



Scottsdale Campus

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# EDUCATIONAL LEADERSHIP GRADUATE CERTIFICATE PROGRAM



Graduate certificates available in:

- Superintendency
- Principalship

NAU-Scottsdale Campus  
9000 East Chaparral Rd.  
University Center  
Scottsdale, AZ 85256

**(480) 423-6408**

[scottsdale@nau.edu](mailto:scottsdale@nau.edu)

## GRADUATE CERTIFICATE IN SUPERINTENDENCY OR 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 and 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), by contacting your local NAU site coordinator, or in the EDL office on the Flagstaff campus.

Requirements of each certificate program are listed below. Each certificate requires 3 years of K-12 teaching experience and SEI endorsement (3 semester hours of approved SEI coursework or 45 in-service credit hours of approved SEI coursework).

**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.

**Principal:** A minimum of 54 graduate hours including 21 hours of required specific 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 both certificates.

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 Dr. Jess House, EDL Chair, in care of your local NAU advisor 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 the university through the NAU Graduate College 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 admissions application available on the NAU Graduate College web site 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 – an application to the NAU Graduate College and a separate application to the department. In these instances, paper copies of the Graduate College admissions application may be printed out from the web page above or obtained by calling (928) 523-4348. Paper copies of the department application are included in this document, can be obtained at your local NAU site, or can be found on the EDL web site 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 NAU Graduate College indicating that your new program will be effective the semester after you intend to complete your master's requirements. 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 College and through the EDL department before they can begin taking classes. Applicants cannot be fully admitted until the Graduate College 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.

Because most students in this program are in the Principal Certificate program, the Graduate College has implemented a special "pre-plan" admission status to better serve those students. This pre-plan provides a temporary admission status so that students seeking the Principal Certificate can register for classes shortly after having applied to the Graduate College. The pre-plan status is valid for one semester only. Official transcripts must arrive in the Graduate College and all other requirements for admission must be completed within that semester; students will not be able to register for subsequent semesters until they have been fully accepted. Being accepted into the Principal 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 admissions 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" or "Principalship" as appropriate.
3. If you submit the Graduate College admissions application in paper copy form, you must also submit the departmental program application in paper copy form. The paper copy Certificate Program Application is found later in this document, can be obtained from your local NAU 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 College, 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 academic advisor to review the Graduate 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 Arizona State Department of Education 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, 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.az.gov/certification/requirements/Endorsements>.)
8. Review and sign the Institutional Recommendation Checklist 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 Graduate Certificate Program Application (only if you submitted your Graduate College admissions 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 the EDL office in Flagstaff.

Depending upon your specialization area, you may transfer up to 24 graduate hours (for Principalship) or 27 graduate hours (for Superintendentcy) 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 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 register for 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 teaching experience at the K-12 level;
- submit proof of 3 semester hours of approved SEI coursework or 45 in-service credit hours of approved SEI coursework;
- submit an internship application; applications are found on the EDL web page or can be obtained from your local NAU site;
- 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 copy of a Regular (non-provisional) Arizona State Teaching Certificate

### **Internship Application Deadlines:**

**October 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 your local NAU advisor at the address above; incomplete applications will not be processed. When your application is completed, the EDL office in Flagstaff will give you the class number to register for your internship. 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 will 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 Extended campus advising locations visit [www.extended.nau.edu](http://www.extended.nau.edu). You may also call the Extended Campus Service Center at (800) 426-8315 for assistance.

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

Dr. Jess House, Dep't Chair	(928) 523-5098	<a href="mailto:jess.house@nau.edu">jess.house@nau.edu</a>	Room 116, Flagstaff
Dr. Joe Martin	(928) 523-5933	<a href="mailto:Joe.Martin@nau.edu">Joe.Martin@nau.edu</a>	Room 207-I, Flagstaff
Dr. Gary Emanuel	(928) 523-5098	<a href="mailto:gary.emanuel@nau.edu">gary.emanuel@nau.edu</a>	Room 116, Flagstaff (Summer)
Dr. Gary Emanuel	(602) 728-9527	<a href="mailto:gary.emanuel@nau.edu">gary.emanuel@nau.edu</a>	Phoenix Office (Fall & Spring)
Dr. Wally Delecki	(602) 776-4623	<a href="mailto:wdelecki@aol.com">wdelecki@aol.com</a>	Gilbert, Arizona
Dr. Richard Wiggall	(602) 776-4634	<a href="mailto:ric.wiggall@nau.edu">ric.wiggall@nau.edu</a>	Phoenix, Arizona
Dr. Gary Martin	(928) 402-0671	<a href="mailto:gary.martin@nau.edu">gary.martin@nau.edu</a>	Miami, Arizona
Dr. Bob Fallows	(520) 879-7900	<a href="mailto:robert.fallows@nau.edu">robert.fallows@nau.edu</a>	Tucson, Arizona
Dr. Nancy Schilling	(520) 879-7900	<a href="mailto:nancy.schilling@nau.edu">nancy.schilling@nau.edu</a>	Tucson, Arizona
Dr. Jerry Lewis	(928) 317-6406	<a href="mailto:jerry.lewis@nau.edu">jerry.lewis@nau.edu</a>	Yuma, Arizona
Dr. Bill Wright	(602) 776-4600	<a href="mailto:bill.wright@nau.edu">bill.wright@nau.edu</a>	Mesa, Arizona
Dr. Mary Culver	(520) 879-7900	<a href="mailto:mary.culver@nau.edu">mary.culver@nau.edu</a>	Tucson, Arizona

**For additional information concerning this program, please contact Drea Sherwood in the EDL office at (928) 523-0167 or email her at [Drea.Sherwood@nau.edu](mailto:Drea.Sherwood@nau.edu).**

**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>

Northern Arizona University: [www.nau.edu](http://www.nau.edu)

NAU's College of Education: <http://coe.nau.edu>

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

Bursar's Office: <http://www4.nau.edu/bursar>

NAU Extended Campus: <http://www.extended.nau.edu>

Financial Aid: <http://www4.nau.edu/finaid>

COE Scholarship Information [http://www.coe.nau.edu/student\\_services/scholarships](http://www.coe.nau.edu/student_services/scholarships)

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

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

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

Registrar's Office: <http://www.nau.edu/registrar>

Student Health Insurance: <http://www4.nau.edu/fronske/insurance>

For instructions on how to use the LOUIE information system, to find classes online, 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."



GRADUATE CERTIFICATE IN SUPERINTENDENCY OR PRINCIPALSHIP INSTITUTIONAL RECOMMENDATION CHECKLIST

If you have questions regarding this information, contact Drea Sherwood at (928) 523-0167 or Drea.Sherwood@nau.edu.

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

- Copy of NAU Graduate College admissions application... Application to the Graduate Certificate in Superintendency or Principalship Program... Program of Study signed by advisor and student... Copy of transcripts... Copy of Arizona State Teaching Certificate... Documentation of three (3) years teaching experience... Documentation of three (3) semester hours of approved SEI coursework... This signed Institutional Recommendation Checklist submitted to the advisor.

Students must have completed or be registered for the following required coursework, plus any required additional graduate hours that may come from another program or institution, before applying for an internship (see Program of Study).

- Principal: Complete 18 semester hours of EDL coursework... Superintendent: Complete 24 semester hours of EDL coursework...

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

- Application for internship... Professional Supervisor Rating Recommendation Form... Letter of agreement on school or district stationery signed by site mentor and district superintendent...

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: 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.

## GRADUATE CERTIFICATE IN SUPERINTENDENCY OR 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 Superintendency or Principalship, and to an Institutional Recommendation for administrative certification; it should be submitted to the academic advisor. 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 advisor, or Drea Sherwood in the Educational Leadership office at (928) 523-0167.

**Please Write legibly**

Name: \_\_\_\_\_ NAU ID Number: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Social Security # (optional): \_\_\_\_\_  
 Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_\_) \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_ Date: \_\_\_\_\_

**Certificate Desired (please check one):**     **Superintendency**                       **Principalship**

*You may apply for the superintendent's certificate program ONLY if you already have a State principal's certification.*

**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 coursework or 45 in-service credit hours of approved SEI coursework: \_\_\_\_\_  
 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



Educational Leadership  
Certificate Programs

NAU-Scottsdale  
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**GRADUATE CERTIFICATE IN SUPERINTENDENCY OR PRINCIPALSHIP**

*(Leading to a Graduate Certificate and an Institutional Recommendation for State administrative certification)*

**PROGRAM OF STUDY**

Student Name: \_\_\_\_\_ NAU ID#: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ (Check One) **Superintendency:** \_\_\_\_\_

Advisor's name and location (print): \_\_\_\_\_ **Principalship:** \_\_\_\_\_

**Advisor's Signature & Date:** \_\_\_\_\_

Master's Degree: \_\_\_\_\_ Major: \_\_\_\_\_ Institution: \_\_\_\_\_ Year Earned: \_\_\_\_\_

<b>Certificate Type</b>	<b>Superintendency*</b>	<b>Principalship*</b>	<b>Semester Taken</b>
Required NAU Hours (courses listed below, including internship):	27	21	
EDL Elective Hours:	9	9	
**Other Graduate Hours (may be from another program or institution):	24	24	
Total Minimum Graduate Hours Required:	60	54	

**Required NAU Courses:**

EDL 600	Leadership Skills	3	3	_____
EDL 622	Legal Aspects of School Administration	3	3	_____
EDL 623	Publicity and Politics of Education	3		_____
EDL 624	School Superintendency	3		_____
EDL 625	Supervision of Instruction	3	3	_____
EDL 627	Personnel Administration in Education	3		_____
EDL 629	The Principalship		3	_____
EDL 635	School Finance	3	3	_____
EDL 662	Leadership in Instructional Planning	3	3	_____
EDL 696	Internship Experience (Separate <a href="#">Internship Application</a> and deadlines apply)	3	3	_____

**EDL Electives** (9 additional hours of coursework with the "EDL" prefix for Superintendent or Principal recommendation):

• EDL	_____	3	3	_____
• EDL	_____	3	3	_____
• EDL	_____	3	3	_____

**\*\* Other Graduate Hours:** The Principal and Superintendent programs require 24 additional graduate hours. If your master's degree is in Ed. Leadership, list the specific additional courses taken (cannot include classes above).

\_\_\_\_\_

\_\_\_\_\_

**INTERNSHIP PREREQUISITES:**

1. Courses indicated by "3" are required for the specific certification heading each column and are prerequisites for the internship.
2. All coursework and graduate hours required for Institutional Recommendation must be finished prior to internship.
3. You must have 3 years of actual full-time teaching experience and proof that you have met the Arizona Structured English Immersion (SEI) requirement through completion of 3 semester hours of approved SEI coursework or 45 in-service credit hours of approved SEI coursework.
4. You must apply for graduation the semester before you expect to do your internship. Refer to the Graduate College web page, <http://www.nau.edu/gradcol/publications>, for the Graduate Certificate application for graduation instructions and forms.
5. You must submit a copy of your standard Arizona State Department of Education Teachers Certificate.

\*Program requirements subject to change based on new State Certification Standards.