**TEXAS STATE UNIVERSITY**

**Superintendent Certification only- Plan of Study Worksheet**

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

Date Admitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advisor: Dr. Bergeron Harris ([bh26@txstate.edu](mailto:bh26@txstate.edu))

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| --- | --- | --- | --- | --- | --- |
|  | Hours | Term | Grade | Course Sub. | Institution (If not TxState) |
| **NOTE:** *Students**must hold a Master’s degree from an accredited College or University* ***and*** *a valid state Principal Certification before enrolling in the Superintendent Certification.* |  |  |  |  |  |
| **Core Sequence (15 hours)** |  |  |  |  |  |
| EDCL 6345 Administration and Staff Personnel | 3 |  |  |  |  |
| EDCL 6347 The Superintendency | 3 |  |  |  |  |
| EDCL 6349 School Finance and Business Management | 3 |  |  |  |  |
| EDCL 6389 Internship Practicum (Fall Semester) | 3 |  |  |  |  |
| EDCL 6390 Internship Practicum (Spring Semester)  *Continuation of EDCL 6389* | 3 |  |  |  |  |
| **NOTE:** *The two-semester experience that begins in the Fall and may be taken concurrently with or following other courses in the sequence.* |  |  |  |  |  |

**TEXAS STATE UNIVERSITY**

**Superintendent Certification Only**

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

1. Use the worksheet to plan your course of study. The term “ [Superintendent Certification](http://www.txstate.edu/clas/Educational-Leadership/Superintendent-s-Certification.html)” signifies students who already have a Master’s degree in an educational field **and** already hold a valid Texas Principal Certification **and** are not pursuing a Master’s degree in Educational Leadership.
2. The total number of courses required for post-masters certification is [15 credit hours](http://www.txstate.edu/clas/Educational-Leadership/Course-Descriptions.html) (5 courses, including a full year Internship). Students may begin course work in any semester with the exception of the field-based practicum, which must begin in the Fall Semester.
3. It is strongly recommended that students begin study for the Superintendent’s Certificate in the summer or fall semesters. Applications for admission should be submitted to the Graduate School before the start of the semester in which the student plans to begin study.
4. Student must pass the Texas Superintendent Certification Examination to receive the Standard Superintendent’s Certificate.
5. All courses for the superintendent’s certificate are delivered in a hybrid face-to-face/on line format. In the Fall and Spring semesters, classes meet on two Saturdays a month. Summer course work is spread over an 8 week period beginning in Summer I and typically meets face to face three times during the summer, The bulk of instruction and student interaction takes place on line via the University’s TRACS system.
6. 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. EDCL courses taken at Texas State as part of another program may be considered if they are 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.

Please be assured that 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. For more information please contact [Dr. Michael Boone](mailto:mb01@txstate.edu) [(mb01@txstate.edu)](mailto:mb01@txstate.edu) or Dr. Bergeron Harris ([bh26@txstate.edu](mailto:bh26@txstate.edu)) or call the departmental office at 512-245-9909.