

# Certificate of Advanced Graduate Study

## EDUCATIONAL LEADERSHIP AND MANAGEMENT

### Program Objectives

The Certificate of Advanced Studies in Educational Leadership and Management Program prepares the candidate to meet the new Massachusetts Professional Standards and Indicators for Administrative Leadership as either a Supervisor/Director (P-12) or School Principal (P-6, 5-8, 9-12). The program offers courses and field experiences that equip school administrators with the skills and competencies necessary for becoming effective educational leaders.

### About the Program

The CAGS Program is an interdepartmental program. Within this spirit, relationships between faculty members in education departments and other programs across the college have been allied.

### Program Description

The CAGS program in Educational Leadership and Management is designed for candidates with the desire to:

- Develop competencies in managerial skills related to political arenas, personnel, fiscal affairs, acquisition of material resources, diverse publics and pupil populations and organizational change
- Strengthen, deepen and expand the knowledge base in the field of leadership and management in order to anticipate and to solve current and future problems inherent in the educational system
- Demonstrate through course work and field-based experiences the knowledge, skills and attitudes that are required to lead and manage an educational enterprise effectively and efficiently

### The Program offers preparation for two Massachusetts Educator Licenses

**Principal Licensure (PreK-6, 5-8, 9-12) — 42 graduate credits**  
**Supervisor/Director Licensure (P-12) — 39 graduate credits**

There are two initial licensure options in this program. There is one option for students who wish to seek school principal licensure and a second option for candidates who wish to supervise or direct programs in a school system. Successful completion of the degree and all requisite licensure requirements qualifies degree recipients for endorsement as a principal or supervisor/director.

### Program Requirements

A minimum of 39-42 graduate credits is required to complete the CAGS program as well as to prepare for application for one of the two initial licenses: principal license (Option A) and supervisor/director (Option B). Both programs consist of:

- A core of tightly-focused and comprehensive courses
- Field Work that encompasses pre-practicum and practicum experiences. These experiences are designed to develop the knowledge, skills, and dispositions of effective administrators, ready and able to positively lead schools and improve student learning.
- Pre-practicum experiences are integrated into course content. Candidates have opportunities to apply course content in a practical way in the field.
- The program of study includes 2 practicum courses (100 practicum hours for each). Occurring near the end of the program and before the practicum, these courses deepen candidate knowledge and skills in discrete areas of the effective administrator (collegial supervision and planned change)
- The practicum consists of 300 hours (principal) or 100 hours (supervisor/director). Candidates apply the knowledge and skills acquired in course work under the guidance of a supervising administrator and university supervisor.

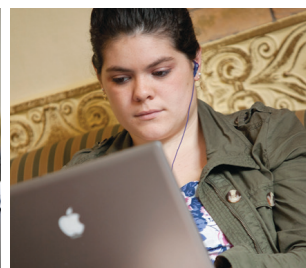
### Program of Study / Licensure Candidate

Program of study under Options A or B.

#### Option A—School Principal Core (PreK-6, 5-8, 9-12) Licensure

##### Required Courses

EDLM 9005	Dynamic Perspectives in Education (5-hour field experience).....	3 S.H.
EDLM 8XXX	Principles for Success for Effective Administrators (20-hour field experience).....	3 S.H.
EDLM 8XXX	Data Informed Decision Making for School Improvement and Student Learning (20-hour field experience)....	3 S.H.
EDLM 8050	Seminar: Research in Educational Leadership .....	3 S.H.
EDLM 8XXX	Family and Community Engagement (15-hour field experience) .....	3 S.H.
EDLM 8XXX	Public School Finance, Human Resources, and Personnel Administration (10-hour field experience) .....	3 S.H.



## Program of Study / Non-licensure Candidates

### Non-Licensure Candidates

Candidates who do not wish to pursue licensure plan a program of study that includes courses from each of the four competency areas to develop a 39 semester hour program that meets their professional and personal goals. Such a program should be planned with and approved by the candidate's advisor. Applicants to the non-licensure track do not need to submit scores from the Massachusetts Tests for Educator Licensure (MTEL).

### Competency Areas

#### Political and Fiscal Affairs

EDLM 7005	Politics of Education .....	3 S.H.
EDLM 7010	Physical Plants and Transportation.....	3 S.H.
EDLM 7040	Collective Bargaining in Education .....	3 S.H.
EDLM 8000	Community Relations .....	3 S.H.
EDLM 8020	Law for the Educator.....	3 S.H.
EDLM 8030	Public School Finance .....	3 S.H.
EDLM 9015	Public Relations Tools for Leaders.....	3 S.H.
MGMT 9320	Labor Management .....	3 S.H.

#### Collegial Leadership and Consultation

EDLM 7020	Organizational Theory and Educational Planning....	3 S.H.
EDLM 7030	Introduction to Systems Approaches in Education .....	3 S.H.
EDLM 8006	Principles of Success for Practicing Administrators: Putting Plans into Action.....	3 S.H.
EDLM 8010	Human Resources and Personnel Administration ...	3 S.H.
EDLM 9000	The Principal: Organization and Administration of Elementary, Middle, and Secondary School .....	3 S.H.
EDLM 9010	Cases and Concepts in Educational Administration.....	3 S.H.
EDLM 9020	Collegial Supervision .....	3 S.H.
EDLM 9100	Dynamics of Planned Change.....	3 S.H.
PSY 8200	Principles of Guidance and Counseling.....	3 S.H.

#### Technology for Educators

EDLM 7000	Computer Application in Education.....	3 S.H.
EDLM 7510	Applying Computer Technology in Education.....	3 S.H.
ETEC 7800	Using the Computer as a Research Tool.....	3 S.H.
ETEC 8600	Computers and Writing .....	3 S.H.
ETEC 9100	Seminar in Educational Technology.....	3 S.H.
CRAR 8146	Arts Technology in the Classroom .....	3 S.H.

#### Diverse Publics and Populations

EDLM 7520	Planning Professional Development Programs .....	3 S.H.
EDLM 7530	Schools, Family, Student Partnerships in Education .....	3 S.H.
EDLM 7600	Managing Diversity.....	3 S.H.
EDLM 8040	Curriculum Leadership and Evaluation.....	3 S.H.
EDLM 8800	Administration of Special Education Programs. ....	3 S.H.
IDIS 9065	Women in Contemporary Society.....	3 S.H.
CRAR 8145	Celebrating Diversity through the Arts .....	3 S.H.
PSY 8100	Childhood Trauma and It's Impact on School-Based Services.....	3 S.H.

EDLM 9XXX	Collegial Supervision in an Era of Accountability (100-hour field experience as part of practicum) ....	3 S.H.
EDLM 8XXX	Instructional and Curriculum Leadership and Evaluation (25-hour field experience).....	3 S.H.
EDLM 8014	Sheltered English Immersion: Closing the Achievement Gap through Leadership (25-hour field experience).....	3 S.H.
EDLM 9100	Dynamics of Planned Change (100-hour field experience).....	3 S.H.
ETEC 9200	Project in Ed Technology and Management Information Systems .....	3 S.H.
EDLM 8XXX	Law, Ethics, and Policies for the Educator (5 field experience hours) .....	3 S.H.
Practicum/Internship.....		6 S.H.
EDLM 9300	Practicum/Internship Principal PreK-6 <b>OR</b>	
EDLM 9310	Practicum/Internship Principal 5-8 <b>OR</b>	
EDLM 9320	Practicum/Internship Principal 9-12 (300 field experience hours)	
	<b>Total for CAGS .....</b>	<b>42 S.H.</b>

## Option B—Supervisor/Director (PreK-12) Licensure

### Required Courses

EDLM 9005	Dynamic Perspectives in Education (5-hour field experience).....	3 S.H.
EDLM 8XXX	Principles for Success for Effective Administrators (20-hour field experience).....	3 S.H.
EDLM 8XXX	Data Informed Decision Making for School Improvement and Student Learning (20-hour field experience)....	3 S.H.
EDLM 8050	Seminar: Research in Educational Leadership .....	3 S.H.
EDLM 8XXX	Family and Community Engagement (15-hour field experience) .....	3 S.H.
EDLM 8XXX	Public School Finance, Human Resources, and Personnel Administration (10-hour field experience) .....	3 S.H.
EDLM 9XXX	Collegial Supervision in an Era of Accountability (100-hour field experience as part of practicum) ....	3 S.H.
EDLM 8XXX	Instructional and Curriculum Leadership and Evaluation (25-hour field experience).....	3 S.H.
EDLM 8014	Sheltered English Immersion: Closing the Achievement Gap through Leadership (25-hour field experience).....	3 S.H.
EDLM 9100	Dynamics of Planned Change (100-hour field experience) .....	3 S.H.
ETEC 9200	Project in Education Technology and Management Information Systems .....	3 S.H.
EDLM 8XXX	Law, Ethics, and Policies for the Educator (5 field experience hours) .....	3 S.H.
EDLM 9100	Practicum/Internships Supervisor/Director P-12 (100 hours) .....	3 S.H.
	<b>Total for CAGS .....</b>	<b>39 S.H.</b>

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