Master of Education in Educational Leadership

Objectives
The Educational Leadership program at Montana State University is nationally accredited by the Teacher Education Accreditation Council/Council for the Accreditation of Educator Preparation (TEAC/CAEP) as well as by the Montana Board of Public Education. The focus of the program is to prepare K-12 school principals to effectively serve Montana communities and rural communities throughout the Northern Plains and Northern Rocky Mountain region of the United States. Those students completing the degree requirements for the MEd will also have met the academic requirements necessary for a Montana Class III Administrative license with a K-12 Principal Endorsement. This is a full Master’s program with an MEd granted upon graduation.

This program of study has been developed to prepare effective K-12 principals. Using a hybrid delivery model, it seeks to meet the needs of students unable to routinely visit the Bozeman campus or those seeking the convenience of online learning. Courses will be delivered using distance educational methods during the school year and some instructors may require students to attend a face to face instructional sessions. Other face to face sessions will be held in conjunction with various administrator association meetings once during the semester. During the summer, students will meet on the Bozeman campus for two full weeks of face to face instruction. The face-to-face instruction will usually take place during the latter weeks of June or early July.

Program Flow
The ideal time to begin the Educational Leadership masters program is in the summer. Students are expected to take coursework in the sequence outlined in the course offerings found below. Developing a learning community is a critical aspect of principal preparation. To enhance the development of a learning community among the students and to facilitate learning by offering an integrated curriculum students will be placed into a cohort based on year of acceptance into the program and will matriculate together.

All options in the Educational Leadership program are offered using a combination of delivery methods. Online courses are delivered completely via distance technology and hybrid courses use a combination of distance delivery and face to face meetings. The structure of the course will determine the delivery methods employed. For example, the MEd principal preparation coursework is delivered almost completely online using distance delivery methods during the school year with one or two weekend face to face sessions, while the summer courses are blended with two weeks of face to face instruction.

K-12 Principal Cohort Typical Program of Study

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDLD 507</td>
<td>Foundational Leadership</td>
<td>3</td>
</tr>
<tr>
<td>EDLD 508</td>
<td>Supervision of Instruction</td>
<td>3</td>
</tr>
<tr>
<td>EDLD 515</td>
<td>Planned Change</td>
<td>3</td>
</tr>
<tr>
<td>EDLD 520</td>
<td>Schools &amp; Diverse Communities</td>
<td>3</td>
</tr>
<tr>
<td>EDLD 526</td>
<td>Evaluating School Programs</td>
<td>3</td>
</tr>
<tr>
<td>EDLD 532</td>
<td>School Law</td>
<td>3</td>
</tr>
<tr>
<td>EDLD 534</td>
<td>Data Driven Decisions</td>
<td>3</td>
</tr>
<tr>
<td>EDLD 555</td>
<td>School Finance</td>
<td>3</td>
</tr>
<tr>
<td>EDLD 565</td>
<td>K-12 Instructional Leadership</td>
<td>3</td>
</tr>
</tbody>
</table>

EDLD 574 Field Exper in Ed Ldrshp (I & II) 6
Total Credits 33

Committees
Each master's student’s committee must consist of three members. The chair and one other member must be from the Educational Leadership faculty. The third committee member must have academic credentials in the area of the student’s program of study and be approved by the Dean of the College of Graduate Studies.

Chairs
The student should carefully select his/her chair after thorough conversations with the approved Educational Leadership faculty members. The chair will serve as the student’s primary advisor. The committee, as a whole, is subject to the approval of the Head of the Department of Education. Chairs and members of a student’s committee are subject to change. In addition, revision to the program of study can be made during the course of study with the chair’s approval.

The Master's Capstone
Near the end of completing course work, MEd students will complete a written capstone paper. The specific format of this paper will be included in the Field Experience Handbook. Students may be required to meet with the committee to provide clarification of responses. The capstone experience may also include a weekend face to face meeting/retreat on the MSU campus.

Application Materials for the MEd in Educational Leadership

*Prior to applying for an Educational Leadership program, applicants must hold a Class 1 teaching license, should have at least three years teaching experience, and possess a 3.0 undergraduate GPA.

Complete the online application through the Graduate School Online Application System (http://www.montana.edu/wwwgrad/apply.html) (and pay a non-refundable $60 application fee). During the online application process you will be asked to submit the following materials.

1. GPA calculation form: The form is provided during the application process. NOTE: We require a GPA of 3.00 for the last two (2) years of undergraduate course work.
2. Resume/Curriculum Vitae
3. Three (3) letters of recommendation: Candidates must meet the following criteria for one of the three letters of recommendation.
a. At least one of the three letters must be from the candidate’s PRESENT direct supervisor. That means a school district administrator who (a) is currently administratively certified by Montana Office of Public Instruction or other equivalent state agency; AND (b) currently acts as direct supervisor for the candidate, and has done so for a minimum period of one semester. If for any reason you cannot secure a letter from your present supervisor, then:

b. At least one of the letters of recommendation must be from a PREVIOUS direct supervisor. That means a school district administrator who is (a) currently certified by the Montana Office of Public Instruction or other equivalent state agency; AND (b) has, at some point preceding the date of this application, acted as direct supervisor for the candidate for a minimum period of one semester. Any applicant who does not have a letter from a present direct supervisor must indicate in the self-nomination letter (see below) the specific reason(s) why they were unable to secure a letter of recommendation from their present supervisor.

4. **Self-Nomination Letter:** The self-nomination letter should be 2-3 pages, double-spaced, and focus on the following:
   a. Your development and growth as a teacher, including professional development
   b. Your contributions to the school and district
   c. Your development as a leader. Specific examples are needed that clarify how you have grown as a leader and your leadership activities
   d. Your specific goals, including a timeline for assuming a school leadership position
   e. Your motivation to become a school leader and an explanation of how you came to this decision, and
   f. Personal qualities you possess that are desirable in a leader

5. **Academic Transcripts:** Official transcripts verifying all Bachelor’s Degree course work should be sent to the Department of Education Graduate Programs Office, 215 Reid Hall, PO Box 172880, Montana State University, Bozeman, MT 59717. Transcripts from a degree awarded through MSU are not needed.

6. **For International Applicants ONLY** -
   - TOEFL (https://www.ets.org/toefl) or ACE level 7 - Applicants who are not U.S. citizens and not from countries where English is the official language are required to take the Test of English as a Foreign Language and score a minimum 213 (paper version- 550, 80 for the iBT). This requirement may be waived if the applicant has earned an undergraduate or graduate degree from an institution in the U.S.
   - International Student Financial Certificate (http://www.montana.edu/wwwdg/pdf_files/fin_cert.pdf)

---

### Application Deadlines

The following are the preferred application deadline dates by which all of the application materials must be submitted via the online application system.

*Note - By submitting materials by the preferred deadline, accepted students will be eligible for early registration.*

- **Fall Semester:** May 1st
- **Spring Semester:** November 1st
- **Summer Semester:** April 1st

The following are the absolute application deadline dates. If an applicant is unable to submit all application materials via the online application system by the preferred dates listed above, he or she can submit the materials by the date listed below, as there will be a second review.

- **Fall Semester:** August 15th
- **Spring Semester:** January 2nd
- **Summer Semester:** May 15th

### Contact Information

Maggie Secrest  
Graduate Program Assistant  
PO Box 172880  
Montana State University  
Reid Hall 215, Bozeman, MT 59717-2880  
margaret.secrest@montana.edu