

Plan of Study*
Master of Education Degree in Educational Administration**

Name: _____ SSN: _____
Last First MI

DIRECTIONS: As you complete this Plan, remember the following:

- 1) You must designate all courses you plan to take as an Intersession with an “I” or “Int” (Example: Sp Int).
- 2) You must complete a minimum of three hours of Educational Administration coursework before taking an Intersession; students new to the program may not begin the program with an Intersession unless approved by the Program Director or Dept. Chair.
- 3) You must complete a minimum of 24 hours of EDAD coursework before taking Internship. Transfer hours are not counted toward the 24 hour requirement.
- 4) During the Internship semester, you may not take an eight-week course; you may take an intersession class in the Internship semester.
- 5) The Capstone Portfolio Exit Review is a culminating activity for the degree program. Students enroll in the Capstone during the last semester in which they take classes. The Capstone requirement is met by documenting completion of the Graduate e-Portfolio.

Course Number	Course Name	Hours	Semester (Sp, S, F)	Year	*** If transfer, indicate grade and date.
5113	Introduction to Research (Education)	3			
5853	School Community Relations	3			
5233	Fundamentals of Curriculum Planning	3			
5713	Educational Leadership Psychology	3			
5413	Internship in Educational Administration	3			
5813	Supervision of Instruction	3			
5933	The Principalship	3			
5983	Public School Law	3			
5313	School Personnel Administration	3			
5613	Educational Administration Theory	3			
5973	Public School Finance	3			
5950	Capstone Portfolio Exit Review (Education)	0			

Proposed graduation date (Month/Year):

Checking this box indicates I have completed this plan of study. Date (M/D/Y):

Advisor signature: _____ Date: _____

* The student’s advisor will review the Plan after submission and confer with the student if changes are needed.

** For questions regarding certification, contact the certification analyst at 580.774.3286.

*** Transfer or substitute courses must have been completed within the last six years with a grade of A or B, be three hour courses, be compatible with the course objectives of the course for which a substitution is requested, and be approved by the advisor.

This plan is subject to change based on course availability and changes in program requirements made by Oklahoma Regents for Higher Education of the Oklahoma Commission for Teacher Preparation.

EDUCATIONAL ADMINISTRATION MASTER'S DEGREE PROGRAM

<u>FALL SEMESTER</u>	<u>SPRING SEMESTER</u>	<u>SUMMER SEMESTER</u>
<p><u>INTERSESSIONS *</u> <i>First week-end in August</i> Educational Administration Theory Educational Leadership Psychology Introduction to Research</p> <p><u>Weeks 1 – 8 **</u> <i>Wednesday 5:00 – 9:00 p.m.</i> Fundamentals of Curriculum Planning Public School Law</p> <p><u>Weeks 9 – 16 **</u> <i>Wednesday 5:00 – 9:00 p.m.</i> Supervision of Instruction The Principalship</p> <p><u>Weeks 1 – 16 ***</u> <i>Monday through Friday (field-based)</i> Educational Administration Internship</p>	<p><u>INTERSESSIONS *</u> <i>First weekend in January</i> School-Community Relations Public School Finance Introduction to Research</p> <p><u>Weeks 1 – 8 **</u> <i>Wednesday 5:00 – 9:00 p.m.</i> School Personnel Administration Educational Administration Theory</p> <p><u>Weeks 9 – 16 *</u> <i>Wednesday 5:00 – 9:00 p.m.</i> Supervision of Instruction The Principalship</p> <p><u>Weeks 1 – 16 ***</u> <i>Monday through Friday (field-based)</i> Educational Administration Internship</p>	<p><u>INTERSESSIONS *</u> <i>First weekend in June</i> Educational Leadership Psychology Public School Finance Introduction to Research</p> <p><u>Weeks 1 & 2 **</u> <i>Monday thru Thursday 8:00 a.m. – Noon</i> Public School Law School-Community Relations</p> <p><u>Weeks 3 & 4 **</u> <i>Monday thru Thursday 8:00 a.m. – Noon</i> Fundamentals of Curriculum Planning School Personnel Administration</p>

- * **Intersession classes are open only to students who have completed a minimum of three hours of Educational Administration coursework; students new to the program may not begin the program with an Intersession. Students who qualify may enroll in one course for each Intersession.**
- ** **Students enroll in one course for each eight-week or two-week session.**
- *** **Internship is taken for only one semester, either Fall or Spring. Students must have completed 24 hours of coursework before taking Internship. Students may not take an 8-week course during the Internship semester; taking an intersession is allowed.**