Master of Education in Educational Leadership (K-12 Principal Licensure)

Program Objectives
The Educational Leadership program at Montana State University is nationally accredited by the Council for the Accreditation of Educator Preparation (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 a MEd granted upon graduation.

This program of study has been developed to prepare effective K-12 principals. Using a blended delivery model, it seeks to meet the needs of students who desire convenience and face-to-face interaction. Courses will be delivered using a blended model that features online instruction with a few face-to-face sessions. During the summer sessions, students will meet on the Bozeman campus for one week of face-to-face instruction. The face-to-face instruction will usually take place during the latter weeks of June.

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. The application deadline for the Summer Cohort is April 1st.

The Educational Leadership masters program is an 80% online program, however, there is a face-to-face component REQUIRED for each class. Typically Fall and Spring courses will meet one to two weekends on campus during those semesters. For Summer courses, students can expect to meet on campus for one week Monday - Friday 8:00 am to 5:00 pm.

K-12 Principal Cohort typical Program of Study

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EDLD 507</td>
<td>Foundations of Educational Leadership</td>
<td>3</td>
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<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>
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<td>EDLD 532</td>
<td>School Law</td>
<td>3</td>
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<td>EDLD 534</td>
<td>Data Driven Decisions</td>
<td>3</td>
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<td>EDLD 555</td>
<td>School Finance</td>
<td>3</td>
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<td>EDLD 565</td>
<td>K-12 Instructional Leadership</td>
<td>3</td>
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<tr>
<td>EDLD 574</td>
<td>Field Experience in Educational Leadership (I &amp; II)</td>
<td>6</td>
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<tr>
<td>EDLD 566</td>
<td>Administration and Supervision of Special Education Programs</td>
<td>3</td>
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</tbody>
</table>

Total Credits: 36

Contact Information

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Dr. Bill Ruff  
406-994-4182  Email: wruff@montana.edu

Application Process for the MEd in Educational Leadership
Applicants are required to complete the online application and submit the following documentation via the Graduate School Online Application System (http://www.montana.edu/wwwdg/apply.html)

1. Completed Graduate School Application
2. Academic Transcripts: Applicants must provide official transcripts verifying all Bachelors degree coursework (as well as confirmation of a bachelor’s degree earned) from the applicant’s certifying university. Unofficial transcripts may be uploaded during the application process. Official electronic transcripts may be emailed directly from the Institution to edgrad@montana.edu or mailed to the Department of Education Graduate Programs Office, 215 Reid Hall, PO Box 172880, Montana State University, 59717. Transcripts from a degree awarded through MSU do not need to be provided. NOTE: We require an undergraduate and graduate GPA of at least 3.00 (on a 4.00 scale). Transcripts will be evaluated for rigor and academic fit.

3. Personal Essay/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. Personal qualities you possess that are desirable in a leader.

4. Resume/Curriculum Vitae

5. 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 your 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.
   b. If for any reason you cannot secure a letter from your present supervisor, 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 applicant for a minimum period of one
semester. Any applicant who does not have a letter from a 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 or previous supervisor.

6. For International Applicants ONLY: Please visit the Graduate School International Application Process (https://www.montana.edu/gradschool/policy/admissions_intl.html) website for application submission information. In addition to the above, International applicants will be required to submit the following application material.

- Evidence of English Language Proficiency (http://www.montana.edu/international/admissions/englishproficiencygraduate.htm) - MSU requires applicants from countries where English is a second language to present evidence of proficiency in the use of the English language. Typical tests and scores are as follows: TOEFL (http://www.toefl.org/): 80-internet-based [iBT] or 550-PBT, IELTS (http://www.ielts.org/): 6.5, or PTE Academic (http://www.vue.com/pte/): 54.
- Copy of applicant’s passport
- Degree certificates as well as an English translation for all non-English academic transcripts and credentials. Photocopies can be used to initiate the application process; however, official transcripts/credentials are still required upon admission.
- Students will need to submit the International Student Financial Certificate found on the OIP Forms Page (http://www.montana.edu/international/admissions/forms.html), and proof of funds when offered admission to MSU.

**Application Deadlines**

Below is the deadline by which all of the application materials for the MEd in Educational Leadership must be submitted via the online application system.

- Summer Semester: April 1st
- Fall Semester: April 1st
- Spring Semester: The MEd in Educational Leadership program does not take applications for Spring admission.

*Applications submitted after the April 1st deadline will be considered on a case by case basis.

**Admission Process**

Complete applications will be reviewed by the Graduate Admissions Committee. Once a decision has been made the application will be forwarded to The Graduate School for final administrative processing. Please note that the application review process will begin on the application deadline date and not before.

Any applications received after the indicated deadline may be reviewed for acceptance on a case-by-case basis. Once you review and are ready to apply, do so through the Graduate School Online Application System (http://www.montana.edu/wwwdg/apply.html).

**Contact Information**

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