The Master of Education in Leadership and Administration is designed to prepare future school administrators for the complexities of the position within the dynamics of a rapidly changing society. The program is designed to meet Massachusetts Department of Education Initial Licensure requirements for Principals/Assistant Principals or Supervisors/Directors.

Admission

Applicants for admission to the Master of Education in Leadership and Administration must have completed a baccalaureate degree program at an accredited institution. To be considered for admission, applicants must possess an initial or professional teaching license in an area other than administration and have been teaching for at least two years.

As an alternate route, students who are not currently teaching but who wish to apply for the leadership and administration license must demonstrate completion of at least three full years of employment in an executive management/leadership role. This option can only be used with the approval of the program coordinator (documentation required).

To apply for consideration, applicants must provide the following:

- Graduate School application (www.worcester.edu/apply)
- Essay explaining why the applicant is interested in becoming a school administrator, addressing the four professional standards for administrative leadership
- Copy of a Massachusetts initial or professional teaching license
- Minimum of at least two years of teaching experience; at least three years of teaching experience is required to earn the license
- Official transcripts of all college-level work, both undergraduate and graduate
- Evidence of passing scores on the Communication and Literacy MTEL exam
- Three letters of reference from professionals who can speak to the applicant’s promise of becoming an effective school administrator, including a letter of support from a school district administrator (See MEd in Leadership Letter of Recommendation form online at www.worcester.edu/ME-School-Leadership-and-Administration/under Admissions Requirements)

Application Deadlines

The Master of Education in Leadership and Administration on-campus program will begin each fall semester. Completed applications received by June 15 will be reviewed for admissions decisions prior to the September start.

Program of Study

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>EA-912</td>
<td>Introduction to Educational Leadership</td>
<td>2</td>
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<tr>
<td>EA-913</td>
<td>Action Research for School Administrators</td>
<td>2</td>
</tr>
<tr>
<td>EA-918</td>
<td>Family and Community Engagement</td>
<td>3</td>
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Select one of the following:

- EA-950 Family and Community Practicum—Elementary
- EA-951 Family and Community Practicum—Middle School
- EA-952 Family and Community Practicum—Secondary School
- EA-953 Family and Community Practicum—Supervisor/Director
- EA-970 Professional Culture

Select one of the following:

- EA-954 Professional Culture Practicum—Elementary Standard 4
- EA-955 Professional Culture Practicum Middle School Standard 4
- EA-956 Professional Culture Practicum Secondary School Standard 4
- EA-957 Professional Culture Practicum Supervisor/Director Standard 4
- ES-931 Leading an Effective English Learner Education Program (Approved course as part of ELL program) 2
- EA-924 Curriculum, Instruction, & Assessment for Aspiring Leaders
- EA-972 Enhancing Teacher and Student Performance
- EA-973 Building the Capacity for Educational Change

Select one of the following:

- EA-958 Instructional Leadership Practicum Elementary Standard I
- EA-959 Instructional Leadership Practicum Middle School Standard I
- EA-960 Instructional Leadership Practicum High School Standard I
- EA-961 Instructional Leadership Practicum—Supervisor/Director Standard I
- EA-915 Economic and Operational Dimensions of Education
- EA-923 Governance, Ethics, & Law in Education

Select one of the following:

- EA-962 Management and Operations Practicum Elementary Standard 2
- EA-963 Management and Operations Practicum Middle School Standard 2
- EA-965 Management and Operations Practicum Supervisor/Director Standard 2
- EA-966 Educational Leadership Capstone Practicum & Seminar Elementary School
- EA-967 Educational Leadership Capstone Practicum and Culminating Seminar Middle School
- EA-968 Educational Leadership Capstone Practicum & Seminar High School
- EA-969 Educational Leadership Capstone Practicum Supervisor/Director 2
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<tr>
<th>Course</th>
<th>Description</th>
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<tr>
<td>EA-929</td>
<td>Educational Leadership Capstone</td>
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<td></td>
<td>Assessment/Evaluation</td>
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<td>Total Credits</td>
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1. 75 clock hours = 1 credit
2. This may be substituted for another course with approval of coordinator if material covered in district requirement.
3. Students following the Supervisor/Director track may replace EA-969 with a 3-credit elective, with coordinator approval.
4. 200 clock hours and seminars = 3 credits