

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.

GRADUATE CERTIFICATES IN SUPERINTENDENCY

(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 superintendency certificate program are listed below. This certificate requires principal certification, valid Arizona K-12 teaching certificate, 3 years of K-12 teaching experience and completion of SEI—Structured English Immersion requirements.

Superintendent:

A minimum of 60 graduate hours including 27 hours of required Educational Leadership coursework, 9 hours of elective Educational Leadership coursework, and 24 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.

The admission process for students seeking certification to be a superintendent may take up to 5 - 6 weeks, so begin early.

Students seeking the Superintendent Certificate must be fully admitted through the NAU Graduate Admissions Office and through the EDL department before they can begin taking classes. Applicants cannot be fully admitted until the Graduate Admissions Office has received their official transcript with a master's degree posted. Students do not receive any type of admission letter until after they are fully approved for admission.

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 "Superintendency," 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 a standard Arizona State teaching certificate showing principal certification (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 27 graduate hours (for superintendency) 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 acquaint 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
Delecki, Wally	6-4681	Mesa	602/776-4681	wally.delecki@nau.edu
Emanuel, Gary	6-9527	Mesa	602/728-9527	gary.emmanuel@nau.edu
Lewis, Jerry	7-6406	Yuma	928/317-6406	jerry.lewis@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
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	Mesa	602/776-4634	ric.wiggall@nau.edu
Wright, Wm. F.	6-4635	Mesa	602/776-4635	bill.wright@nau.edu
Papa, Rosemary	3-8741	Flagstaff	928/523-8741	rosemary.papa@nau.edu
Andrews, Minnie	9-7938	Tucson	520/879-7938	minnie.andrews@nau.edu
Culver, Mary		Sierra Vista	623/225-5058	mary.culver@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: 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://www.coe.nau.edu/student_services/scholarships.html.

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

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

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

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

Scholarship information from COE: http://www.coe.nau.edu/student_services/scholarships.html

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

<http://www.hsf.net/scholarship/programs/college.php>

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/forms.html>. "Click on Registration Help."



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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 SUPERINTENDENCY 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 Superintendency and to an Institutional Recommendation for administrative certification; it should be submitted to the academic advisor or local Statewide advising site. 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: _____

Admitted to Graduate Certificate Program Date: _____ initials: _____

Graduate College Recommendation Form



GRADUATE CERTIFICATE IN ADMINISTRATION: SUPERINTENDENT

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
24 Semester Units Required

Required NAU Educational Leadership Courses, 15 units

Course Prefix/Number	Title	Units	Semester
EDL 724	School Superintendency	3	
EDL 733	Organization Development	3	
EDL 734	Educational Funding Policy Studies	3	
EDL 736	Advanced School Law: Seminar in Policy Analysis, Development, and Application	3	
EDL 797	Superintendent Internship	3	

Other Graduate Courses, 9 semester units required (may be transferred in from another program or institution)

Course Prefix/Number	Title	Units	Semester

Notes

- EDL 724 and EDL 797 are capstone courses; all EDL courses listed above must be completed before taking either of them. EDL 724 and EDL 797 may be taken concurrently.
- Documentation of valid Arizona K-12 teaching certificate, principal certification, three years of K-12 teaching experience, and completion of SEI—Structured English Immersion requirements. requirements must be presented before admission to the internship.
- All coursework and graduate hours required for Institutional Recommendation must be completed before the internship.
- 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>.
- Program requirements are subject to change based on any new State certification standards. A total of 60 graduate units is required for the superintendent's certificate.