# M.Ed in Educational Administration

## Application Guidelines

**WOODRING COLLEGE OF EDUCATION**
Educational Administration Program
Preparing thoughtful, knowledgeable, and effective educators for a diverse society.

## Objective

**Aspiring Teacher Leaders:**
Designed for educators who wish to earn a master's degree focused on school leadership.

**Aspiring Principals:**
Designed for educators who wish to acquire their residency principal's certificate while earning a master's degree. Courses required for the administrative credential serve as electives for the degree; an additional 12-credit internship is required for residency principal certification.

## Application Procedure

Submit the Graduate School online application posted at [http://www.wwu.edu/gradschool/](http://www.wwu.edu/gradschool/). This secure process includes credit card payment of $100 non-refundable application fee, and instructions for providing these supporting materials:

1. **Unofficial Transcripts:** One from each institution attended. If you previously attended WWU, it is not necessary to provide WWU transcripts or other transcripts previously submitted to WWU.

2. **Résumé outlining your education and professional history.**

3. **Letter of application stating:**
   a) why you want to become a school administrator,
   b) how your understanding of diversity relates to improving learning for all students, and
   c) defining your goals and objectives as an education leader.

   Include your understanding of diversity and your leadership experiences related to student diversity in your response, recognizing that your school/district has students with diverse backgrounds. For the purpose of this letter of intent, diversity may include but not be limited to: highly capable, special needs, 504 plans, ELL/ESL, ethnicity and culture, religious affiliation, sexual orientation, socio-economic status, or other.

4. **Photocopy of your valid Washington State teacher or ESA certificate.** If submitting an ESA certificate, you must include a letter from your supervisor describing your assignment and service that supports three years of documented successful school-based experience in an instructional role with students.

5. **Professional Reference Forms (3):** one each from two building-level administrators, and one from a district-level administrator.

## Eligibility

1. Bachelor's degree from a regionally accredited college or university; 3.0 undergraduate GPA in the last 90 quarter credit hours (60 semester credit hours).

2. Valid Washington State teacher or educational staff associate (ESA) certificate.

3. Three years of documented successful school-based experience in an instructional role with students is required by the completion of the program. Certification is predicated on the candidate submitting Prerequisite Experience for a Principal’s Certificate (Form SPI/CERT 4001F-C) to Kimberly Caulfield.

## Information Sessions

Prospective candidates are invited to explore program options at an upcoming information session held at Everett Community College, Grey Wolf Hall Room 160 from 10 am-noon. **Presentation begins at 10 am.**

- Saturday, September 19, 2015
- Saturday, September 5, 2015
- Saturday, March 12, 2016
- Saturday, June 4, 2016

Verify dates and location on the “Important Dates & Deadlines” page on the Educational Administration website prior to meeting: [wwu.edu/EdAdmin](http://wwu.edu/EdAdmin)

## Application Deadlines

To receive full consideration for admission to this program, applicants must submit all application materials by the following deadlines:
Application Deadlines
Fall Quarter: August 1
Winter Quarter: October 1
Spring Quarter: February 1
Summer Quarter: May 1

CURRICULUM: 52 CREDITS

The following courses comprise the typical master's degree program in Educational Administration. Those marked with an asterisk are required for Washington State residency principal certification.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Required for Washington State Residency Principal Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDAD 501</td>
<td>Introduction to Research &amp; Evaluation (cyber course)</td>
<td>4</td>
<td>*</td>
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<tr>
<td>EDAD 512</td>
<td>Policy Studies in Educational Administration</td>
<td>4</td>
<td>*</td>
</tr>
<tr>
<td>EDAD 537</td>
<td>Seminar in Public School Finance</td>
<td>4</td>
<td>*</td>
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<tr>
<td>EDAD 538</td>
<td>Case Studies in School Administration (cyber course)</td>
<td>4</td>
<td>*</td>
</tr>
<tr>
<td>EDAD 539</td>
<td>Seminar in Educational Leadership (cyber course)</td>
<td>4</td>
<td>*</td>
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<tr>
<td>EDAD 541</td>
<td>Theory in Educational Administration</td>
<td>4</td>
<td>*</td>
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<tr>
<td>EDAD 543</td>
<td>Supervision in Public Schools</td>
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<td>*</td>
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<tr>
<td>EDAD 547</td>
<td>Readings in School Administration (cyber course)</td>
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<td>EDAD 548</td>
<td>School Law</td>
<td>4</td>
<td>*</td>
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<tr>
<td>EDAD 549</td>
<td>Seminar in School Personnel Administration</td>
<td>4</td>
<td>*</td>
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<tr>
<td>EDAD 550</td>
<td>Developing Staff &amp; Community Relations</td>
<td>4</td>
<td>*</td>
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<tr>
<td>EDAD 552</td>
<td>Planning for Curriculum Administration</td>
<td>4</td>
<td>*</td>
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<tr>
<td>EDAD 553</td>
<td>Administering Elementary &amp; Secondary Schools</td>
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<td>*</td>
</tr>
<tr>
<td>EDAD 592</td>
<td>Field Experience in Administration for the Principal</td>
<td>12</td>
<td>*internship</td>
</tr>
</tbody>
</table>

(these 12 credits are separate from the master’s degree)

PROGRAM HEADQUARTERS

Location:
Kimberly Caulfield, Program Manager
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