**TEXAS STATE UNIVERSITY**

**Post Master’s Principal Certification only- Plan of Study Worksheet – Summer 2017 Admission**

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

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Web: <http://www.txstate.edu/clas/Educational-Leadership.html>

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| --- | --- | --- | --- | --- | --- |
|  | Hours | Term | Grade | Course Sub. | Institution (If not TxState) |
| **Required Courses (24 Hours)** |  |  |  |  |  |
| EDCL 5339 Understanding Self | 3 |  |  |  |  |
| EDCL 5348 Supervision of Instruction  *Prerequisite: EDCL 5339* | 3 |  |  |  |  |
| Round Rock Campus Students: EDCL 5347 Understanding Environments  San Marcos Campus Students: EDCL 6344 Campus Leadership | 3 |  |  |  |  |
| EDCL 6348 School Law | 3 |  |  |  |  |
| Round Rock Campus Students: EDCL 6352 School as Center of Inquiry  San Marcos Campus Students: EDCL 5340 Understanding Organizations | 3 |  |  |  |  |
| EDCL 6358 Integrative Seminar  *Prerequisite: EDCL 5339* | 3 |  |  |  |  |
| EDCL 6387 Internship in Educational Leadership 1 | 3 |  |  |  |  |
| EDCL 6388 Internship in Educational Leadership 2 | 3 |  |  |  |  |
| **Additional Credits: Waiver (3 Credit Hours)**  *The following 3 hours are required, but will be waived if the student has a graduate level Curriculum or Instruction course that was taken in 2003 or after* |  |  |  |  |  |
| EDCL 6342 Curriculum Design **or** EDCL 6351 Instructional Models | 3 |  |  |  |  |
| **NOTE:** *If you are applying a graduate Curriculum or Instruction course from another program, provide course name, number, credits, term, grade, and institution* |  |  |  |  |  |

**TEXAS STATE UNIVERSITY**

**Post-Master’s Principal Certification Only**

**GUIDELINES for Completing the Plan of Study Worksheet**

**Required Courses:**

1. Use the worksheet to plan your course of study. The term “[Post-Master’s Principal Certification](http://www.txstate.edu/clas/Educational-Leadership/Certification/principal.html)” signifies students who already have a Master’s degree in an educational field, **are** pursuing Principal Certification, and **are not** pursuing a Master’s degree in Educational Leadership. Classes are offered at the San Marcos and Round Rock campuses. Please use this worksheet to plan your class schedule and facilitate timely program completion.
2. The total number of courses required for Post-Masters Certification is 24 credit hours (8 courses, including the Internship) except for cases in which the student does not have a prior graduate level course in Curriculum or Instruction. In that case, the required number of credit hours is 27 (9 courses).
3. Students who begin in this Post-Master’s Principal Certification program, but who later decide to apply to our [M.Ed. in Educational Leadership,](http://www.txstate.edu/clas/Educational-Leadership/Home/MEd-in-EL-Principal-Cert.html) may transfer up to 6 credit hours into the M.Ed. Thus, a student who wishes to transfer from this program to the M.Ed. needs to do so **before** beginning of the 3rd course.
4. You are required to take all of the courses listed on the planning worksheet. All courses needed for your Plan of Study are offered at both the San Marcos main campus and the Round Rock campus. Please refer to the [Schedule of Classes](http://www.txstate.edu/clas/Educational-Leadership/Schedule-of-Courses.html) to see which classes will be offered each semester. Be sure you are following the schedule for the “Cert Only” (not MEd) students and for the correct campus (Round Rock or San Marcos). Please take all classes in the exact order and semester listed on this schedule. If you do not follow this course schedule, your time to completion would likely be significantly delayed. If you do plan to make a change (such as taking one class instead of two due to a life need) please be sure to examine the Schedule of Classes to map out when you will be able to take your remaining courses, and to see the impact on your time to program completion.

**Additional Credits**

1. You are required to have a graduate course in Curriculum. If you have taken a **graduate** curriculum course in your master’s program, you may apply that course here. To do so, write the course number and course name in the first line. Complete the remainder of the row by recording the credit hours, term taken, grade earned, and institution at which the course was completed. If you have not taken a graduate course in curriculum, register for EDCL 6342 Curriculum Design.

**Additional Information:**

1. Do not substitute any courses for the required courses listed on the worksheet. Permission for course substitutions may be granted in cases in which the same required course was taken at another institution, within our specified time frame, and only with prior approval of the graduate advisor. EDCL courses taken at Texas State as part of another program or degree will be accepted if they are required in this Course Plan and if they were taken within the specified time frame. In order to substitute a course for one of the courses listed on the Plan of Study, you must petition the faculty by submitting a detailed request and rationale to the Education and Community Leadership Program ([edcl@txstate.edu](mailto:edcl@txstate.edu)) prior to registering for the intended course. Please note that it may take several weeks to review a petition to substitute a course, depending on the time of year.
2. If the registration system will not let you register for a course required on your Schedule of Classes, simply complete the online [Educational Leadership Class Registration Override](http://www.txstate.edu/clas/Educational-Leadership/Program-Information/Class-Registration-Override.html) form and we will look into that for you.
3. Once your final semester of course work has begun, complete the Plan of Study form in its entirety and submit for review ([edcl@txstate.edu](mailto:edcl@txstate.edu)). This review **is required prior to permission** being given to take the TExES examination, and this review may take several weeks.

The Education and Community Leadership faculty is committed to supporting you through a quality graduate education and principal preparation, and we are delighted to be working with you. If you have any advising questions at all, please do not hesitate to contact Dr. Harris ([bh26@txstate.edu](mailto:bh26@txstate.edu)), 512-245-9909.