Graduate Program Coordinator
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Secondary Administration (Online)

Master of Arts (MA)

The Master of Arts in Secondary Administration Program is designed for experienced teachers who have a strong belief in continuous school improvement and a deep desire to become a transformational leader.

This 30 credit-hour program prepares candidates for certification as a secondary principal (7-12), or district special education director (K-12) with additional DESE requirements (certification in special education and 2 years of teaching experience in special education).

For the Special Education Director, the internship requirements are customized to reflect both secondary principal and special education director supervision.

For students who enter the program and wish to complete both K-8 and 7-12 principal certificates, an additional 9 hours of coursework is required:

- Both school administration courses (EA630 and EA635)
- Two additional internship courses

All courses are taught online with the internship conducted in the student's school district.

The Master of Arts in Secondary Administration Program focuses on four curriculum themes:

- School Improvement
- Management and Operations
- Instructional Leadership
- Culture and Change

The innovative curriculum is designed and taught in 8-week sessions with a 6 credit-hour internship conducted in the student's school district.

Scholarships and graduate assistantships are available for both 1st year and 2nd year graduate students.

**Becoming Career Ready...**

/ Complete 30 hours of master's level courses in 5 semesters
/ Complete internship experience in your district
/ Participate in an innovative project-based learning curriculum
/ Engage in productive learning relationships with students from a variety of districts
/ Become transformative leaders who develop high quality programs to inspire, empower and prepare students to succeed.
/ Meet Missouri administrator certification requirements

The Master of Arts in Secondary Administration Program is a nationally and state accredited program whose graduates are highly sought after by school districts. Graduates of the Administration program find employment, pass the state administrator certification exams, and qualify for state certification.

**Career Planning**

The Educational Administration Program prepares students for 7-12 Principal and, with additional DESE requirements (certification in special education and 2 years of teaching experience in special education) district Special Education Director K-12.

For the Special Education Director, the Internship requirements include an additional six hours of coursework under the supervision of a district-employed Special Education Director.

Test preparation for the Missouri certification exams are built into the program.

The Master of Arts in Secondary Administration Program fulfills the requirements for the following certifications:

**Secondary 7-12 Principal**

**Special Education Director**

(with additional requirements)

The Master of Arts in Secondary Administration Program is designed to meet Missouri standards for certification. Students seeking certification in other states should contact their state department of education.

**Admission Requirements**

1. An undergraduate GPA of 2.75 on a 4 point scale
2. A valid teaching certificate
Master of Arts: Secondary Administration

This is a guide based on the 2019-2020 Graduate Bulletin and is subject to change. The degree program is designed to be completed in five semesters including summer. Students should contact an academic advisor each semester and use Degree Works to monitor their progress. Students may begin the degree during any semester.

**CURRICULUM GUIDE**

**Secondary Administration**

**Required Courses – 30 hours; 3.25 GPA required**

- EA 625 Foundations of Educational Administration (3)
- EA 634 School Supervision (3)
- EA 635 Secondary School Administration (3)
- EA 647 Internship I in Secondary School Administration (3)
- EA 651 School Law (3)
- EA 653 Curriculum for Educational Leaders (3)
- EA 655 Leadership for Effective School Operations (3)
- EA 657 Internship II in Secondary School Administration (3)
- EA 660 Administration and Supervision of Special Education (3)
- GR 691 Methods of Research (3)
- GR 698 Master's Final Comprehensive Examination (0)

**Prerequisite:**
- EX 390 Psychology and Education of the Exceptional Child (3)

*The internship should be completed during a 6-12-month time period.

**Secondary Principal 7-12:** Take all secondary level courses listed above including internships. Field experience is completed under the direction of a current secondary principal and the university instructor.

**Additional certification requirements for Elementary Principal K-8:**

Take all secondary level courses listed above including internships. In addition, take EA 630 Elementary School Administration and EA 646 Internship I in Elementary School Administration and EA 656 Internship II in Elementary School Administration. Field experience is completed under the direction of a current elementary principal and the university instructor.

**Special Education Director Certificate:** Take all courses listed above for the secondary level. In addition, take EA 661 Internship I Special Education Administration and EA 662 Internship II Special Education Administration. Field experience is completed under the direction of a current special education director and the university instructor.

MA Secondary Administration candidates can be confident of the training they will receive in this program. The Educational Administration degree requirements are based on:

1. Professional Standards for Educational Leaders (PSEL)
2. National Educational Leadership Preparation (NELP) standards
3. Council for Exceptional Children Standards (CEC)
4. Missouri Standards for Preparation of Educators (MoSPE)

**Sample Rotation**

**Sample Rotation I**

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