**TEXAS STATE UNIVERSITY**

**M.Ed. - Master of Education with Major in Educational Leadership and Principal Certification**

**Course Planning Worksheet**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID#: A\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Admission Semester (1st semester of classes): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check one: □ Summer □ Fall

 *Year*

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| --- | --- | --- | --- | --- | --- |
|  | Credits | Semester | Grade | Course Substitution\* | University (if not TxState) |
| **Level I (15 hours)** |  |  |  |  |  |
| EDCL 5339 Understanding Self *Must be taken first semester* | 3 |  |  |  |  |
| EDCL 5340 Understanding Organizations *Prerequisite: EDCL 5339* | 3 |  |  |  |  |
| EDCL 5345 Understanding People *Pre or Co-requisite: EDCL 5339* | 3 |  |  |  |  |
| EDCL 5347 Understanding Environments *Pre or Co-requisite: EDCL 5339* | 3 |  |  |  |  |
| EDCL 5348 Supervision of Instruction *Prerequisite: EDCL 5339* | 3 |  |  |  |  |
| **Level II (12 Hours)** |  |  |  |  |  |
| EDCL 6342 Curriculum Design *Prerequisite: EDCL 5339* | 3 |  |  |  |  |
| EDCL 6344 Campus Leadership *Pre or Co-requisite: EDCL 5339*  | 3 |  |  |  |  |
| *EDCL 6348 School Law* *Pre or Co-requisite: EDCL 5339* | 3 |  |  |  |  |
| EDCL 6352 School as Center of Inquiry *Prerequisite: EDCL 5339*  | 3 |  |  |  |  |
| **Level III (9 hours)** |  |  |  |  |  |
| EDCL 6358 Integrative Seminar *Prerequisites: EDCL 5339 & 6352* | 3 |  |  |  |  |
| EDCL 6387 Field Based Practicum I *Pre or Co-requisites: EDCL 5339 & 6358* | 3 |  |  |  |  |
| EDCL 6388 Field Based Practicum II *Prerequisites: EDCL 5339, 6358 & 6387*  | 3 |  |  |  |  |
| **Comprehensive Examination**  |  |  |  |  |  |
| This is an oral examination consisting of a formal presentation of the student’s Action Research project to a faculty panel. The exam ordinarily occurs at the conclusion of EDCL 6358. A passing grade is required for degree completion.  | - |  |  |  |  |

Use the **Degree Audit** (in Self-Service Banner) to track required courses, completed courses, grades, & approved substitutions.

**TEXAS STATE UNIVERSITY**

**M.Ed. – Master of Education in Educational Leadership with Principal Certification**

**GUIDELINES for Completing the Course Planning Worksheet**

1. Use the worksheet to plan your course of study. This is a [**Master of Education degree, with a major in Educational Leadership and with Principal Certification**](http://www.txstate.edu/clas/Educational-Leadership/prospective-students/M-Ed-with-Principal-Certification.html). Classes are offered at the San Marcos main campus and the Round Rock Campus. Classes are also offered off-site in some school district partnerships. Admission to these is through the school district. Please use this worksheet to plan your class schedule and to facilitate your academic success.
2. The total number of credit hours required for this Master of Education degree with principal certification is [36 credit hours](http://www.txstate.edu/clas/Educational-Leadership/Course-Descriptions.html) (12 courses, including a year-long Internship). All courses in this program begin with the prefix EDCL. They can be found on the university’s online Class Schedule under the subject tab for **Educational Leadership.**
3. Students take classes in a cohort model at either the Round Rock or San Marcos campuses. Please reference the master [**Schedule of Courses**](http://www.txstate.edu/clas/Educational-Leadership/Schedule-of-Courses.html) located on the website for further guidance on the timing and location of courses. Students are **expected to take courses as a cohort in the order listed on the Schedule of Courses**, based on the semester of admission (first semester of classes) and the campus they are attending. The master schedule is based on taking two classes per semester. Any change from the order of classes listed on the matrix will result in a longer time to degree completion. Students admitted to an off-campus cohort in a school district partnership should follow the class schedule provided by the cohort advisor. If the registration system says you need a missing prerequisite and will not let you register for a course that Schedule of Courses assigns you to, simply complete the [**Educational Leadership Class Registration Override**](http://www.txstate.edu/clas/Educational-Leadership/Program-Information/Class-Registration-Override.html) online form on your degree’s website. You must use the override form rather than email.
	* 1. Note 1: If you are changing your courses from the order listed (for example, taking one class in a semester rather than two), please be sure you use the master schedule in order to see when you will next be able to take the missing course, how that impacts eligibility for subsequent courses, and what the impact is on your timeline to degree completion.
		2. Note 2: Students may take any classes they wish at the other campus. For example, a student in a cohort at the Round Rock Campus may decide at any time in the program to take a course or courses at the San Marcos campus. No prior approval is needed. However, please be sure to consult the Schedule of Courses in order to plan subsequent courses and to see if this will create any change to your timeline for degree completion.
4. Do not substitute any courses for the required courses listed on the worksheet. These are all required courses to earn the degree.
	* 1. Note 1: Permission to substitute/transfer a maximum of nine credit hours taken at under another accredited university, or as a non-degree seeking student at Texas State, may be granted by the Graduate Dean. The course must be evaluated by the Graduate Advisor as equivalent to the required Texas State course it is replacing, must have been taken within a specified time frame, and must not have been used to earn a degree. In order to request a course substitution via credit transfer, you must petition the faculty by submitting a detailed request and rationale to the Education and Community Leadership Program (edcl@txstate.edu). This should be done promptly after admission to the university. Please note that it may take several weeks to review a petition to substitute a course. If the Graduate Advisor recommends the course substitution to the Graduate Dean, you will be able to track the approval process in your **Degree Audit** via the **Petitions** tab.
5. Once your final semester of course work has begun, and within the first two weeks of the semester, complete the online [**Graduation Application**](https://tim.txstate.edu/studentgraduationapplication/Home/Standard-Authentication). This registers you to participate in Commencement. Late forms will not be accepted. Revised June 2017