Welcome to the School Administration Program at Sul Ross State University. We take pride in the fact that our school administration program has been preparing graduates for many years to serve as superintendents, central office administrators, principals, assistant principals, and supervisors. Graduates of our principal preparation program receive a Master of Education degree with a major in school administration. The Master of Education degree with a major in school administration requires successful completion of a minimum of 36 semester credit hours of approved coursework and must be completed within six years.

Successful completion of the 39 credit hours Standard Principal Certification program provides the academic preparation required for certification as a principal in Texas.

REQUIREMENTS FOR M.ED. AND PRINCIPAL CERTIFICATE
The Master of Education in School Administration with principal certification is a 39-hour program with a comprehensive examination and a state certification examination. Up to 12 credit hours of appropriate coursework may be transferred into the program from an accredited institution or substituted for other Sul Ross graduate courses if approved by an academic advisor and if taken within the last six years.

Most courses will be taught at SRSU-Alpine facilities or will be web-delivered. All courses will have an Internet component delivered through the Sul Ross “Blackboard.” Some courses will be web-based classes provided through Blackboard either exclusively or combined with some class meetings (web-enhanced). The proposed course schedules for students starting the Alpine Cohort Program either in the summer or spring is provided below. To receive the M.Ed. with certification the student must complete each of the following:

ADDITIONAL PROGRAM REQUIREMENTS
a. consult with academic advisor and file a degree plan
b. request and receive advancement to candidacy
c. apply for and successfully complete the comprehensive exam
d. make application for graduation with the Dean’s Office
e. attend an approved review course for the TExES principal examination
f. pass the TExES principal examination
g. provide teacher service record indicating 2 years minimum teaching in a TEA accredited school (for certification)
h. apply for certification

GRADUATE ADMISSIONS
All applicants for the M.Ed. degree in school administration must meet the admission requirements for graduate studies, which includes holding a bachelor’s degree from an institution approved by a nationally recognized accrediting agency. Information and application packets are available in the Office of Admissions and Records, Sul Ross State University, Alpine, Texas, 79832. You may call the office at (432)837-8050, or toll free from out of town at 1-888-722-7778. (Note: this toll-free number is for the Admissions office only; they cannot transfer calls to other departments at the University.)
FINANCIAL ASSISTANCE
For information concerning financial aid programs, contact the Office of Financial Assistance at (432) 837-8059 of Box C-113, Alpine, Texas 79382.

INSTITUTIONAL ACCREDITATION
Sul Ross State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools.

SUL ROSS STATE UNIVERSITY
Sul Ross State University is a comprehensive regional university situated in the sparsely populated, culturally rich Trans-Pecos region of West Texas. Nationally recognized as a Hispanic-serving institution, Sul Ross is committed to the success of all students in Higher Education. The student body reflects the population of the area, which includes a large percentage of students from rural settings and a mixture of ethnic groups. The university also attracts students from several states and foreign countries.

DEPARTMENT OF EDUCATION
Sul Ross State University was created as a state normal college for the primary purpose of preparing teachers for the public schools of West Texas. The continuing mission of the Departments of Education is to prepare our students to be successful educational leaders, practicing scholars, and lifelong learners.

PROPOSED COURSE ROTATION
Proposed course schedules for students starting the in either summer or spring are provided below.

Proposed Course Schedule for Summer Start Date

Semester 1
Summer I
ED 5302 The Principalship Distance Education, Web-enhanced
ED 5307 Graduate Research Distance Education

Summer II
ED 5330 Intro to School Administration Web-delivered
ED 5316** Diversity in Public Education Web-delivered

Semester 2
Fall
ED 5336* Leadership & Evaluation of Instruction (ILD) Alpine
ED 6320 School Support Services Web-delivered

Semester 3
Spring
ED 5338* Professional Development Appraisal Systems (PDAS) Alpine
ED 6309** Administration of UIL Programs Web-delivered

Semester 4
Summer I
ED 6304 Organization and Theory in Administration Web-delivered
ED 6315 Design & Implementation of Instructional Program Web-delivered

Summer II
ED 5319 School Law Distance Education, Web-enhanced
ED 7309 State and Federal Programs Web-delivered

Semester 5
Fall
ED 7304 Leadership in Educational Administration Alpine
ED 7313 Administrative Internship Alpine and on-location
Proposed Course Schedule for Spring Start Date

**Semester 1**

**Spring**
- ED 5302  The Principalship *Distance Education, Web-enhanced*
- ED 5307  Graduate Research *Distance Education*
- ED 5330  Intro to School Administration *Web-delivered*

**Semester 2**

**Summer I**
- ED 5336*  Leadership & Evaluation of Instruction (ILD) *Alpine*
- ED 5338*  Professional Development Appraisal Systems (PDAS) *Alpine*

**Summer II**
- ED 5316**  Diversity in Public Education *Web-delivered*
- ED 7309  State and Federal Programs *Web-delivered*

**Semester 3**

**Fall**
- ED 6304  Organization and Theory in Administration *Web-delivered*
- ED 6315  Design & Implementation of Instructional *Web-delivered*
- ED 6320  School Support Services

**Semester 4**

**Spring**
- ED 5319  School Law *Distance Education, Web-enhanced*
- ED 6309**  Administration of UIL Programs *Web-delivered*

**Semester 5**

**Fall**
- ED 7304  Leadership in Educational Administrative *Alpine*
- ED 7313  Administrative Internship *Alpine and on-location*

**Course Format**
- *Distance Education* – Classes are taught simultaneously in Alpine and Eastwood Middle School, El Paso, by use of distance education technology.
- *Web-enhanced* – Classes are taught with a combination of on-location and web technology.
- *Web-delivered* – Classes are taught solely by use of web technology.
- *Alpine* – Classes are taught on the SRSU Alpine campus.

**Option***
Summer I courses are taught on the Alpine campus. Students who successfully complete the courses also receive their ILD and PDAS certifications. If those certifications are obtained through other means and copies of the certificates are posted in the student’s records, the student may substitute ED 6309 Administration of UIL Programs, ED 5317 History and Philosophy of Education, ED 6317 Organization and Supervision of Reading Programs, or another course approved by their advisor for the listed Summer I courses.

**Option **
Students have a choice of taking ED 5316 or ED 6309. They may NOT be given credit towards this degree for both classes.

**Application Process**
The first step is to submit the on-line graduate application for admission, available on Dr. Sullivan’s Web Page on under the Education Department’s *Forms* section. Then send your transcripts to the registrar. You will receive a letter of admission that includes your new student ID number. When you receive this letter, please contact Dr. Kip Sullivan, (432) 837-8394, email at sullivan@sulross.edu, or Dr. Rebecca
Schlosser, (432) 837-8173, email at rschlosser@sulross.edu, or the Department Secretary, Elizabeth Kim, in the Department of Education Office, Morelock Academic Building, Room 305, or by phone at (432) 837-8170 or email at ekim@sulross.edu. We look forward to discussing our program with you.
COURSE DESCRIPTIONS
FOR SCHOOL ADMINISTRATION PROGRAM

ED 5302 The Principalship  A course designed especially for elementary and secondary school principals in which the role, scope, and function of the principalship is thoroughly studied. *Should be completed in first nine sch. Web-enhanced*

ED 5307 Graduate Research  A course designed to broaden the perspectives of graduate students and to introduce them to the techniques of research and the various fields of graduate work offered on this campus. *Should be completed in first nine sch. Offered through Distance Education (video teleconferencing from Alpine)*

ED 5316 Diversity in Public Education  A study of theory, research and methodology relative to the needs of multicultural and special student populations. *Web-delivered*

ED 5318 Management and Development of Human Resources  A comprehensive study of the human resource functions in public schools. Included are job analysis, staffing needs, recruitment, selection, placement, induction, evaluation, appraisal, and development of school personnel at all levels. *Web-delivered*

ED 5319 School Law  A study of general laws applying to all states concerning education, and in-depth study of cases and decisions affecting current education. *Distance Education course.*

ED 5330 Intro to School Administration  An overview of school administration which includes roles, functions and duties of those who administer and supervise in the schools. Policy development, planning, goal setting, program evaluation, and accreditation standards are also included. *Should be completed in first nine sch. Web-delivered*

ED 5336 Leadership & Evaluation of Instruction (ILD)  An investigation of the processes and procedures used to evaluate instructional and administrative personnel in the public schools. Special attention is given to the role of the principal and supervisor. Included in the content are programs of clinical supervision and staff development. *Taught in Alpine.*

ED 5338 Professional Development Appraisal System (PDAS)  An investigation of the PDAS training for appraisers in the Professional Development Appraisal System developed by the Texas Education Agency. Included are statutory requirements, historical development, domains, criteria, indicators, exception quality, and holistic expectations. *Taught in Alpine.*

   Prerequisite: ED 5336.

ED 6304 Organization and Theory in Administration  An investigation of current trends, issues, and problems in the elementary and secondary schools involving the planning, organizing, administering and evaluating the total school system. (May be taken in place of ED 6307 only.) *Web-delivered*

ED 6309 Administration of UIL Programs  An investigation of the organization and operation of the University Interscholastic League organization and operation for governing interscholastic competition in the public schools of Texas. (May be taken in place of ED 6304 only.) *Web-delivered*

ED 6315 Design and Implementation of Instructional Program  A course which examines curriculum theory and development in grades K-12; emphasis on trends, development of curricular units and courses of study, and on federal, state, and local curricular influences. *Web-delivered*
ED 6320 School Support Services  A study of the management of school services for which a chief administrator of an educational unit is responsible. Course content includes attendance, accounting, physical plant and facilities, construction and maintenance, human resources, nutrition, and transportation.

ED 7304 Leadership in Educational Administration  A critical examination of the theory and practice of leadership. The behaviors, skills, attributes, beliefs, and attitudes for leadership will be researched and investigated. Special attention will be given to the difference between the concept of leadership and the concept of management in organizations. Taught in Alpine.
Prerequisite: Professional Mid-Management certificate or approval of instructor.

ED 7306 School Finance  Consideration of problems relating to public school finance; guiding principles of finance, operational finance, trends and needs in State and Federal participation and support in school finance. Web-delivered

ED 7309 State and Federal Programs  A study of federal and state programs currently being used in public schools.

ED 7313 Internship  A course which provides reality experiences in the principalship in a T.E.A. accredited public, private, or parochial school; students spend a minimum of 300 clock hours working with a principal and/or assistant principal in the conduction of everyday administrative duties. Alpine and on-location.
Prerequisite: Approval of advisor and completion of a minimum of 24 sch of school administration coursework.

Sul Ross State University
A Member of the Texas State University System
No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by Sul Ross State University, on any basis prohibited by applicable law, including, but not limited to, race, color, national origin, religion, sex, age, or disability.

May 20, 2010