

GRADUATE CERTIFICATE IN PRINCIPALSHIP

(Leading to a graduate certificate and an Institutional Recommendation for administrative certification)

PROGRAM OVERVIEW

The Educational Leadership (EDL) department offers programs leading to graduate certificates in the following K-12 school administrative areas: Superintendency or Principalship. Completion of this program also leads to an Institutional Recommendation for State school administrator certification. Department information packets and application materials can be obtained from the NAU EDL web page at <http://coe.nau.edu/academics/EDL/> (under Programs - Graduate Certificates), or by contacting Jennifer Offutt, EDL Department on the Flagstaff campus at (928) 523-3202, Jennifer.Offutt@nau.edu.

Requirements of the principal certificate program are listed below. This certificate requires a valid Arizona K-12 teaching certificate, 3 years of K-12 teaching experience and completion of SEI--Structured English Immersion requirements endorsement (3 semester hours of approved SEI course work or 45 in-service credit hours of approved SEI course work).

Principal

A minimum of 54 graduate hours including 27 hours of required specific Educational Leadership coursework, 9 hours of elective Educational Leadership coursework, and 18 hours of additional graduate coursework.

The actual required courses are listed on the Program of Study found later in this document; the Program of Study is also found at our Web site. EDL classes are offered in various cities within Arizona; some, but not all, classes required for the program are available over the Web. An internship experience is the capstone course for this certificate.

If you wish to transfer any of the required EDL electives from another institution, they must be Educational Leadership courses that do not duplicate content learned in any other course counting toward this certificate. Send a request memo to EDL Chair, in care of Jennifer Offutt at the address above. Include a copy of your transfer transcripts and a course description or a copy of the syllabus for all the classes you wish to transfer.

There is no time limit in which to complete all required coursework for this program. NAU is State Board of Education approved for Professional Educator Programs.

Students must apply for graduation the semester prior to their internship in order to receive an NAU Graduate Certificate in their area of specialization. The Application for Graduation is on the Graduate College home page.

Students must apply directly to the State Board of Education for actual State administrative certification.

APPLICATION PROCESS

Students must be admitted to NAU through the Graduate Admissions Office and also be admitted directly into the departmental Educational Leadership certificate program. The most expedient, and preferred, way to be admitted to the university and to your program is by using the online admission application available on the NAU Graduate Admissions web page found at <http://www.nau.edu/gradcol/indexgc.html>. On rare occasions, some students may not be able to access the online application. Should you choose to submit a paper copy, you will need to submit two applications - one to the Graduate College and a separate application to the department. In these instances, paper copies of the Graduate College Admission application may be printed out from the Web page above or obtained by calling 928/523-4348. Paper copies of the department application materials are included in this document, can be obtained at the EDL department office in Flagstaff and at your local NAU Statewide site, or can be found on the web at <http://www.coe.nau.edu/academics/EDL>.

Admission packets are accepted on a continuous basis.

A candidate may apply to this program: (1) after having a posted master's degree in any field, or (2) within one semester prior to completing a first master's degree. Students should not apply any sooner than one semester prior to having an earned master's degree. If you are still working on a master's degree at NAU when you apply for this program, submit a new application for admission to the Graduate Admissions Office indicating that your new program will be effective the semester after you intend to complete your master's requirements.

Because most students in this program are in the Principal's Certificate program, the Graduate Admissions Office has implemented a special "pre-plan" admission status to better serve those students. This pre-plan provides a temporary admission status so students seeking the Principal's Certificate can register for classes shortly after having applied to the Graduate Admissions office. The pre-plan status is valid for only one semester. Official transcripts must arrive in the Graduate Admissions office and all other requirements for admission must be completed within that semester; students will not be able to register for subsequent semesters unless they have been fully accepted. Being accepted into the Principal's Certificate pre-plan does not guarantee you will meet all other requirements for program admission nor does it guarantee that you will be accepted for final admission into the program.

Synopsis of Application Steps

1. Complete the Graduate College admission application found at <http://www.nau.edu/gradcol/appoptions.htm>. Submit the necessary fees as directed.
- 2) List your degree-seeking program as Graduate Certificate in "Principalship," as appropriate.
- 3) If you submit the Graduate College admission application in paper copy form, you must also submit the departmental program application in paper copy form. The paper copy Certificate Program Application found later in this document can be obtained from your NAU local Statewide office, or can be downloaded from the EDL home page at <http://coe.nau.edu/academics/EDL/> (look under "Information Packets - Certificate").
- 4) Have official transcripts indicating a posted master's degree sent to: NAU Graduate Admissions Office, PO Box 4125, Flagstaff AZ 86011. You may include unofficial transcripts with the program application packet sent to your advisor.
- 5) Make an appointment and meet with an EDL or a Distance Learning academic advisor to review the Certificate Program of Study (POS). You will need to submit a signed copy of the POS as part of the program application packet. Keep a copy of the POS for your records; your Program of Study should be followed carefully when selecting courses. Any exceptions should be approved in writing by your advisor. Your advisor must also approve any Petitions to Transfer Credit from another university.
- 6) Submit a **copy** of your current Arizona State Department of Education Standard Teaching Certificate (not provisional) (Arizona requires a minimum of 3 years teaching experience in grades K – 12 before participation in the capstone administrative internship.)
- 7) The applicant must submit proof that he/she has met the Arizona Structured English Immersion (SEI) requirement through completion of BME 430, 437, 537 or 631 or equivalent. (Specific BME classes may change over time; for actual employment eligibility with the state of Arizona, please see SEI requirements on the Arizona Department of Education web site at <http://www.ade.state.az.us/asd/lep/CertificationSEIrequirements.doc>)
- 8) Review and sign the Institutional Recommendation Check List that is found later in this packet. Keep a copy for your records.
- 9) Submit to your advisor the entire departmental program application packet containing: (A) signed Program of Study; your advisor will also sign this form, (B) signed Institutional Recommendation Checklist, (C) copy of Arizona State teaching certificate [If you have a Provisional certificate, you must submit a Standard certificate before you apply for internship], (D) a paper copy of the Certificate Program Application (if you submitted your Graduate Admission Application in paper copy form), and (E) a copy of all graduate level coursework, with a master's degree posted (refer to

the Checklist for details). Copies of these materials should be given first to your advisor; he or she will forward them to Jennifer Offutt at P.O. Box 5774, Flagstaff AZ 86011.

Depending upon your specialization area, you may transfer up to 24 graduate hours (for principalship) from another institution or NAU program as part of the "Other Graduate Hours" non-core-classes requirement. Classes that are taken at NAU as part of a graduate degree, and which are also included on the Certificate program of study, may also count toward earning your NAU Graduate Certificate.

Readmission: If a student misses three or more consecutive regular semesters (not including summers), he or she will need to apply for readmission to the university through the Graduate College. If a student misses six or more consecutive regular semesters, he or she may also need to reapply for admission to this program.

GRADUATE CERTIFICATE INTERNSHIP EXPERIENCE

Application to the Graduate Certificate Program does not constitute application for an internship; you must apply for your internship according to the published deadlines when you near completion of all other coursework. In order to receive the NAU Graduate Certificate, you must apply for Certificate graduation the semester prior to your administrative internship (i.e., apply for Certificate graduation the same semester you apply for your Certificate internship).

Eligibility to take the internship requires that students:

- have met all program admission requirements and are fully admitted into the appropriate Certificate program;
- submit proof of at least 3 years of teaching experience at the K-12 level;
- submit proof of 3 semester hours of approved SEI course work or 45 in-service credit hours of approved SEI course work;
- submit an internship application; applications are found on the EDL web page or can be obtained from Jennifer Offutt;
- submit Supervisor Rating Recommendation Form (found in this packet and available on the EDL web page);
- submit transcripts verifying completion of the required sequence of coursework preceding the internship;
- submit a Regular (non-provisional) Arizona State Teaching Certificate.

Internship Application Deadlines: Oct. 1 for Spring Semester June 1 for Fall Semester

Return the completed Internship application materials and a letter of agreement from your school supervisor to Jennifer Offutt at the address above; incomplete applications will not be processed. When your application is completed, Ms. Offutt will give you the class number to register for your course. You will be notified of your NAU internship supervisor's name after your registration process has been completed.

DEPARTMENTAL EXPECTATIONS

The following guidelines should help you to understand our policies and know what to expect from our program:

- The syllabus for every course is reviewed by Northern Arizona University and approved as appropriate for graduate-level classes. Instructors are accountable to the university for following the syllabus outline of course requirements, meeting times, assignments, exams and grading policies.
- Graduate study is time consuming. You can anticipate spending three or more hours of study, reading and research for every hour you spend in the classroom. To earn three hours of academic credit, classes must meet for a minimum of 45 classroom hours. Take these demands seriously as you plan your academic schedule.
- Most graduate courses have a research component. If your library skills are not current, you will need to reacquaint yourself with modern library and on-line skills. Becoming familiar with computerized library systems, how to access current periodicals, and other basic research methods will be important to your success as a graduate student.
- Writing is another critical aspect of graduate study. Almost every course will require some writing. Research papers, article critiques, book reviews, position papers and essay exams are commonly required.
- Individual and/or group oral presentations, class discussions, and consistent attendance will represent a substantial percentage of your grade in most classes.

ADVISING AND OTHER INFORMATION RESOURCES

For statewide advising locations contact your local NAU Statewide office; each office has an academic advisor. **Locations of Statewide offices can be found at <http://www.distance.nau.edu/campuses/>.** You may also call the Statewide toll-free number in Flagstaff to reach most offices outside of your area. Please dial 800-426-8315 then ask for the extension. The extension is usually the last five digits of the regular number.

The following EDL faculty advisors are usually available during the fall, spring and some summer semesters:

| | | | | |
|-------------------------|---------|------------------|--------------------|--|
| Blair, Karyn | 9-7935 | Tucson | 520/879-7935 | karyn.blair@nau.edu |
| Castagno, Angelina | 3-0363 | Flagstaff | 928/523-0363 | angelina.castagno@nau.edu |
| Delecki, Wally | 6-4681 | E. Maricopa | 602/776-4681 | wally.delecki@nau.edu |
| Dereshiowsky, Mary | Rm 158, | Flagstaff | Email contact only | statcatmd@earthlink.net |
| Emanuel, Gary | 6-9527 | Central Phx | 602/728-9527 | gary.emanuel@nau.edu |
| Lewis, Jerry | 7-6406 | Yuma | 928/317-6406 | jerry.lewis@nau.edu |
| Luna, Gaye | 6-4654 | W. Maricopa | 602/776/4654 | gaye.luna@nau.edu |
| Martin, Gary | 4-1935 | Globe | 928/402-1935 | gary.martin@nau.edu) |
| Martin, Joseph | 3-5933 | Flagstaff | 928/523-5933 | joseph.martin@nau.edu |
| Munene, Ishmael | 3-3336 | Flagstaff | 928/523-3336 | ishmael.munene@nau.edu |
| Odgers, Pattie | 3-4922 | Flagstaff | 928/523/4922 | pattie.odgers@nau.edu |
| Riemer, Frances | 3-0352 | Flagstaff | 928/523-0352 | frances.riemer@nau.edu |
| Senese, Guy | 3-0355 | Flagstaff | 928/523-0355 | gaetano.senese@nau.edu |
| Shadiow, Linda | 3-7121 | Flagstaff | 928/523-7121 | linda.shadiow@nau.edu |
| Reno, Tom | | Lake Havasu City | 928/505-3359 | tom.reno@nau.edu |
| Schilling, Nancy | 9-7939 | Tucson | 520/879-7900 | nancy.schilling@nau.edu |
| Schwanenberger, Michael | 9-7937 | Tucson | 520/879-9737 | michael.schwanenberger@nau.edu |
| Wiggall, Ric | 6-4634 | Central Phx | 602/776-4634 | ric.wiggall@nau.edu |
| Wood, Gerald | 3-6309 | Flagstaff | 928/523-6309 | gerald.wood@nau.edu |

For additional information concerning this program, please call Jennifer Offutt at 928-523-3202 or email her at Jennifer.Offutt@nau.edu. Ms. Offutt is located at P.O. Box 5774 Flagstaff AZ 86011.

For additional information, please visit the following sites:

AZ Administrator Certification: <http://www.ade.state.az.us/>, <http://www.ade.state.az.us/certification/requirements/admin/>

NAU home page: <http://www.nau.edu>

College of Education (COE) home page: <http://coe.nau.edu/>

Educational Leadership: <http://coe.nau.edu/academics/EDL/>

Bursar (Tuition, fees, and payments): <http://www4.nau.edu/bursar/> or 928/523-3122

Distance Learning: <http://www.nau.edu/web/distance.shtml>

Financial Aid: <http://www4.nau.edu/finaid/> or 928/523-4951 (Also see Graduate College, Financial Resources)

COE scholarship information can be found at <http://www4.nau.edu/cee/scholarships/>.

Graduate College: <http://www.nau.edu/gradcol/>

Housing on campus: <http://www.nau.edu/reslife>

Lumberjack's On-line University Environment (LOUIE): <http://www4.nau.edu/louie/>.

Registrar's Office (registration and enrollment information): <http://www.nau.edu/registrar/>

Scholarship information from COE: <http://www4.nau.edu/cee/scholarships/>.

Also see Financial Aid, <http://www.all-ink.com/scholarship.aspx>.

Student health insurance: <http://www4.nau.edu/fronske/insurance.htm>, or (928) 523-6343

Tuition, fees, and payment information can be found at <http://www4.nau.edu/bursar/>.

For instructions to use the LOUIE information system, to find classes on line or to get answers to other registration questions, please see "EDL Downloads" on the Educational Leadership homepage located at <http://coe.nau.edu/academics/edl/downloads.php>. "Click on Registration Help."



**NORTHERN ARIZONA
UNIVERSITY**
College of Education

Vision Statement

We develop educational leaders who create tomorrow's opportunities.

Mission Statement

Our mission is to prepare competent and committed professionals who will make positive differences for children, young adults, and others in schools.

*Educational Leadership
Certificate Programs*

*P.O. Box 5774
Flagstaff, AZ 86011*

*Phone: 928/523-3202
Fax: 928/523-5715
URL: coe.nau.edu/academics/EDL*

**GRADUATE CERTIFICATES IN PRINCIPALSHIP
INSTITUTIONAL RECOMMENDATION CHECKLIST**

If you have questions regarding this information, contact Jennifer Offutt at 928/523-3202 or at Jennifer.offutt@nau.edu.

Requirements for student's application file (given to local advising office first then forwarded to the departmental office above):

- _____ Copy of NAU Graduate admission application (forwarded to the departments by the Graduate Admissions Office).
- _____ Application to the Graduate Certificate in Principalship Program, either submitted as part of the NAU on-line admission application or submitted by the student as a paper copy to an advisor or local office. A paper copy form is found later in this document.
- _____ Program of Study signed by advisor and student, then forwarded to the office above.
- _____ Copy of transcripts with all graduate work and with a master's degree posted, submitted to the advisor or local office (official set was sent to Graduate Admissions). If you apply to this program one semester before your master's degree is posted, send an up-to-date copy with the initial application packet, then send a final transcript after the degree is posted.
- _____ Copy of Arizona State Teaching Certificate submitted to the local NAU office or advisor. If you currently have a Provisional Certificate, you must submit a Regular certificate before you apply for internship.
- _____ Documentation of 3 years teaching experience at the K-12 level.
- _____ 3 semester hours of approved SEI course work or 45 in-service credit hours of approved SEI course work.
- _____ This signed Institutional Recommendation Checklist submitted to the local NAU office or advisor.

Documents required for the capstone class, Internship Experience (must be sent directly to the address above):

- _____ Application for internship (available on the EDL homepage or by contacting Jennifer Offutt at the address listed above)
- _____ Professional Supervisor Rating Recommendation Form (part of the application documentation described above).
- _____ Letter of agreement on school or district stationery signed by site mentor and district superintendent (must accompany the internship application).

Note: Admission to the Graduate Certificate Program, as well as all documents required for the student file, must be completed and received by the NAU office listed above prior to application for internship.

Deadlines for applying for the Internship Experience: October 1 for a spring internship June 1 for a fall internship

My signature on this document indicates that I have read and understand the information contained within the Graduate Certificate application packet, as well as the information on the Institutional Recommendation Checklist. I accept responsibility for meeting all program requirements.

Student Name (printed neatly)

NAU ID #

Student Signature

Date



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**GRADUATE CERTIFICATES IN PRINCIPALSHIP
PROGRAM APPLICATION**

(To be completed and submitted to the above address, unless you applied to the Graduate College on line.)

This form is to be completed by students who wish to enter the program leading to a Graduate Certificate in Principalship and to an Institutional Recommendation for administrative certification; it should be submitted to the academic advisor or local Statewide advising site. A master's degree must be either already earned or within one semester of completion prior to applying for this program. If you have any questions, contact your local NAU Statewide office, one of the EDL advisors listed previously or Jennifer Offutt in the Educational Leadership Office at 928/523-3202.

Please write legibly

Name: _____ NAU ID Number: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: (____) _____ Work Phone: (____) _____

E-Mail Address: _____ Date: _____

Educational Background:

| Degree | Institution | Date Completed |
|--------|-------------|----------------|
| | | |

Teaching/Administrative Experience:

| Date | School | Position/Grade | Immediate Supervisor Name and Contact Information |
|------|--------|----------------|---|
| | | | |

Other Information:

Current School District: _____

Teaching Certificate(s) Held: _____

Evidence of 3 years teaching experience: _____

Evidence of 3 semester hours of approved SEI course work or 45 in-service credit hours of approved SEI course work: _____

Have you ever been denied admission to an administrative certification program? _____

If yes, give reason: _____

DO NOT WRITE IN THIS SPACE

Transcripts for Graduate Courses: _____

Copy of Arizona State Teaching Certificate: _____

| | | | |
|--|--|--|-----------------------------|
| | Master's Degree: Date: _____ University: _____ | | Date: _____ initials: _____ |
| | Admitted to Graduate Certificate Program | | |
| | Graduate College Recommendation Form | | |



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GRADUATE CERTIFICATE IN ADMINISTRATION: PRINCIPAL

Leading to a graduate certificate and an Institutional Recommendation for Arizona administrative certification

| | | | |
|----------------|--------------------|---------------|--|
| Student | Name (print) _____ | NAU ID# _____ | |
| | Signature _____ | Date _____ | |

| | | | |
|----------------|--------------------|----------------|--|
| Advisor | Name (print) _____ | Location _____ | |
| | Signature _____ | Date _____ | |

| | | | |
|------------------------|------------------|------------------------|--|
| Master's Degree | University _____ | Year Awarded _____ | |
| | Major _____ | Units in Masters _____ | |

PROGRAM OF STUDY
36 semester units required

Required NAU Educational Leadership Courses, 27 units

| Course Prefix/Number | Title | Units | Semester |
|----------------------|--|-------|----------|
| EDL 600 | Leadership Skills | 3 | |
| EDL 622 | Legal Aspects of School Administration | 3 | |
| EDL 623 | Publicity and Politics of Education | 3 | |
| EDL 625 | Supervision of Instruction | 3 | |
| EDL 627 | Personnel Administration in Education | 3 | |
| EDL 629 | The Principalship | 3 | |
| EDL 635 | School Finance | 3 | |
| EDL 662 | Leadership in Instructional Planning | 3 | |
| EDL 696 | Principal Internship | 3 | |

Elective graduate units in Educational Leadership, minimum 9 units required (may be from another program or institution)

| Course Prefix/Number | Title | Units | Semester |
|----------------------|-------|-------|----------|
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Notes

- EDL 629 and EDL 696 are capstone courses; all EDL courses listed above must be completed before taking either of them. EDL 629 and EDL 696 may be taken concurrently.

2. Documentation of valid Arizona K-12 teaching certificate, three years of K-12 teaching experience, and completion of Structured English Immersion requirements must be presented before admission to the internship.
3. All coursework and graduate hours required for Institutional Recommendation must be completed before the internship.
4. Application to graduate must be made the semester prior to the internship. Refer to the Graduate College Web page for the Graduate Certificate application for graduation instructions and forms: <http://www.nau.edu/gradcol/gradreqs.html>.
5. Program requirements are subject to change based on any new State certification standards.