

**EDUCATIONAL LEADERSHIP and
DEVELOPMENT DEPARTMENT
School Leadership Program**

**STUDENT HANDBOOK for the Master of Arts
In School Leadership**

Welcome to the Department of Educational Leadership and Development

Master of Arts in School Leadership program

This handbook has been developed by the ELAD faculty and the NEIU Graduate College in order to acquaint our students with the department's policies and procedures and to insure a professionally rewarding experience for our students. Students who have completed the Master's degree program in School Leadership at NEIU perform well on the State's certification exam and continue on to positions of influence in their schools and communities. It is a goal of our program to develop reflective professionals who will play key roles in building learning communities.

Mission Statement, Northeastern Illinois University

Northeastern Illinois University is dedicated to both **excellence** and **access**. The most important facets of the University's mission are to offer high quality undergraduate and graduate programs to a broad spectrum of students and to foster student growth and development. To these ends, the University attaches primary importance to excellence in teaching. Since program quality is enhanced by professional activities beyond the classroom on the part of the faculty, emphasis is also given to pure and applied research and to academic and public service.

Unique to Northeastern's mission are the two distinctive features of diversity and community partnerships. Because of its location in the Chicago metropolitan area, the University serves a population which is diverse in age, culture, language and race. This diversity, a major asset, means that the academic programs utilize a variety of perspectives to enrich the teaching and learning experience and to prepare students for the multiculturalism which characterizes our society. The University's location also provides students and faculty with many opportunities to integrate field-based learning, research, and service with classroom instruction.

Northeastern Illinois University preserves the finest traditions of university education, augmented by active involvement in the metropolitan area, on behalf of the residents of Illinois.

Graduate Program in School Leadership

The Department of Educational Leadership and Development includes two sequences in Educational Leadership: School Leadership and Higher Education Leadership. In addition, M.A. degrees are offered in Human Resource Development and in Inner City Studies. This Handbook outlines the policies, procedures, and requirements of the School Leadership Program.

The sequence of courses and the objectives of the School Leadership Program have been designed to develop exemplary school leaders and to foster their continued growth and effectiveness. Our program includes two practicum experiences, thus providing for a unique blend of theory and practice in preparation for positions of leadership. Students who successfully complete the course concentration in School Leadership will develop competencies in effective leadership, educational management practices, and staff development at the school level. Completion of the twelve course sequence will result in the award of an M.A. degree in School Leadership. This concentration also leads to a Type 75 Administrative Certificate. The class size maximum is twenty students, ensuring a close relationship between professor and student.

NEIU graduates in School Leadership migrate to careers in administration at the building and district office levels. The M.A. degree and the Type 75 certificate have been entrees to positions as deans, department chairs, assistant principals, principals, and central office administrators. Our graduates are in demand and highly successful in obtaining administrative positions upon graduation. Our graduates also have a high level of success in completing the Illinois State Board of Education's Type 75 examination.

Locations and Program Availability

Classes are offered at various sites including the following locations:

NEIU Chicago Campus
5500 N. St Louis Avenue
Chicago, IL 60625
(773) 583-4050

Jacob J. Carruthers' Center for Inner City Studies (CCICS)
700 E. Oakwood
Chicago, IL 60653
(773) 268-7500

El Centro
3119 N. Pulaski
Chicago, IL 60641
(773) 442-4080

In Lake County:
The University Center of Lake County
1200 University Center Drive
Grayslake, IL 60030
(847) 665-4000

Information and Applications

Program information can be obtained from:

Howard J. Bultinck, Ph.D.
Coordinator of the Type 75 Program
Voice: (773) 442-5809
FAX: (773) 442-5520
E-Mail: H-Bultinck@neiu.edu

John C. Sullivan
Coordinator of Student Services
Voice: (773) 442-5528
FAX: (773) 442-5020
E-Mail: J-Sullivan@neiu.edu

Web Sites

Northeastern Illinois University
www.neiu.edu

Admissions / Cashier / Financial Aid
www.neiu.edu/Admiss.htm

College of Education
www.neiu.edu/~edudept

Graduate College
www.neiu.edu/Grad.htm

Department of Educational Leadership and Development (ELAD)
www.neiu.edu/~elddept/lead.htm

Career Placement Services
www.neiu.edu/CarServ.htm

Graduate Record Examinations
www.ets.org/gre

Illinois Certification Testing System
www.icts.nesinc.com

Student Status

There are four designations of student status as an individual progresses through the Master's degree program in educational leadership at NEIU.

Phase One:	Student At Large
Phase Two:	Student Admitted to the Program
Phase Three:	Student Degree Candidacy
Phase Four:	Graduation

In order for a student to progress from one phase to the next within the department, it is important to note the procedural steps that are necessary to be properly designated. Following the procedures outlined below will enable you to complete your program on schedule.

Phase One: Student At Large

A Student At Large must have a bachelor's or master's degree from an accredited institution of higher education. To be designated as a Student At Large, apply to Enrollment Services. You will be issued a personal identification number (PIN) that will enable you to register for classes through the touchtone registration system (TTRS).

Students At Large may not take more than three courses in Sequence I of the LEAD program. To proceed to Phase Two, a student must apply for and be admitted to the LEAD program. A student may not take more than three (3) Sequence I courses while a Phase One "Student At Large."

Students are advised to check with Enrollment Services regarding application deadlines. Two to four weeks should be allowed to process completed applications. Prior to taking LEAD courses as a Student At Large, students also are advised to check on the LEAD program admission requirements.

Students are encouraged to apply to the Graduate College for admission to the Master's degree program after their acceptance by the University as a Student At Large. It should be noted that priority for class registration is given to graduate students who have been formally admitted into the LEAD program. It is the student's responsibility to contact the Graduate College regarding the status of their application.

Phase Two: Students Admitted to the LEAD Program

Listed below are the requirements for admission to the LEAD program. In order for a student to progress from Phase One to Phase Two status, without disruption to their personal schedule for program completion, it is important that they apply for admission in a timely manner.

Admission Requirements (Phase Two)

- Bachelor’s or Master’s Degree
- Minimum 2.75 undergraduate GPA (on a 4.0 scale)
- Graduate Record Examination (the General Test)(Not Required for Students with a Masters Degree)
- The Illinois Test of Basic Skills
- Two letters of recommendation (from administrators or supervisors **not colleagues**)
- School Leadership Concentration
 - The applicant must have completed two years of full-time K12 experience at the time of his/her application. The applicant must submit a letter from his/her employer (the Human Resources Office or the Office of the Regional Superintendent) verifying his/her experience.
 - For the applicant who is working in the Chicago Public School system, the letter can be obtained from the following office:
Salary Administration, Staffing and Employee Records
125 South Clark Street, 2nd Floor
Chicago, Illinois 60603

Advising for students admitted to the LEAD program:

Students are assisted with their program by faculty assigned to them on a “Last Name” basis. Students should consult their Advisor upon acceptance to the program and on an as needed basis.

A through F and R through U			
Dr John Beckwith	CLS-4017	(773) 442-5536	J-Beckwith@neiu.edu
G through I			
Dr Ana Gil-Garcia	CLS-3093	(773) 442-5525	A-Serafin@neiu.edu
J through M and V through Z			
Dr Lynn Bush	CLS-4033	(773) 442-5542	L-bush2@neiu.edu
N through Q			
Dr Donald Pittman	CICS	(773) 268-7500 X-150	D-Pittman@neiu.edu

Phase Three: Student Degree Candidacy

Students are approved for degree Candidacy after they have successfully completed twelve credit hours (four courses) applicable to the program. A student must have been admitted to the program and must have maintained a 3.0 GPA (on a 4.0 scale) for LEAD program coursework (see section below on Academic Standing) to be eligible for Candidacy. There is no paperwork for candidacy as it is a process automatically reviewed and approved by the Graduate School. Students must have been admitted to Candidacy before they can apply for graduation.

Phase Four: Graduation

Students who complete the LEAD program requirements and anticipate graduation must apply to the Graduate College at the **beginning** of the semester in which they plan to graduate. The “Application to Graduate” form must be obtained from the Graduate College and reviewed and signed by the student’s Advisor during the first three weeks of the semester of planned graduation. A graduation fee also must be paid at this time. If all degree requirements have been met (or are in the process of being completed during the semester of intended graduation), the student’s Advisor will advise the Graduate College of the student’s status concerning the twelve course requirements, comprehensive examinations, and eligibility to graduate.

Additional Information Regarding Student Status

Students in the School Leadership Program develop competencies related to effective leadership, educational management practices and staff development at the school level. This concentration leads to a master’s degree and upon successful completion of the Principal 186 examination, administered by the State of Illinois, eligibility for the Illinois Type 75 Certificate. The University certifies the student’s eligibility for the Type 75 certificate from the State of Illinois.

Time Limitations

All degree requirements must be completed within a period of six years from the first semester of your date of admission into the School Leadership program.

Academic Standing

All graduate credits within the scope of the specific Master’s program must average at least B (3.0). No more than six hours of C, D, or F credit are acceptable. Grades below C bear no credit toward the degree. Upon receiving a third grade of C, or lower, the student will be inactivated and must petition the Dean of the Graduate College, in writing, providing full rationale for permission to continue in the program. A petition must be filed within 60 days from the time the

status was affected. The petition will be reviewed by the Dean and the Graduate Advisor and the student will be informed of the decision within 30 days after the petition is received. The student will become ineligible for the degree and will be dropped from the program upon receiving grades below B in four courses.

A student who receives a grade of C in two classes may be placed on academic probation and must devise a plan of remediation with their Advisor.

Students who receive a grade of D or F in any of the program's courses will be required to re-take that course before moving forward in the program.

Merit Tuition Waivers

The Graduate College awards a limited number of Graduate Merit Tuition Awards to students in the LEAD program.

- Students who are interested may apply to the Graduate College for consideration of a part-time or a full-time award each semester.

Course Titles and Sequencing for the Educational Leadership Program at Northeastern Illinois University

PROFESSIONAL PRACTICE: REFLECTIVE, COLLABORATIVE, TRANSFORMATIVE

Northeastern Illinois University prepares educational leaders. Students completing the school leadership course sequence develop competencies related to effective leadership, educational management, and staff development. Students completing the twelve course, school leadership concentration will receive a master's degree. Upon passing the state examination, they will also receive an Illinois Type 75 Certificate.

Course Sequences

Sequence I (Courses may be taken in any order)

[LEAD 421](#) Foundations of Educational Leadership and Organizational Studies

[LEAD 424](#) School Supervision

Complete the Illinois Test of Basic Skills.

This is a pre-requisite for admission to the program.

Apply to the Graduate College for official admission to the program.

Sequence II (Courses may be taken in any order)

LEAD 429 Research in Educational Leadership

Note: For applicants with a previous Master's degree, LEAD429 may be waived (replaced with an elective) if you have taken a research course in your previous Master's degree coursework and received a grade of B or better. The course must also meet the Graduate College requirements and be identical to or virtually the same as LEAD429. After you have been admitted to the program, make an appointment with the Coordinator in order to discuss your options.

LEAD436 Administration of School Personnel

An Elective course.

Departmentally approved Elective courses are as follows:

EDFN416 Cultural Pluralism and Schools

LEAD 413 Human Relations and Leadership

LEAD428 Seminar in Educational Leadership

LEAD438 Collective Negotiations

LEAD470 Use of Microcomputers for School Administrators and Supervisors

SPED470 Administration and Supervision in Special Education

Note: The LEAD program leading to a Master's degree has eleven (11) required courses and one (1) elective course. Other elective courses may be applied to the degree upon prior, written approval from the Program Coordinator.

Successfully complete Part I of the Comprehensive Examination

Note: Upon successful completion of Sequence I and admittance to the program, Part I of the Comprehensive examination must be taken. An application is required for the Comprehensive Examination. Contact the Coordinator of Student Services at (773) 442-5528 for more detailed information.

Apply for Candidacy

Note: Students are eligible to apply for Candidacy after admission to the program and successful completion of four courses. Candidacy is a pre-requisite for graduation.

LEAD 434 Practicum in Instructional Leadership/School Management I
Note: An application is required for the Practicum. Contact the Coordinator of Student Services at (773) 442-5528 for more detailed information.

Sequence III (Courses may be taken in any order)

Admission to the program is a pre-requisite for taking courses in Sequences III and IV.

LEAD 401 Curriculum and Instruction

LEAD 422 Elementary & Secondary School Administration and Supervision:
The Principal

LEAD 431 School Community Relations

LEAD 432 School Finance

LEAD 433 School Law

Sequence IV

LEAD 435 Practicum in Instructional Leadership/School Management II
Note: An application is required for the Practicum. Contact the Coordinator of Student Services at (773) 442-5528 for more detailed information.

Successfully complete Part II of the Comprehensive Examination

Note: An application is required for the Comprehensive Examination. Contact the Coordinator of Student Services at (773) 442-5528 for more detailed information.

Additional Course Information

Transfer of Credits

Students may apply to transfer a maximum of nine (9) credit hours (three courses) for graduate work taken at another accredited University. The course work must be virtually identical to course work in NEIU's School Leadership Program, have been taken within the six year time limitation period, and not be part of another graduate degree.

Type 75 Certificate Only (for students with a previous Master's degree)

Complete all of the required courses in the program, pass the Comprehensive Examinations (Parts I & II) and pass the State of Illinois certification test for Principal (186). Once all of these requirements have been met, the student is eligible to apply for the Type 75 certificate.

Northeastern Illinois University requires the successful completion of eleven (11) courses in order to apply for the Type 75 certificate. When you submit your application to the Illinois State Board of Education, you will be required to submit **official** transcripts from Northeastern Illinois University and from the institution where you earned your previous Master's degree. It is important to note that the research course used in a previous Master's degree program is used for certification purposes only. The same course cannot be used in two Master's degree programs.

If the student decides to pursue an additional Master's degree, two electives must be completed if the Research Course is waived. One elective will replace the LEAD429 course that has been waived. Twelve courses are required to obtain the Master of Arts in School Leadership degree from Northeastern Illinois University.

The student's program Advisor will review coursework (in consultation with other program faculty) only after the applicant has been officially admitted to the program. Please stay in contact with your program advisor.

Comprehensive Examinations:

General Information:

Comprehensive Examinations are usually scheduled on the first Saturday in February, June and September annually.

Courses that are required to be completed before taking the Comprehensive Examination (Part I):

[LEAD421](#) Foundations of Educational Leadership and Organizational Studies

[LEAD424](#) School Supervision

The Comprehensive Examination (Part I) consists of the following two Topic Areas:

Topic Area 1: General Administration
Topic Area 2: Supervision of Instruction

For Part I, there are two questions in each of the Topic Areas. Students are required to answer one question from each of the Topic Areas.

Courses that are required to be completed before taking the Comprehensive Examination (Part II):

[LEAD401](#) Curriculum and Instruction

[LEAD422](#) Elementary & Secondary School Administration and Supervision: The Principal

[LEAD431](#) School Community Relations

[LEAD432](#) School Finance

[LEAD433](#) School Law

The five Topic Areas in the Comprehensive Examination (Part II) correspond to the courses listed above.

For Part II, there is a single question in each of the Topic Areas. Students are required to select two Topic Areas and answer both questions.

Taking the Comprehensive Examinations:

Responses to all questions (Part I & Part II) are in the form of an essay. Blue Books, No. 2 pencils, pencil sharpeners, scratch paper and dictionaries will be provided to students on the day of the examinations. Write on one side of the page and on every other line. If you forget and make an error, do not start over. Just adjust your future writings.

For each Topic Area, start a new set of Blue Books.

Notification of results

DO NOT call the office for a minimum of six weeks. Any student failing will be notified by phone first. Once these calls have been made, the Coordinator of Student Services will have the results and will be able to release that information. Letters will also be sent at that time.

Note: If you have a disability of any kind that requires some sort of accommodation in order to take the Comprehensive Examination, please notify the Coordinator of the program when you submit your application.

The Illinois Certification Testing System

Internet registration is available at www.icts.nesinc.com.

Register for the Principal 186 test.

Download a study guide.

Note:

Registration Bulletins are available from the Coordinator of Student Services who is located in Room CLS-4009 in the Classroom Building.

Certification to the State of Illinois by Northeastern Illinois University

Applications are available thru the Coordinator of Student Services for the Department of Educational Leadership and Development (ELAD).

You can also download the application form at the following website:

www.isbe.net/certification/pdf/73-03D_application_ssp_admin.pdf

Complete the application and mail or deliver it to the Coordinator of Student Services located in Room CLS-4009 in the Classroom Building.

A cover sheet and several forms for the State of Illinois are prepared and the application is reviewed by the Coordinator of the Type 75 program.

Once the application has been reviewed, it is forwarded to the College of Education for the Dean's signature. The official emblem for the university is applied to the form and the State of Illinois is notified.

The completed application is returned to the student.

The student files the completed application with their Regional Superintendent's Office with official transcripts and the \$30 application fee. A certificate number is issued and the State of Illinois will mail the actual certificate to the applicant shortly thereafter.

[Completing the Application Process for the Type 75.](#)

Keep in touch with the Graduate College and your program advisor on a regular basis as you pursue your academic program.

You are encouraged to contact us if you need help or have questions. It is important that you inform us concerning a change of address, marital status or e-mail address.