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Introduction

Welcome to the Master of Education program at Southeastern Oklahoma State University! It is our goal to provide challenging, rigorous, and relevant programs that equip candidates to enhance leadership roles they currently fill in schools and to prepare them for those they plan to pursue in the future. The Graduate Candidate Handbook: Master of Education Degree in School Administration has been developed to support the pursuit of a Master of Education degree from application to graduation. In the Handbook are copies of all needed forms (these are also available online at the M. Ed. website: www.se.edu/graduate-programs/master-of-education/), general information for organizing the program of studies with the program advisor, as well as some suggestions for streamlining the process of earning a master’s degree. If at any time during the graduate studies a candidate encounters questions not addressed in the Handbook or on the university website, the candidate should contact the M.Ed. School Administration Program Coordinator, Dr. John Love, at 1-800-435-1327 extension 2226, or via email: jlove@se.edu.

Vision Statement

Southeastern Oklahoma State University will be the leading provider of high quality M.Ed. programs in southeastern Oklahoma and north Texas for the development of educational leaders.

Mission Statement

Southeastern Oklahoma State University M.Ed. programs produce graduates who demonstrate academic and practical excellence in their respective fields. Through quality instruction grounded in current research, candidates will develop the professional competencies necessary to support thoughtful, ethical and effective practice.
Master of Education Program Administration and Advisors

The faculty of the Master of Education program is approved by the Graduate Council and provides quality instruction supported by involvement in and consumption of current research and work experience in a variety of clinical situations, particularly in public schools. The following partial list is provided to help current and prospective candidates learn more about programs of interest.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Bryon Clark</td>
<td>Dean, School of Graduate and University Studies</td>
<td>580-745-2206 <a href="mailto:bclark@se.edu">bclark@se.edu</a></td>
</tr>
<tr>
<td>Ms. Carrie Williamson</td>
<td>Administrative Assistant to Executive Vice President</td>
<td>580-745-2220 <a href="mailto:cwilliamson@se.edu">cwilliamson@se.edu</a></td>
</tr>
<tr>
<td>Dr. Will Mawer</td>
<td>Dean, School of Education and Behavioral Sciences</td>
<td>580-745-2622 <a href="mailto:wmaurer@se.edu">wmaurer@se.edu</a></td>
</tr>
<tr>
<td>Dr. Vivian Guarnera</td>
<td>Director of Teacher Education Services</td>
<td>580-745-2608 <a href="mailto:vgguarnera@se.edu">vgguarnera@se.edu</a></td>
</tr>
<tr>
<td>Ms. Susie Wilson</td>
<td>Certification Officer</td>
<td>580-745-2652 <a href="mailto:swilson@se.edu">swilson@se.edu</a></td>
</tr>
<tr>
<td>Dr. Gerrie Johnson</td>
<td>Chair, Department of Educational Instruction and Leadership</td>
<td>580-745-2032 <a href="mailto:grjohnson@se.edu">grjohnson@se.edu</a></td>
</tr>
<tr>
<td>Dr. John Love</td>
<td>Program Coordinator, Master of Education in School Administration</td>
<td>580-745-2226 <a href="mailto:jlove@se.edu">jlove@se.edu</a></td>
</tr>
</tbody>
</table>
Admission to Graduate Study

The journey to a master’s degree begins with admission to the program of the candidate’s choice. Admission to the Master of Education program is a two step process. The first step is admission to the School of Graduate Studies. The second step is to apply for admission to the Master of Education in School Administration program. Application for admission to the School of Graduate Studies may be made online at www.se.edu/grad. Hard copy applications are submitted to the School of Graduate Studies office, room 307 of the administration building. Complete instructions for admission to the School of Graduate Studies and to the specific program of choice are detailed in Bulletin: School of Graduate Studies 2011-2013, which is available online at www.se.edu/grad.

After being successfully admitted to the School of Graduate Studies, application must be made to the M.Ed. School Administration Program for acceptance into this degree program. Please note that successful admission to the School of Graduate Studies does not guarantee that the prospective candidate will be admitted to the School Administration Program.

Admission to the Master of Education/School Administration Degree Program

Unconditional Admission to the Master of Education program in School Administration requires the following:

- At least a 2.75 overall undergraduate GPA.
- Application for admission to the School Administration Program. This application must include a copy of all college/university transcripts, including verification of a baccalaureate degree from an accredited college or university.
- Acceptable scores on the Writing Sample Examination.
- Verification that the applicant is either currently teaching in or has completed at least one year of teaching in an SDE accredited school.
- Three current letters of recommendation from practicing administrators or others who can speak objectively to the candidate's personal and professional qualifications.

The M.Ed. School Administration Coordinator assesses all applications for admission to the program. Each applicant will receive a letter from the M.Ed. School Administration Coordinator informing the applicant of the admissions decision. Candidates may be admitted unconditionally (all requirements met), conditionally (candidate has a deficiency in at least one area), or denied admission. Candidates who are admitted conditionally must fulfill the same requirements of candidates admitted conditionally to the School of Graduate Studies.
Conditional admission to the M.Ed. Program in School Administration requires the following:
- Successful application to the School of Graduate and University Studies (A-307) and to the Master of Education Program.
- At least a 2.75 overall undergraduate GPA.

All applications for admission to the program will be reviewed by the admissions committee. The admissions committee meets at least once during each academic semester (spring, summer, and fall) and other times as needed. Following the submission of a complete application, each applicant will receive a letter from the committee coordinator informing him or her of the committee’s admissions decision and, for those admitted to the program, the name and contact information of the applicant’s appointed advisor. The admissions committee may choose to admit candidates unconditionally (all requirements met at acceptable levels), admit candidates conditionally, or deny admission.

Candidates who are admitted conditionally to the M.Ed. School Administration Program will be given instructions detailing what must be done to ensure unconditional admission and the necessary timeline for securing unconditional admission from the admissions committee. Candidates who are denied admission will be provided with conditions for re-application in their denial letter.

Candidates may complete up to 12 graduate hours under conditional admission while completing the requirements for unconditional admission. Candidates admitted conditionally to the M.Ed. program must maintain a minimum of a 3.00 GPA to remain in the program. (See further information in the Retention and Dismissal Conditions section.)

Candidates who have completed 12 graduate hours, but who have not completed the necessary requirements for unconditional admission to the M.Ed. School Administration program will not be allowed to matriculate further in the program until unconditional admission is secured.

The Writing Sample

Every candidate who seeks a Master of Education degree in School Administration is required to take and pass the Writing Sample as a requirement for admission to graduate study. Candidates who obtain a score of at least 4.5 on the GRE Analytical Writing Measure are exempt from this requirement. This examination is arranged through the office of the M. Ed. School Administration Program Coordinator. The Writing Sample requires the candidate to select a writing prompt from a provided list and then write a response of at least 200-words addressing the prompt within a 90-minute time limit. The prompts are related to general educational issues or current events.

The Writing Sample is intended to assess candidates’ writing proficiencies only. Writing samples are scored on a scale of one (1) to six (6) with a minimum score of four (4) required to pass. Initially, each writing sample is read by two members of the graduate faculty. A writing sample must receive a passing score from both readers to pass. When a writing sample receives a passing score from one reader and a failing score from another reader, the M. Ed. coordinator will select a third reader to score the writing sample. Passing scores from two different readers are required for a writing sample to pass.
If a candidate does not pass the writing sample on the first attempt, a second attempt with the candidate writing to a different prompt than used for the first attempt must be scheduled with the M. Ed. School Administration Program Coordinator. If the second attempt is unsuccessful, the candidate must wait at least one semester before making another attempt. A copy of the application to take the Writing Sample and the rubric that is used to score writing samples are provided in the appendix of this handbook and are available online at [http://www.se.edu/graduate-programs/master-of-education/](http://www.se.edu/graduate-programs/master-of-education/).

**Advisement**

After admission to the Graduate School, the candidate will be sent a letter that identifies the program advisor. It is the candidate’s responsibility to contact the advisor to schedule the initial advising meeting. During the initial meeting with the advisor the candidate should receive an overview of the program of studies required for the degree sought. At the meeting the candidate and advisor should discuss which courses will be required and the particular order (if a specific order is required) in which courses should be taken. **Particular attention should be paid to courses that have prerequisites and to courses that are offered only once per year.** By planning the order of courses in concert with the advisor, candidates should be able to avoid creating scheduling difficulties. The advisor also needs to discuss procedures to be accomplished along the way such as Admission to Candidacy, the Comprehensive Examination, and Graduation Check. Candidates pursuing advanced certification in School Administration also need to discuss requirements for the Advanced Certificate Portfolio with their advisor. Please note that applications for advanced certification submitted to the State Department of Education must be signed by the Director of Teacher Education Services.

**Academic Regulations**

**Academic Load**

A regular term graduate candidate is classified as full-time if he/she is enrolled in nine (9) or more hours. A summer term graduate candidates is classified as full-time if he/she is enrolled in five (5) or more hours. Normally, a graduate candidate may not enroll in more than fourteen (14) semester hours during any regular semester or nine (9) hours in semester hours during any summer session. Overloads must be approved by the Dean of the School of Education and Behavioral Sciences.

**Academic Time Limitations**

A graduate candidate has a six (6) year time period, dating from the first enrolled class, in which to complete a master’s degree program. All applicable course work taken during that six year period will be applied toward the master’s degree at full credit. If the graduate candidate has not completed the requirements for graduation in that six (6) year period, course credit for graduation expires on all coursework that exceeds the six (6) year limit. Candidates may recover lost credit by repeating courses or taking additional, graduate level course work relevant to the candidate’s degree, subject to the approval of the M. Ed. Coordinator. Content/Specialization courses offered outside the Department of Educational Instruction and Leadership need to be approved by the candidate’s advisor as well. Courses repeated or added for recovery of lost credit must be documented in the M. Ed. School Administration Coordinator’s office and the Office of the Dean of the School of Graduate Studies.
Advanced Standing Credit

No graduate credit earned by advanced standing may be applied toward a master’s degree.

Grade-Point Average

Graduate candidates must maintain a 3.00 average or better in all graduate work attempted with at least 80% of the total program passed with a grade of A or B. A grade below a C is not acceptable at the graduate level.

Retention Policies

A graduate candidate is required to maintain a minimum grade point average of 3.00 in all graduate course work attempted in order to be considered in good standing in a graduate program. If a candidate’s cumulative graduate grade point average falls below a 3.00, the candidate is automatically placed on probation. A candidate on probation must accomplish both of the following to return to good standing in the graduate program:

1. Achieve a minimum of 3.00 grade point average each term of enrollment while on probation, and

2. Achieve a cumulative graduate grade point average of 3.00 after completion of the next 9 hours of graduate course work from the time the probationary status commenced.

Failure to accomplish either of these requirements will result in an automatic suspension from graduate studies for one semester (Fall, Spring, or Summer). Reinstatement requires reapplication for admission to graduate study at Southeastern. A second such suspension results in permanent dismissal of the candidate from graduate study at Southeastern Oklahoma State University.

Appeal of an Assigned Grade

The Graduate Council acts upon appeals received in writing from faculty or candidates who seek to have grades or records altered. The decision of the Graduate Council will be final. The procedure for submitting a grade appeal is as follows:

1. Request an Application for Graduate Appeal from the office of the School of Graduate Studies, Administration Building, Room 307.

2. Submit the application form along with a letter stating the reason for the appeal to the office of the School of Graduate Studies (the candidate may attach any documentation he/she believes could be helpful to the Graduate Council).

3. After the application is received, the office of the School of Graduate Studies will inform the candidate in writing of the meeting date. The Graduate Council usually meets several times during each semester.

4. The candidate has the option of appearing before the Graduate Council.
5. The final decision of the Graduate Council will be submitted to the candidate by mail.

6. Decisions of the Graduate Council may be appealed to the Dean of Graduate Studies.

The Graduate Council is composed of graduate faculty members appointed by the faculty senate, one or more graduate candidates, the Dean of the School of Graduate Studies (ex-officio), and the coordinators of the graduate programs. The administrative liaison for the Graduate Council is the Dean of the School of Graduate Studies.

**Residence Requirement**

A minimum of twenty-four (24) semester hours, including the last four hours of the program, must be completed in residence at Southeastern.

**Transfer of Credit**

A maximum of nine (9) hours from another accredited school of graduate studies may be applied toward the master’s degree at Southeastern Oklahoma State University. These hours, or any part thereof, may be applied when in the judgment of the Dean of the School of Graduate Studies and the candidate’s advisor, they contribute to the program of the candidate. Transfer credit must also meet the time limit regulation.

**Arranged Courses**

Graduate candidates are permitted to take courses by arrangement for credit toward master’s degrees. Candidates should seek approval of their advisor and the graduate faculty member with whom they wish to take the arranged course first. All arranged courses must be approved by the chair of the department offering the course and the appropriate academic dean.

**The Advanced Certificate Portfolio**

Each candidate pursuing an advanced certificate (e.g., Reading Specialist, School Administration, School Counseling) is required by Oklahoma state statute (H.B. 1549, passed in 1995) to compile a portfolio during his/her graduate studies. The purpose of developing a portfolio is for the candidate to create a collection of artifacts that provides tangible evidence of his/her growth and learning during the course of the master’s program. Linn and Miller (2005) describe a portfolio as a “self portrait” that “benefits from guidance and feedback” (p. 290). The *Advanced Certificate Portfolio Guidelines* are available online at the Master of Education program website (http://www.se.edu/graduate-programs/master-of-education/).

Master of Education candidates who are seeking advanced certification should read the *Advanced Certificate Portfolio Guidelines* prior to their initial advisement meeting. The first section of the *Guidelines* provides a detailed list of required components for compiling the portfolio. Among the requirement elements for the portfolio are:
1. Letters of recommendation from members of the graduate faculty, and
2. A selection of credentials, awards, and diplomas held by the candidate

It is required that candidates begin the process of developing their portfolios at the beginning of graduate study and meet regularly with their advisors to ensure that the portfolio is being developed properly.

The Advanced Certificate Portfolio divides the advanced certificate programs into three modules. For each module of the program of study, each candidate is required to use artifacts produced in class as evidence of progress toward general and program specific competencies. The Advanced Certificate Portfolio Guidelines provide checklists and corresponding matrices in which the candidate is required to list the artifacts included for each class, and to document competencies demonstrated by each artifact. There are checklists and matrices for each module for general competencies and for specific program competencies. Both general competency and the appropriate program competency checklist and matrix for Module 1 must be on file with the M. Ed. Coordinator before a candidate can be admitted to candidacy. Checklists and matrices for Modules 1 and 2 must be on file with the M. Ed. Coordinator before a candidate can be cleared to write his/her comprehensive examination. A completed Advanced Certificate Portfolio is required for graduation.

**Candidacy**

**Admission to Candidacy**

Candidates must apply for Candidacy in the Master of Education in School Administration upon completion of 12 hours of course work. Candidates may not enroll for more than 12 hours in the program until they are granted Admission to Candidacy. The qualifications for Admission to Candidacy are:

I. Removal of any conditions to program admission
II. Maintenance of a 3.0 GPA on all graduate course work prior to Admission to Candidacy. Candidates not meeting this requirement will forfeit Candidacy and may not enroll for more than 12 hours in the M.Ed. Program in School Administration.

**Comprehensive Examination**

Candidates for the Master of Education Degree in School Administration must perform satisfactorily on a Comprehensive Examination administered after completion of all but nine hours of the degree program requirements. Further, candidates must have completed at least nine hours in the Specialization Component before taking the Comprehensive Examination. A detailed description of the Comprehensive Examination is provided in the Graduate Studies Handbook available online at [www.se.edu/grad/programs/med](http://www.se.edu/grad/programs/med).

Each candidate seeking a master’s degree in education is required to complete a comprehensive examination successfully. The comprehensive examination is offered around midterm of each semester, and is taken within a four-hour time frame on the specified day. The time, date, and place of the examination are posted on the bulletin board outside the EIL East Wing office and on the M.Ed. website, [http://www.se.edu/graduate-programs/master-of-education/](http://www.se.edu/graduate-programs/master-of-education/). Applications
for the comprehensive examination are due no later than three weeks prior to the testing date requested.

The purpose of the comprehensive examination is for the candidate to demonstrate the ability to discuss and to apply concepts and skills from his/her program to situations representative of the leadership roles for which the candidate is preparing. To qualify to take the comprehensive examination, candidates must:

1. Complete all but nine hours of their program
2. Complete at least nine hours in the area of specialization.
3. Have copies of all checklists for modules 1 and 2 on file with the M. Ed. Coordinator (for advanced certification programs only)

The application for the comprehensive examination is available as an appendix in this handbook, online at www.se.edu/graduate-programs/master-of-education/, or from the M. Ed. School Administration Program Coordinator’s office, 217 Morrison Hall. This application should be submitted to the M. Ed. School Administration Program Coordinator and must include copies of the candidate’s transcript and updated degree plan before processing can begin. Approximately three weeks prior to the administration of the examination, the candidate will receive a letter from the M.Ed. School Administration Program Coordinator that offers guidelines for preparation for the examination and a list of courses from the candidate’s program of study that will comprise the examination. Comprehensive examinations are compiled by and administered by the M. Ed. School Administration Program Coordinator.

The comprehensive examination is comprised of five (5) essay questions, one from each of five courses selected at random from the completed courses on the candidate’s program of studies. Comprehensive examination questions are graded holistically on a scale of one (1) to five (5). A composite score of 15 points is required for passing. Any response that receives a score below 2 must be rewritten. In the case of a composite score below “15,” each question with a score below 3 must be repeated. Prior to rewriting comprehensive examination questions, it is recommended that the candidate confer with the graduate faculty member who scored the unacceptable response to determine why the candidate’s response was not acceptable. If a candidate is not successful on the second attempt, policy requires the candidate to take an oral examination before a panel of graduate faculty members over the question not passed. If the candidate performs unsatisfactorily on the oral examination, additional requirements shall be added to his/her degree program. Requirements may include but are not restricted to assigned papers, auditing portions of or entire courses, and taking an additional course(s) for credit.
Comprehensive examination questions are scored on a scale of zero (0) to five (5) based on the following holistic rubric.

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>All parts of the question are answered completely utilizing an outstanding level of analysis/application. The response is very strong mechanically. This response is well above average.</td>
</tr>
<tr>
<td>4</td>
<td>All parts of the questions are answered utilizing basic levels of analysis/application. The response is strong grammatically. This is an above average response.</td>
</tr>
<tr>
<td>3</td>
<td>At least one part of the question is not answered. A basic level of analysis/application level is present. The response has minor mechanical errors. This is an average response.</td>
</tr>
<tr>
<td>2</td>
<td>More than one part of the question was not answered. The analysis/application level is poor. There are noticeable mechanical errors. This is a below average response.</td>
</tr>
<tr>
<td>1</td>
<td>Several parts of the question were not answered. Little evidence of analysis/application is apparent. There are multiple mechanical errors. This response is well below average.</td>
</tr>
<tr>
<td>0</td>
<td>Did not attempt to answer the question.</td>
</tr>
</tbody>
</table>

**Oral Comprehensive Examination Policy**

Oral comprehensive exams will only be administered following approval by the School Administration Program Committee. Each situation will be evaluated on a case-by-case basis.

**Certification Examinations**

Southeastern Oklahoma State University offers three master’s of education degrees that prepare candidates for advanced certification: reading specialist, school administration, and school counseling. This section of the *Handbook* is designed to provide candidates with basic instructions for obtaining first time advanced certification. Websites that provide helpful information about obtaining certification in Oklahoma and Texas are listed in this section. Candidates are urged to consult the office of Teacher Education Services (105 Morrison Hall) for the most recent information concerning advanced certification.

**IMPORTANT NOTE:** Oklahoma statute (70 O.S. § 3-104 and § 3-104.1) states that no person shall receive a certificate for instructional, supervisory or administrative position in an accredited school of this state who has been convicted of a felony, any crime involving more turpitude or a felony violation of the narcotic laws of the United States or the State of Oklahoma, provided the conviction was entered within the preceding ten-year period.
School Administration

Southeastern Oklahoma State University offers the M. Ed. in School Administration degree which prepares candidates for certification as building principals in Oklahoma. At Southeastern, candidates may earn certification for the elementary principalship (PK – 8), middle level principalship (5-9), secondary level principalship (6-12). Principal certification in Oklahoma requires:

1. A master’s degree in school administration,
2. Two (2) years of successful teaching, supervisory, or administrative experience in public schools (H. B. 1438), and
3. A passing score on the Principal Common Core Examination and the OSAT (Oklahoma Subject Area Test) for the level of certification desired. If a candidate wishes to pursue principal certification at more than one level, the Common Core Examination does not have to be repeated.

Application for certification should be made through the office of Teacher Education Services, 105 Morrison Hall. Further information is available at the following websites:

- Test Registration and Schedules: [http://www.ceoe.nesinc.com](http://www.ceoe.nesinc.com)

Texas offers one principal certificate (the Mid-Management Certificate) which certifies the holder to serve at all building levels in Texas public schools. To obtain Texas certification, candidates must first complete Oklahoma certification. If the candidate’s scores on the Oklahoma Principal Common Core and on any one of the Principal OSAT examinations (elementary, middle level, secondary) meet Texas’ comparable passing standard scores, the candidate qualifies for Texas certification without further testing. The comparable passing standard scores can be found at the State Board for Educator Certification website [www.sbec.state.tx.us](http://www.sbec.state.tx.us) under either of two links: “certification information” or “standards and testing”. Full information about administrator certification in Texas is available at the following websites:

- Certification Requirements: State Board for Educator Certification [http://www.sbec.state.tx.us](http://www.sbec.state.tx.us)

Alternative Certification

Alternative certification in some areas is available in Oklahoma and in Texas. Candidates interested in exploring or pursuing alternative routes to certification are urged to contact Susie Wilson, Southeastern Certification Officer, 105 Morrison Hall, at 580-745-2652 for further information. Contact the School Administration advisor for information about alternative certification in School Administration.
Graduation

During the semester in which the candidate will complete the requirements for his/her degree, plans for graduation must be finalized. Before a master’s degree can be conferred (awarded), the Certification for Graduation form must be completed, signed by the candidate’s advisor, and submitted to the School of Graduate Studies. Completion of this form certifies that all requirements have been or by the end of the semester will be met for the degree sought.

Completion of an advanced degree is a major accomplishment. Public acknowledgement of this accomplishment occurs at commencement when the Dean of the School of Graduate Studies presents the candidate with his/her academic hood. All candidates are urged to participate in commencement exercises to allow family, friends, and faculty to publicly participate in celebrating this milestone. Southeastern holds commencement exercises each spring (May) and each fall (December). Candidates completing degrees during the summer are invited to participate in the following fall commencement. In some circumstances, a candidate may be permitted to participate in commencement exercises prior to completion of his/her degree. A Graduate Petition for Early Participation in Commencement Exercises (available in the appendix of this handbook) must be completed and approved the Dean of the School of Graduate Studies and the Vice President for Academic Affairs. Early participation in commencement exercises does not alter in any way the requirements for the degree sought.
Appendix A: Forms
SOUTHEASTERN OKLAHOMA STATE UNIVERSITY
MASTER OF EDUCATION DEGREE: SCHOOL ADMINISTRATION
APPLICATION FOR ADMISSION

INSTRUCTIONS: “Return completed form by mailing to: Dr. John Love, M.Ed. School Administration Program Coordinator, Southeastern, Box 4041, Durant, OK 74701-0609 or e-mail to jlove@se.edu.

DATE OF APPLICATION: ________________________________

NAME OF APPLICANT: ____________________________________________
(Last)                                              (First)                                    (Middle)

STUDENT ID NUMBER: ____________________________ Gender: M    F    (circle one)

MAILING ADDRESS
Street/Route/Box                                         City             State             Zip

TELEPHONE: (Home) ____________________________ (Cell) __________________

TELEPHONE: (Work) __________________________________ E-mail __________________________________

DEGREE(S) EARNED
<table>
<thead>
<tr>
<th>Degree Earned</th>
<th>Institution Granting the Degree</th>
</tr>
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<tbody>
<tr>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

IMMEDIATE EDUCATIONAL GOAL: _____ Certification    _____ Master’s Degree

For office use only:

WRITING SAMPLE
TEACHING CERTIFICATE
3 LETTERS

___ Admitted Unconditionally; EDAD Program Coordinator

___ Admitted Conditionally; Reason

___ Admission Denied; Reason

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SOUTHEASTERN OKLAHOMA STATE UNIVERSITY
MASTER OF EDUCATION: SCHOOL ADMINISTRATION

M.ED. WRITING SAMPLE APPLICATION

INSTRUCTIONS: Return completed form by mailing to: Dr. John Love, M.Ed. School Administration Program Coordinator, Southeastern, Box 4041, Durant, OK 74701-0609 or e-mail jlove@se.edu. You will be notified of the time and place of the administration of the Writing Sample by mail.

DATE OF APPLICATION: ________________________________

NAME OF APPLICANT: __________________________________________
(Last) (First) (Middle)

STUDENT ID NUMBER: ________________________________

MAILING ADDRESS
Street/Route/Box City State Zip

TELEPHONE: (Home) ________________________________ (Cell) ________________________________

TELEPHONE: (Work) ________________________________ E-mail ________________________________

PLACE OF EMPLOYMENT

EMPLOYMENT ADDRESS
Street/Route/Box City State Zip

MAJOR ________________________________ MAJOR ADVISOR ________________________________

For Office Use Only: 1st Evaluator 2nd Evaluator Status

Writing Sample: ___________ ___________ ___________

M.Ed. School Administration Program Coordinator: ________________________________

Testing Date: ________________________________
SOUTHEASTERN OKLAHOMA STATE UNIVERSITY
MASTER OF EDUCATION DEGREE
Rubric for Scoring the M. Ed. Writing Sample

The evaluation of the Writing Sample for Master of Education degree candidates is based on construction (grammar and syntax) and content (the quality of the analysis of the issue). The specific elements within category to be evaluated are listed in Table 1.

Table 1

<table>
<thead>
<tr>
<th>Construction</th>
<th>Content*</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Run-on sentences</td>
<td>• Candidate clearly addresses the issue</td>
</tr>
<tr>
<td>• Sentence Fragments</td>
<td>• Candidate takes a position on the issue</td>
</tr>
<tr>
<td>• Punctuation</td>
<td>• Reasons/grounds for candidate’s position are enumerated</td>
</tr>
<tr>
<td>• Misspelled words</td>
<td>• Each reason/ground is supported and developed</td>
</tr>
<tr>
<td>• Wrong words (e.g., our instead of are)</td>
<td>• The candidate provides a logical, well-developed conclusion</td>
</tr>
<tr>
<td>• Awkward sentences (syntax and word choice problems)</td>
<td></td>
</tr>
<tr>
<td>• Subject-verb agreement</td>
<td></td>
</tr>
</tbody>
</table>

*Errors in content occur when a required element is missing or is present, but deficient.

Writing samples will first be scored on a twenty (20) point scale. Each error will result in a one (1) point deduction. The final, six (6) point evaluation of the writing prompt will be determined according the following scale:

<table>
<thead>
<tr>
<th>Raw Score</th>
<th>Final Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>18-20</td>
<td>6</td>
</tr>
<tr>
<td>16-17</td>
<td>5</td>
</tr>
<tr>
<td>14-15</td>
<td>4</td>
</tr>
<tr>
<td>12-13</td>
<td>3</td>
</tr>
<tr>
<td>10-11</td>
<td>2</td>
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<tr>
<td>Less than 10</td>
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</table>

To pass the writing sample, candidates must score at least a “4” on the “6” point scale.
Southeastern Oklahoma State University

APPLICATION FOR ADMISSION TO CANDIDACY
M.ED. – SCHOOL ADMINISTRATION

This form must be signed and submitted to the M.Ed. School Administration Program Coordinator, Dr. John Love, Southeastern, 1405 N. 4th Avenue, Box 4041, Durant OK 74701 after completing 12 semester hours of graduate study.

Date of Application

Name

Student ID:

Mailing Address:

Telephone (Home): (Cell) Telephone (Work)

Email Address:

Date Beginning Graduate Study:

Expected Date of Graduation:

Check List: (return the Application for Admission to Candidacy after all of the following requirements that apply have been met.)

I have filed an approved Plan of Study (Degree Plan) with my advisor.

I have successfully completed the Writing Sample OR scored 4.5 or more on the GRE Writing.

I have completed at least twelve (12) semester hours of graduate study at SOSU to include EDUC 5302, Introduction to Educational Research.

I have official transcripts on file in the Registrar’s Office of all my graduate work from other colleges and universities that I wish to include in my graduate program.

I have at least a 3.0 G.P.A. on all work counting towards my master’s degree.

I have completed Module I of the Advanced Certificate Portfolio and filed an appropriate checklist with the EDAD Coordinator.

I have been unconditionally admitted to the M.Ed. School Administration Program.
LIST ALL GRADUATE TRANSFER WORK:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Name of Course</th>
<th>Grade</th>
<th>Hours</th>
<th>Semester Completed</th>
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</thead>
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Institution:

Institution:

Institution:

LIST ALL COURSE WORK COMPLETED TO DATE AT SOUTHEASTERN WHICH WILL BE APPLIED ONLY TO YOUR MASTER’S DEGREE PROGRAM:

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>NAME OF COURSE</th>
<th>GRADE</th>
<th>HOURS</th>
<th>SEMESTER COMPLETED</th>
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</thead>
<tbody>
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</table>

________________________________________ ________________
Candidate’s Signature Date

________________________________________ ________________
M.Ed. EDAD Program Coordinator Date

________________________________________ ________________
Graduate Dean Date
APPLICATION FOR THE COMPREHENSIVE EXAMINATION

INSTRUCTIONS: Return completed form by mailing to: Dr. John Love, M.Ed. School Administration Program Coordinator, Southeastern, Box 4041, Durant, OK 74701-0609 or e-mail to jlove@se.edu.

You will be notified of the time and place of the administration of the Comprehensive Examination, as well as the courses over which you will be tested.

YOU MUST INCLUDE A CURRENT TRANSCRIPT AND AN UPDATED COPY OF YOUR DEGREE PLAN for this application to be processed.

DATE OF APPLICATION: __________________________________________________________

NAME OF APPLICANT: __________________________________________________________

(Last)                                              (First)                                    (Middle)

STUDENT ID NUMBER: __________________________________________________________

MAILING ADDRESS

Street/Route/Box          City     State     Zip

TELEPHONE: (Home) _________________ (Cell) _________________

TELEPHONE: (Work) __________________________ E-mail __________________________

Street/Route/Box          City     State     Zip

MAJOR ___________________________ MAJOR ADVISOR ___________________________

Attention: Module II Portfolio Checklists: yes  no

(These checklists must be on file with the EDAD Coordinator before processing of this application can occur.)

DATE/SEMESTER STARTED ________________ Credit Hours Completed ______

APPLICANT SIGNATURE ____________________________

For Office Use Only:

Test 1: ________/____  2: ________/____  3: ________/____  4: ________/____

5: ________/____  Composite: _______ Status: _______

M.Ed. School Administration Program Coordinator: ____________________________

Testing Date: ______________________

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**SOUTHEASTERN OKLAHOMA STATE UNIVERSITY**  
**MASTER OF EDUCATION DEGREE**  
**School Administration (Spring 2011)**

Directions: Indicate the semester (F=Fall, S=Spring, Su=Summer) and year that the candidate initially plans to take selected courses, e.g., F’12 for Fall of 2012. Update the plan to conform to times of actual course completion.

NAME_________________________________________  ID#___________________
ADDRESS____________________________________________________________________
TELEPHONE__________________________________  EMAIL___________________________

<table>
<thead>
<tr>
<th>I. RESEARCH COMPONENT: 3 HOURS</th>
<th>PLANNED</th>
<th>COMPLETED</th>
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</thead>
<tbody>
<tr>
<td>EDUC 5203 - Introduction to Education Research</td>
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</table>

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<thead>
<tr>
<th>II. PROFESSIONAL EDUCATION COMPONENT: 9 HOURS</th>
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</thead>
<tbody>
<tr>
<td>EDUC 5153 - Teaching Strategies</td>
<td></td>
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<td>PLUS</td>
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<tr>
<td>Choose SIX HOURS from the following list of courses:</td>
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<tr>
<td>EDUC 5103 - History and Philosophy of Education</td>
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<tr>
<td>EDUC 5113 - Fundamentals of Curriculum Development</td>
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<tr>
<td>ELED 5663 - Older, Struggling Readers and English Language Learners</td>
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<tr>
<td>HPER 5103 - Administration of Interscholastic Athletics</td>
<td></td>
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<tr>
<td>HPER 5603 - Legal Aspects of Physical Education</td>
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<tr>
<td>COUN 5123 - School Counseling Orientation and Ethical Practices</td>
<td></td>
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<tr>
<td>COUN 5243 - Human Growth and Development in Counseling</td>
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<tr>
<td>COUN 5283 - Assessment in Counseling</td>
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<tr>
<td>COUN 5323 - Career Counseling and Development</td>
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<tr>
<td>COUN 5443 - Theories of Counseling</td>
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<tr>
<td>COUN 5483 - Social &amp; Cultural Diversity Issues in Counseling</td>
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<tr>
<td>COUN 5613 - Counseling Children &amp; Adolescents</td>
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</table>

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<tr>
<th>III. SPECIALIZATION COMPONENT: 24 HOURS</th>
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</thead>
<tbody>
<tr>
<td>EDAD 5303 - Public School Administration</td>
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</table>

|                                                   |         |           |
| EDAD 5313 - Public School Relations              |         |           |
| EDAD 5323 - Supervision of Teaching              |         |           |
| EDAD 5373 - Public School Law                    |         |           |
| EDAD 5403 - School Operations Management         |         |           |
| EDAD 5473 - Administration of Special Programs   |         |           |
| EDAD 5483 - The Principalship: Internship I      |         |           |
| EDAD 5933 - Internship II: Capstone Experience for the Principalship | | |

**TOTAL HOURS REQUIRED FOR THIS DEGREE: 36 HOURS**

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
<th>Advisor Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDAD Program Coordinator Signature</td>
<td>Date</td>
<td>Graduate Dean</td>
<td>Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing Sample</td>
<td>Comprehensive Examination</td>
</tr>
<tr>
<td>Admission to Candidacy</td>
<td>Graduation Check</td>
</tr>
</tbody>
</table>

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