master of Education (M.Ed.) in Leadership**  
**Principal Preparation Program**

Dear Applicant:

Thank you for your interest in the Principal Preparation Program. The Principal Preparation Program at Stephen F. Austin has a rich history of preparing effective and capable school leaders that influence the educational setting and focus on instruction for student success.

In each course, a field-based component connects the university course work with leadership experiences in the school setting. The students complete assigned and/or creative experiences that apply directly to each course, the State Board for Education Certification, Texas Competencies for Administrators, and the Educational Leadership Constituent Council Standards.

We hope that you will join our program. To do so, you will need to follow the directions for admission found in this packet.

Please feel free to contact one of the following with any questions you may have:

Barbara Qualls, Ph.D.  
Program Director/Advanced Certification  
[quallsba@sfasu.edu](mailto:quallsba@sfasu.edu)

Ali Hachem, Ph.D.  
[hachema@sfasu.edu](mailto:hachema@sfasu.edu)

Brian Uriegas, Ed.D.  
[uriegasb@sfasu.edu](mailto:uriegasb@sfasu.edu)

Maria Betancourt-Smith, Ph.D.  
[betancoum@sfasu.edu](mailto:betancoum@sfasu.edu)

Richard Skuza, Ed.D.  
[Richard.Skuza@sfasu.edu](mailto:Richard.Skuza@sfasu.edu)

Again, thank you for your interest in our Principal Preparation Program, and we look forward to hearing from you.



**STEPHEN F. AUSTIN STATE UNIVERSITY**  

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**Secondary Education and Educational Leadership**

**Application for Admission  
Principal Preparation Program**

\_\_\_\_\_  
FIRST NAME                      MI                      LAST NAME                      SOCIAL SECURITY #

\_\_\_\_\_  
HOME ADDRESS                      CITY

\_\_\_\_\_  
STATE                      ZIP CODE                      (       )  
HOME PHONE

\_\_\_\_\_  
EMPLOYING DISTRICT                      CAMPUS

\_\_\_\_\_  
WORK ADDRESS                      CITY

\_\_\_\_\_  
STATE                      ZIP CODE                      (       )  
WORK PHONE

\_\_\_\_\_  
E-MAIL ADDRESS

Do you hold a valid teaching certification?                      \_\_\_\_\_ Yes                      \_\_\_\_\_ No

What areas?                      \_\_\_\_\_

How many years of teaching experience do you have?                      \_\_\_\_\_ Years

Are you seeking a Master of Education in educational leadership  
leading to a standard principal certificate?                      \_\_\_\_\_ Yes                      \_\_\_\_\_ No

If not, have you already completed a master's degree in a  
related field and are seeking principal certification only?                      \_\_\_\_\_ Yes                      \_\_\_\_\_ No

What is your master's degree major and title?

\_\_\_\_\_

Do you currently teach at a Texas accredited school?                      \_\_\_\_\_ Yes                      \_\_\_\_\_ No

What semester and year do you plan to begin the program?                      \_\_\_\_\_ / \_\_\_\_\_  
Semester                      Year

How did you learn about our program? (circle)    website    recruitment session    colleague

flyer (via email)    flyer (on school bulletin board)    other: \_\_\_\_\_

## **Principal Preparation Program**

### **Master of Education Degree in Educational Leadership**

Graduate instruction is designed to complement the student's present role as he or she achieves new professional goals. Within the 30-hour Principal Preparation Program, the student can fulfill the requirements for a M.Ed.-Leadership that culminates in a standard principal certificate.

#### **Admission Requirements**

**Applicants should already possess:**

- undergraduate degree from an accredited college or university
- valid teaching certification
- overall grade-point average (GPA) of 2.50 or a GPA of 2.50 on the last 60 hours of undergraduate work (exclusive of first-year level courses), each on a 4.0 scale,
- two years of teaching experience

***If an applicant possesses the above requirements plus a master's degree in a related field from an accredited college or university, then he or she has the opportunity to complete the 18-hour principal certification only.***

**Note:**

- Applicant must have access to a Texas accredited school for the duration of the program
- Applicant must be able to produce documentation of service record before being admitted into the program
- 18 hour applicants with previous principal elective hours must complete 160 practicum hours in the SFA M.Ed.-Leadership program.

***Please direct any questions regarding admission requirements to Barbara Qualls, Ph.D., Program Coordinator, [quallsba@sfasu.edu](mailto:quallsba@sfasu.edu), or (936) 468-2908.***

#### **Application Procedures**

**In order to apply to the Graduate School:**

- Apply and pay online at [www.applytexas.org](http://www.applytexas.org).
- Submit official transcripts of **all** college/university credits.  
To expedite the transcript process, students must send official transcripts from each college/university attended to the Graduate School using the information below. **Students will not be admitted or allowed to register for classes until all official transcripts have been received by the Graduate School.**

Please send the above items to the following:

SFA Graduate School  
P.O. Box 13024 - SFA Station  
Nacogdoches, TX 75962-3024  
Phone (936) 468-2807 | Fax (936) 468-7369

E-mail: [gschool@sfasu.edu](mailto:gschool@sfasu.edu)

### In order to apply to the Principal Preparation Program:

- Submit a completed application. (See Page 3.)
- Submit a professional profile. (See instructions on Page 7.)
- Submit a copy of valid teaching certificate.
- Submit a copy of official teacher service record.

**NOTE: Immediately following admission to this program, you will be assessed \$100 application fee from the Educator Preparation Program. This fee is non-refundable.**

Please send the above items to the following:

Tammi Smith, Secretary  
Department of Educational Leadership  
P. O. Box 13019 – SFA Station  
Nacogdoches, TX 75962-3018  
Phone (936) 468-6478 | Fax (936) 468-1573  
E-mail: [smithts7@sfasu.edu](mailto:smithts7@sfasu.edu)

### The Financial Aid office can be contacted in the following ways:

Phone: (936) 468-2403  
Website: [www.sfasu.edu/faid](http://www.sfasu.edu/faid)  
E-mail: [finaid@sfasu.edu](mailto:finaid@sfasu.edu)

### Scholarships

Scholarships are available for students enrolled in the principal preparation program at Stephen F. Austin State University that are applied to assist in the cost of the program. The scholarship makes the cost of the program **approximately** \$7,360 for the 30-hour master's degree in educational leadership or **approximately** \$4,456 for the 18-hour principal certification only program for those who already have completed a master's degree. This does not include any other University fees or books.

- Tuition and fees are subject to change without notice by action of the Board of Regents or the Texas State Legislature.
- Installment plans require an additional fee of \$25.00. Parking permits can also be purchased for a fee.
- Fees required by the State of Texas for principal certification and SFASU Principal Preparation Program application fees are not included in the program costs.
- Cost of the Perkins College of Education student account for the LiveText data system is additional.
- If a student drops a course after classes begin, the full cost of the course without the scholarship will be charged to the student. Students are advised to consider carefully any decision to drop a course after classes begin.
- Scholarship is for Texas residents only.

## State of Texas SB 1107

Beginning with the spring 2012 semester, any new student (undergraduate or graduate) to a public or private college/university will be required to provide evidence of bacterial meningitis vaccination prior to enrollment (SB 1107). This means that all new students must provide this documentation prior to registering for classes. If a currently enrolled student does not enroll for a fall or spring semester, they will be required to provide this documentation when they re-apply for admission.

**A student is not required to submit evidence of receiving the vaccination against bacterial meningitis or evidence of receiving a booster dose if the student is 30 years of age or older by the first class day of the semester in which they intend to enroll OR if the student is enrolled in online or other distance education courses only.**

Students will have a registration hold until (1) they provide the documentation OR (2) they self-identify to the graduate admission office that they plan to enroll in online courses only. These students will need to be monitored each semester and if they ever plan to enroll in a “face to face” course, they will need to provide documentation.

Please note: Students who are admitted close to the first class day will not be permitted to register until they comply with SB 1107. **Historically, if students “wait until the last minute” to apply to graduate school, they will be at a disadvantage.**

### **SFA change in procedure**

In order to comply with SB 1107, the graduate admission office must close the matriculation of all graduate applicants who are admitted but never enrolled. The procedure of leaving a graduate admission file open will stop beginning with the fall 2011 semester. **All graduate students who sit out a fall or spring semester will be required to re-apply for admission.** This is the only way to systematically monitor compliance with SB 1107.

This does not affect students who continuously enroll.

If an undergraduate student receives their degree from SFA and enrolls in graduate classes the next semester, SB 1107 does not apply.

## Stephen F. Austin State University Principal Preparation Program Professional Profile

This profile is to accompany the application to the Principal Preparation Program and consists of four dimensions below.

- a retrospective view of the applicant's professional experiences over time and across specific areas of leadership:
  - a. college and university years (experiences related to becoming an educator that could include, but not be restricted to, organizations, classes and influential persons.)
  - b. professional experiences (could include, but not be restricted to, experiences in the classroom, chairperson positions, committee involvement, special assignments, project director and military experience)
  - c. professional or personal honors (could include, but not be restricted to, any honor received that was connected to professional or personal experiences)
  - d. professional organizations (could include, but not be restricted to, such experiences as chairperson, officer, committee member and delegate at the local, state, regional or state levels)
- a brief autobiographical sketch of the applicant
- a statement of professional goals
- a review of the applicant's professional growth and development activities over the past three to five years, which may include formal education at the graduate or undergraduate level, professional development, technical training or professional presentations

The applicant should select a narrative presentation format best suited to his or her style of writing and communication. The profile should convey a personal and professional history that assists the Principal Preparation faculty to know the person who is applying. To this end, there is not a preferred format or structure. In preparing the profile, set the text in a typed, **double-spaced format** with an **expected minimum of two pages**.



## **What Beliefs and Core Value Guide the Principal Preparation Program**

- importance of building a learning community
- empowerment of stakeholders
- use of research (data driven)
- scholar-practitioner leadership
- real world application of knowledge, skills and dispositions (field experiences)
- change agent
- social justice

## **Theoretical Base for the Principal Preparation Program**

- synergistic leadership
- transformational leadership
- constructivist
- distribution
- adult learning
- leadership and change

## **Principal Preparation Program students will be transformational and reflective leaders who will:**

- create a learning community
- serve as a catalyst for meaningful change
- create and promote social justice (excellence and equity)
- and promote high expectations of academic excellence for all

## Program Features

### Practicum Experiences

Many courses require field-based practicum experiences. Students will participate in a variety of early and ongoing field-based opportunities in which they may observe, assist, tutor, instruct and/or conduct research. Practicum experiences may occur in off-campus settings such as schools, community centers or homeless shelters.

Some activities and/or projects may be determined by the professor, and practicum experiences may be developed collaboratively by the student, professor and mentor. The graduate faculty council determines the structure of the field-based experiences.

### Mentor in the Field

Each student is required to choose a mentor. The mentor is expected to work with the student in specific field experiences and to provide additional opportunities for involvement in administrative-related duties during the course of this preparation program. The mentor/mentee relationship allows students, public school administrators and professors to build professional learning communities through mentor practices. The collaboration connects coursework with applied skills in the field. For Summer session courses, the mentor must be on contract during the period of time that the candidate is enrolled in the courses.

### Comprehensive Examination

The comprehensive examination is a culminating experience determined by the graduate faculty council that will assess a student's development as a scholar-practitioner leader. The student will demonstrate scholarship, inquiry skills and academic accomplishments. **The comprehensive examination is required for students enrolled in both the 30-hour and 18-hour Principal Preparation Programs. Students must take the comprehensive examination during the last semester of their coursework. If the student passes the TExES exam, he/she will be exempt from the comprehensive exam.**

### Degree Plan

Students are required to complete a degree plan during the **first three hours of coursework**.

### Application for Graduation

Students in the 30-hour program **must** apply for graduation regardless of whether they intend to participate in the actual ceremony. The graduation application and related information can be found on the [Registrar's graduation page](#).

### Texas Examinations of Educator Standards Exam

The certification process for Texas Principal as Instructional Leader 268 involves successful completion of both the 268 exam and the PASL (Performance Assessment for School Leaders). In each of the certification courses, Pillar Assessments will help candidates prepare for both those TEA requirements. However, it should be understood that passing the exam *and* successful completion of PASL is the responsibility of the individual candidate.

Before taking the 268-Principal as Instructional Leader exam, the candidate must request clearance to do so. Instructions for that request are embedded in the appropriate courses or are available from the program coordinator. After clearance approval is granted, the candidate receives an email from the Texas Education Agency/State Board for Educator Certification telling the student to log onto the SBEC website and complete the educator profile in the TEA system. If the individual already has a profile, the information should be checked and updated upon accessing the profile.

The candidate will also receive a TEA identification number to use for test enrollment on the testing service website or via a paper enrollment form.

## **Principal Preparation Program Recommended Course Sequence**

### **30-hour Program**

AED 565  
AED 516  
AED 519  
AED 549  
AED 552  
AED 554  
AED 513  
AED 599  
AED 501  
AED 591

### **18-hour Certification Only**

AED 565  
AED 516  
AED 519  
AED 549  
AED 552  
AED 554

**Stephen F. Austin State University**  
**Principal Preparation Program**  
**30-Hour Master's Degree**

**Courses**

The Master of Education in Educational Leadership is an advanced study in professional education. A student must take a total of 30 semester hours for the master's degree leading to a standard principal certificate. Within the 30 hours, each student will complete a research project. Many courses have a required field-based component. Some of the field-based experiences will be required activities or projects developed by the student and the professor. Other experiences will be optional and will be determined by the student and mentor. Multicultural educational experiences and technology skills will be an integrated part of each course. The student must complete this degree in six years. Up to six hours of coursework may be transferred from another accredited institution if approved by the program coordinator. *Requirements surrounding the 268-Principal as Instructional Leader exam and the PASL are currently under discussion for appropriate requisites, but are not currently (Fall 2019) required prior to enrollment in any course.*

**AED 565 Public School Law:** The examination of statutory and case law as it impacts Texas public school education, with emphasis on the responsibility of campus administrators to limit liability. (15 field-based hours required). Prerequisite: Admission to the Principal Preparation Program or approval by program coordinator for elective

**AED 516 The School Principalship K-12:** The preparation and qualification of the successful school principal including duties, responsibilities and problems (15 field-based hours required). Prerequisite: Admission to the Principal Preparation Program

**AED 519 Instructional Leadership:** Includes an in-depth study of the following topics: needs assessment, campus planning, supervision and evaluation, quality instruction, and professional development. Additionally, students learn to locate, analyze and utilize TEA data reports. (15 field-based hours required).

**AED 549 Foundations of Curriculum:** A study of the sociological and psychological forces which affect curriculum planning and the utilization of these forces in establishing goals and priorities for grades K-12 (15 field-based hours required).

**AED 552 School Resource Management:** Cooperative development of school-community relationships with emphasis on non-instructional program management and communication (15 field-based hours required).

**AED 513 Administration of Special Programs:** Organization and administration of federal programs and all instruction-based enrichment and supplemental programs (no field-based hours required).

**AED 501 Fundamentals of Educational Leadership:** Study and application of the historical, research, philosophical, theoretical and demographic forces as well as required strategic planning skills to provide learner-centered leadership (no field-based hours required).

**AED 599 Synthesis of Educational Leadership:** A series of seminars designed to assist candidates in the examination of crucial issues and problems in educational administration. In addition, advice and time will be utilized in preparation of the PASL (no field-based hours required).

**AED 554 Practicum for the School Principal:** This course includes from one to three semester hours of individual study. The student will participate in actual real world leadership and management experiences in the school and community. The practicum will be under the guidance of successful, experienced, practicing public school administrators and members of the university faculty. This practicum is an intensive, **85-hour field-based** experience that will provide the intern an opportunity to apply theory to practice and to perfect skills essential to the day-to-day leadership and management responsibilities of the principal. To assure maximum guidance and supervision, the university supervisor forms a collaborative relationship with the mentoring principal and intern for planning, performance and evaluation.

**AED 591 Educational Research:** A study of research methodologies, practical inquiry and action research related to educational leadership in the K-12 school setting to focus on the improvement of practice and completion of the active research plan (no field-based hours required).

**Stephen F. Austin State University**  
**Principal Preparation Program**  
**18-Hour Principal Certification Only**

Students electing this option must be admitted to Graduate School using the same process as students in the 30-hour master's degree option. While this option does not necessarily shorten the time for completing the program, it does decrease the number of courses the student must take. As a result, the 18-hour principal certification only option cannot include any transfer hours and must be completed in 10 years.

**AED 565 Public School Law:** The examination of statutory and case law as it impacts Texas public school education, with emphasis on the responsibility of campus administrators to limit liability. (15 field-based hours required). Prerequisite: Admission to the Principal Preparation Program or approval by program coordinator for elective

**AED 516 The School Principalship K-12:** The preparation and qualification of the successful school principal including duties, responsibilities and problems (15 field-based hours required).

**AED 519 Instructional Leadership:** Includes an in-depth study of the following topics: needs assessment, campus planning, supervision and evaluation, quality instruction, and professional development. Additionally, students learn to locate, analyze and utilize TEA data reports. (15 field-based hours required).

**AED 549 Foundations of Curriculum:** A study of the sociological and psychological forces which affect curriculum planning and the utilization of these forces in establishing goals and priorities for grades K-12 (15 field-based hours required).

**AED 552 School Resource Management:** Cooperative development of school-community relationships with emphasis on non-instructional program management and communication (15 field-based hours required).

**AED 554 Practicum for the School Principal:** This course includes from one to three semester hours of individual study. The student will participate in actual real world leadership and management experiences in the school and community. The practicum will be under the guidance of successful, experienced, practicing public school administrators and members of the university faculty. This practicum is an intensive, 85-hour field-based experience that will provide the intern an opportunity to apply theory to practice and to perfect skills essential to the day-to-day leadership and management responsibilities of the principal. To assure maximum guidance and supervision, the university supervisor forms a collaborative relationship with the mentoring principal and intern for planning, performance and evaluation.

SFA does not discriminate on the basis of race, color, national or ethnic origin, age, sex or disability.