

# EDUCATIONAL ADMINISTRATION (EDAD)

## **EDAD 600 INDEPENDENT STUDY OR RESEARCH1-3 Credits**

Study or research in an area of special interest. The number of credits is determined by the topic and the amount of work required.

**Add Consent:** Instructor Consent

**Requirements:** Permission of instructor, Dean of Graduate Studies, and Academic Vice President.

## **EDAD 629 FUNDAMENTALS OF SCHOOL ADMINISTRATION3 Credits**

A study concerning the organization and control of American schools. Discussion will include federal and court mandates; state and local control; teacher, parent, and special interest groups; and college and/or university influences.

**Requirements:** Ten (10) clock hours of school-based clinical experience are required as a part of this course.

## **EDAD 631 PUBLIC RELATIONS3 Credits**

An overview of current theory and practice in public relations, indicating principles and models to help understand how to sell an idea, build a coalition and manage crises. Working with various sources to develop a public relations plan will be addressed.

## **EDAD 632 SUPERVISION OF INSTRUCTION3 Credits**

Reviews current philosophy and practices in supervision, at both the elementary and secondary school levels. Emphasis will be placed upon a developmental model of improvement of instruction and the domains of the principalship. A course designed for prospective mentors, principals, supervisors, and school superintendents.

**Requirements:** Fifteen (15) clock hours of school-based clinical experience are required as a part of this course.

## **EDAD 633 SCHOOL ADMINISTRATION AND LEADERSHIP3 Credits**

Examines the role of the school principal as building manager, instructional leader, creator for a learning environment and decision maker. Focus on scheduling, co-curriculum activities, cultivating and maintaining collegial relationships, developing a school district vision, public and human relations, supervision of instruction, auxiliary services, working with community, and the school improvement process.

**Prerequisites:** EDAD 629

**Requirements:** Ten (10) clock hours of school-based clinical experience are required as a part of this course.

## **EDAD 634 SCHOOL BUSINESS MANAGEMENT AND FINANCE3 Credits**

Study the functions of business management for schools including, budgetary considerations, auditing and reporting, management of funds, purchasing procedures and inventory, insurance, auxiliary services, a background of school finance, various levels of governmental financing of public schools, judicial decisions and their effects, bond issues, school finance forms, and finance of schools in the future.

## **EDAD 637 SCHOOL PLANT PLANNING AND MAINTENANCE3 Credits**

Principles and processes of developing functional educational facilities. Procedures and techniques for each phase of facility planning are included. Topics include: survey of needs, the Master Plan, site selection, the Educational and equipment selection along with a proactive maintenance plan and operations.

## **EDAD 638 PERSONNEL ADMINISTRATION3 Credits**

Theories, principles, and practices of school personnel administration with the focus including that of various personnel administration tasks including selection, in-service, performance evaluation, and professional negotiations.

**Requirements:** Fifteen (15) clock hours of school-based clinical experience are required as a part of this course.

## **EDAD 639 PRACTICUM/INTERNSHIP IN EDUCATIONAL ADMINISTRATION3 Credits**

Provides practical learning experiences inherent to the elementary/middle/secondary school principalship and special education supervisor. Seminar sessions will include discussion of current research and practices based on building principals' needs and concerns. Separate and appropriate experiences will be designed wherever possible for students preparing in each of the areas-elementary, middle, secondary administration and special education supervisor.

**Prerequisites:** EDAD 629, EDAD 632, EDAD 633, EDAD 638, and EDCI 638

**Notes:** For additional guidance options on this process, contact the CSC Certification Officer.

**Requirements:** A minimum of 250 clock hours of school-based clinical experience in a practicum setting at an accredited school site(s), is required as a part of this course. To be certified at more than one grade level area (i.e., PK-8; 7-12, PK-12). Should be taken as close to the end of the program as possible.

## **EDAD 639B ADVANCED PRACTICUM/INTERNSHIP IN EDUCATIONAL ADMINISTRATION3-6 Credits**

Provides additional hours of experience under the direction of a practicing principal, at either or both, the secondary or elementary level. The experience is guided by the student's chairperson and an administrator in the field.

**Prerequisites:** EDAD 629, EDAD 632, EDAD 633, EDAD 638, and EDCI 638

**Notes:** Additional hours may be necessary for certification in other states.

## **EDAD 640 SPECIAL TOPICS1-3 Credits**

Designed to allow students to study some aspect of educational administration not offered in the regular class.

**Notes:** May be repeated, with a change in emphasis, for a maximum of six (6) credit hours.

## **EDAD 655 SCHOLARLY PROJECT1-3 Credits**

For students selecting Plan II, as listed under Program Requirements. This project will utilize research skills.

**Requirements:** Must complete three (3) course credits.

## **EDAD 660 THESIS1-6 Credits**

For students selecting Plan I, as listed under Program Requirements. An extensive research study conducted under the guidance of the student's advisor. Note: Recommended for all who plan to do further advanced work in education.

**Requirements:** Must complete six (6) course credits; prior to registration, the proposal must be approved by the student's committee and Dean of Graduate Studies.