

New Mexico State University  
College of Health, Education and Social  
Transformation (HEST)

The School of Teacher, Preparation,  
Administration, and Leadership

# **Student Handbook**

*Programs:*

*Master of Arts in Educational Leadership and  
Administration with Licensure and Licensure  
Only*

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## MISSION

The mission of the Educational Leadership and Administration Program at New Mexico State University is to prepare and graduate capable, skillful, and dynamic educational leaders for a diverse society. Through the use of theory and practice we aim to develop change agents and role models for socially-just educational systems.

## PROGRAM DEGREE OFFERINGS

Master of Arts, Educational Administration, Licensure and Pk-12 Administration Focus

Master of Arts, Educational Administration, Community College/ University Administration Focus

Ed.D. or Ph.D., Educational Administration, Educational Leadership Focus

## THE MASTER OF ARTS

The master's program is designed to assist you in preparation for a career in one of the following areas: public school leadership, community college leadership; university leadership; administration of federal or private sector agencies having educational interests; and educational research. Graduate work beyond the master's degree may be necessary depending on your field interest. The Department adheres to all entrance requirements, found in the Graduate Catalog, <http://catalog.nmsu.edu/>.

## ADMISSION

Regular admission to the Department's master's degree program requires an undergraduate grade-point average (GPA) of 3.0. If you have an undergraduate GPA below 3.0 but above 2.75 you may be admitted by the Graduate Admissions Committee on a provisional basis, if other evidence of academic ability and career potential is provided. If you possess less than a 2.75 undergraduate GPA you are not eligible for admission to the Program.

The ELA portion of the master's degree application process includes:

- A one-page letter of application indicating career interests and reasons for wanting to pursue a master's degree in the department
- A current résumé
- A two-page writing sample that reflects strong written communication skills (for example, a grant proposal, curriculum development project, published article, article review, or a graduate research paper)
- Evidence of three years teaching experience in the Pk-12 sector
- Copy of current U.S. teaching license
- Three letters of recommendation (the recommendation form is available at the end of this handbook or online at <http://emd.education.nmsu.edu/index/student-resources/>)

The program utilizes a cohort model in which students in each admitted cohort take all of their ELA classes together. The program has chosen this model because it has been shown to be related to higher student completion rates (e.g. Lei, Gorelick, Short, Smallwood, & Wright-Porter, 2011).

# APPLICATION CHECKLIST

Master of Arts in Educational Administration  
Licensure and Pk-12 Educational Administration

1. _____	Apply to NMSU University Admissions through the online application at <a href="https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantConnectLogin.asp?id=nmsu-u">https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantConnectLogin.asp?id=nmsu-u</a> .
2. _____	Request that official transcripts from all universities and colleges attended be submitted to:  Official and original documents through a courier can be sent to: Graduate School New Mexico State University Educational Services Building, Suite 301 1780 E University Las Cruces, NM 88003
3. _____	Complete your application to ELA by submitting: <ul style="list-style-type: none"><li>a) One-page letter of intent</li><li>b) Two-page writing sample</li><li>c) Current résumé</li><li>d) Proof of three year's teaching experience</li><li>e) Copy of current U.S. teaching license</li><li>f) Three letters of recommendation (Writers may use ELA's form available at <a href="http://emd.education.nmsu.edu/index/student-resources/">http://emd.education.nmsu.edu/index/student-resources/</a>. The form is also on page 11 of this handbook.)</li></ul> Mail documents to: New Mexico State University The School of Teacher, Preparation, Administration, and Leadership P.O. Box 30001, MSC 3TPAL Las Cruces, NM 88003-0001

## COURSE REQUIREMENTS

### Master's in Educational Administration Licensure and PK-12 Educational Leadership

#### First Year

##### Semester 1

ELAD 5110	The Principalship	3 credits
ELAD 5310	Leadership for Social Justice and Equity	3 credits

##### Semester 2

ELAD 5120	Leadership and Administration of Bilingual Education	3 credits
ELAD 5130	Basing Decision on Data: Pk-12	3 credits

##### Semester 3

ELAD 5320	Educational Leadership, Supervision, and Evaluation	3 credits
ELAD 5140	Educational Financial Management	3 credits

#### Second Year

##### Semester 1

ELAD 5150	Public School Law	3 credits
ELAD 5180	Internship: Public Schools Part I	3 credits

##### Semester 2

ELAD 5160	Management of Educational Change: Public Schools	3 credits
ELAD 5170	Special Education Administration	3 credits

##### Semester 3

ELAD 5185	Internship: Public Schools Part II	3 credits
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**Total Credits: 33**

## COURSE REQUIREMENTS

### NM Administrator Licensure Only

<b>ELAD 5110</b>	The Principalship	3 credits
<b>ELAD 5150</b>	Public School Law	3 credits
<b>ELAD 5120</b>	Leadership and Administration of Bilingual Education	
<b>ELAD 5320</b>	Educational Leadership, Supervision and Evaluation	3 credits
<b>ELAD 5140</b>	Educational Finance Management	3 credits
<b>ELAD 5180</b>	Internship Public Schools Part I	3 credits
<b>ELAD 5170</b>	Special Education Administration	3 credits
<b>ELAD 5185</b>	Internship Public Schools Part II	3 credits

**Total Credits: 24**

## PK-12 MASTER'S AND LICENSURE PREREQUISITE

To be admitted to the Pk-12 master's and licensure program, you must have a current U.S. teaching license and three (3) years of full-time teaching experience in the Pk-12 sector.

## STUDENT POLICIES

After admission, you should become familiar with ELA program's policy that students who miss taking a course with their cohort will have to wait to take the course when it is offered to the next cohort, which may be up to a year later. Additionally, you should be aware of the policy that no courses in which a grade of less than a "B" will be accepted toward graduation. **Beginning with the Fall 2014 cohort, students who receive less than a "B" grade will be required to repeat the course and earn, at minimum, a "B" grade in the repeated course.** Courses in which a student earns a "C" grade or below will not be counted toward graduation. **Please note that the next offering of any course may be a semester or more away.** Courses are scheduled annually to meet the upcoming cohort's Program of Study. Again, it may be up to a year before that course is offered again.

## ACADEMIC STANDING

ELA adheres to all NMSU Graduate School policies. Commonly referred to policies include the maintenance of a minimum cumulative GPA of 3.0 to remain a graduate student in the program.

Additionally, students who have less than a cumulative GPA of 3.0 at the end of any semester will be so informed and placed on probation by the Graduate School. If, during the next enrollment period, a student fails to achieve a cumulative grade point average of 3.0 or to show substantial improvement in the quality of work, the student will be suspended from courses for one semester by the Graduate School. Students must re-apply to the Graduate School and to the ELA program if the student wishes to continue in the master's program after the semester of suspension. If the GPA remains below 3.0 after admission, the student will be suspended for one year, and again, must reapply to both the Graduate School and to ELA for readmission. Please see the Graduate School Handbook for complete details.

If a student feels that a grade was incorrect, the student may appeal the grade. Please see the Graduate School Handbook for the seven-step process to appeal a grade. Each step must be followed as described for the grade appeal to be considered by the Appeals Board.

## TRANSFER OF CREDIT

The ELA program does not accept credits earned at other universities.

## INCOMPLETE GRADES

Students may request an instructor to assign an Incomplete grade only if the student is unable to complete the course due to circumstances beyond the student's control that develop after the last day to withdraw from the course (see Important Dates and Deadlines link at <http://registration.nmsu.edu/>). Examples of appropriate circumstances include documented illness, document death or crises in the student's immediate family, etc. In no case is an Incomplete to be used to avoid the assigning of D, F, or Unsatisfactory grades for marginal or failing work.

To assign an "I" grade, the instructor will state in writing the steps necessary to complete the remaining coursework. The student will sign this document and a copy will be provided to the student and a copy will be placed in the student's departmental file. The agreed-upon work must be completed in a manner satisfactory to the instructor. The work must be completed with 12 months of the last official day of the course, otherwise the grade turns into an "F."

## WITHDRAWING FROM CLASS(ES)

Students are encouraged to take all courses with their cohort. In rare circumstances, a student may need to withdraw from a course or courses. If a student needs to withdraw from courses in the **first semester** of the degree program, he or she may, **with permission** from the ELA Department Head and faculty, be **allowed to join the next accepted cohort** and begin again then. To do so, the student **must**, before taking leave, **submit a letter of request to return**. If the student did not request to be included in the next admitted cohort at the time that he or she left the first semester, then the student will need to reapply to the program as a new student. There is no guarantee that students who reapply will be selected again. The number and quality of applications are different each year, and the application will be considered in the same way as all new applications.

If a student needs to withdraw from one or more courses once he or she has finished the first semester, **the student must communicate this to the instructor of the course(s) and the student's advisor**. The student may be allowed to continue taking courses with the cohort in subsequent semesters but **will need to wait to take the missed course(s) until offered to the next cohort**. This may mean that in a future semester, the student will need to enroll in more courses than other cohort members in order to make up missed course(s). Please note; ELA only schedules courses to provide the program of study to existing cohorts. **Make-up courses beyond these regularly scheduled cohort courses are not offered**. Additionally, please note that, according to Graduate School policy, students must finish all regular coursework before taking the comprehensive exam. Students who have not completed all coursework, even though their cohort colleagues have, will not be able to take the two internship courses that are tied to the final semester's comprehensive exam.

Students who do not enroll in coursework for two or more regular semesters (fall and spring) will be considered to have dropped out. If the student wishes to resume studies, he or she must reapply to the Graduate School and formally petition the ELA program to return to the program.

If a student needs to withdraw from the university for a calendar year or more, he or she should **request a leave of absence**. The student must **submit a formal letter** through her or his department head to the Dean of the Graduate School. E-mails will not be accepted. The request

should include the beginning date and the anticipated ending date for the period of absence. A graduate student on leave of absence will be expected not to use university facilities and place no demands upon the university faculty and staff, and therefore will pay no fees. Time spent on leave of absence status will not be counted toward time limits. **A graduate student who fails to register for one calendar year without obtaining a leave of absence from the Graduate School will be considered withdrawn from the university and must make a formal application to the Graduate School for readmission at least 30 days prior to the semester that the student plans to enroll.**

When considering leave, please note that the Graduate School will not accept any master's level coursework that is **more than seven years old** at the time of the comprehensive exam.

## INTERNSHIPS

The internship is required of all master's degree programs. All degree programs require two semesters of internship. The internships require attendance at monthly seminars that are held face-to-face on the Las Cruces campus. Internship are approximately 120 hours (Pk-12 master's students may have different requirements). The internships are tied to the final comprehensive exam.

## COMPREHENSIVE EXAMINATION

In the semester of the second internship, the student is eligible to take the comprehensive exam. If the student does not pass the comprehensive exam, he or she will be eligible to retake the exam in the following semester. The student must pass the comprehensive exam in order to earn the master's degree.

## TIME LIMIT

The coursework required for the master's degree must be completed within seven years (eight consecutive summers). Any coursework more than seven years at the time of the final examination will not be included in the program.

## COMMUNICATION

While individual instructors may be willing to use students' personal e-mail accounts for communication, **any official NMSU communication is always sent to a student's NMSU e-mail account.** Please check this account weekly. Information about registration, financial aid, comprehensive exam verification, graduate school status, etc. is always sent by the respective NMSU office to the student's NMSU e-mail account. Failure to check this account will not be an excuse for missing deadlines, etc.

## ACADEMIC CONDUCT OF GRADUATE STUDENTS

Students should consult the "Student Code of Conduct" section in the Student Handbook (see below for links) for information regarding definitions of misconduct. If the standards of conduct are deemed to have been breached by violations such as plagiarism, fabrication of data, etc., then the policies and procedures detailed in the Student Code of Conduct will be followed. If a student

is unclear about the definition of plagiarism, cheating, etc., he or she should speak to his or her ELA advisor and/or course instructors. The burden of understanding falls upon the student.

## GRADUATE ASSISTANTSHIPS

Students may be interested in the opportunity to teach or perform research as a departmental graduate assistant. Eligibility criteria, pay schedules and permitted length of assignment for graduate assistantships are consistent with those listed in the Graduate Catalog or online at <http://gradschool.nmsu.edu/ga/index.htm>.

To apply for an assistantship, pick up a TPAL Graduate Assistantship Application from the department office or online at <http://emd.education.nmsu.edu/index/student-resources/>. This form must be completed and returned to the department office by December 15 for a spring graduate assistant position. Graduate assistant positions are awarded in an official offer provided on TPAL letterhead. If you receive an official offer, you will be required to accept or reject the offer by signing and returning the form in a timely manner. For further information or questions concerning the application process, please contact Crystal Chavez-Sambrano, TPAL Department Administrative Assistant by e-mail at [ccrystal@nmsu.edu](mailto:ccrystal@nmsu.edu) or by phone at (575) 646-1652.

By accepting a graduate assistantship, students are obligated to enroll and maintain enrollment in a minimum of nine credits of graduate coursework per semester for the fall and spring semesters. As the ELA master's program only offers six credits of coursework per semester, it is the responsibility of the student to select and enroll for the additional three credits for each semester in which the student receives a graduate assistantship. A graduate assistant need not be registered during the summer, so long as they were registered for the previous full semester and/or the following full semester.

As a graduate assistant, students will be assigned to teach courses or support instructional activities for professors according to the needs of the department and your personal expertise.

## TEXTBOOKS AND COURSE MATERIALS

The NMSU Barnes and Noble bookstore requires all faculty members to submit book orders before the beginning of each semester. To find the book(s) for a course, go to the Barnes and Noble website, look up the course to see the listing of books. Students are free to purchase these books from any venue. Please save all receipts for book purchases until receiving confirmation from the instructor that the book listed by the bookstore is the correct book and edition. ALWAYS be flexible and ready to return or exchange textbooks as needed.

## GUIDELINES FOR NEW MEXICO TEACHERS TO OBTAIN A NEW MEXICO ADMINISTRATOR LICENSE

Upon completing your ELA master's degree requirements complete the following steps to obtain NM Administrator License Level 3B from the New Mexico Public Education Department (NMPED) Professional Licensure Unit:

- ◆ Pass the New Mexico Administrator Exam
- ◆ Secure the Application for Administrator and Teacher Licensure by calling the New Mexico Education Department Licensure Unit at (505) 827-6587 or by downloading it from [http://www.ped.state.nm.us/div/ais/lic/first\\_time.html](http://www.ped.state.nm.us/div/ais/lic/first_time.html)
- ◆ Select the option that reads Administrator and Teacher”
- ◆ Read all instructions carefully for information, forms, and fees required
- ◆ On the Application for Administrator and Teacher Licensure
  - Under licensure option, you need to mark “approved/standard program”
  - Under licenses/certificate, select “administration”
- ◆ In order to verify your master's degree requirements in educational administration, you will need to request an official transcript. This can be done by contacting the NMSU Registrar's Office at (575) 646-3411 or by visiting their website at <http://registrar.nmsu.edu/transcripts/official-transcripts/>. Instruct the NMSU Registrar's Office to send your official transcripts to:

New Mexico Public Education Department  
Professional Licensure Unit  
300 Don Gaspar  
Santa Fe, NM 87501-2786

# MASTER'S LETTER OF REFERENCE

New Mexico State University College of Education  
The School of Teacher, Preparation, Administration, and Leadership  
Program: Educational Leadership and Administration

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Name of Applicant (type or print): \_\_\_\_\_

LAST NAME FIRST NAME MIDDLE INITIAL

To The Applicant: Please fill in your name above and provide this form to a professor, instructor, or individual who is familiar with your education and academic abilities.

To The Evaluator: The information given in this recommendation will be confidential and will be used in the initial admission process only. We are particularly interested in the ability of the applicant to pursue graduate study and to serve in a professional capacity in the chosen field. We are also interested in the character of the applicant.

Once completed, please mail this form to: New Mexico State University  
The School of Teacher, Preparation, Administration, and Leadership  
P.O. Box 30001, MSC 3TPAL  
Las Cruces, NM 88003-8001

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In comparison with other graduate students that you have known, please rate the items below thoroughly by assigning a numeric score from 1 to 5 using the scale below:

5 = Truly outstanding  
4 = Superior

3 = Above average  
2 = Average

1 = Below average  
X = Inadequate knowledge to rate

RATING	ITEM
	Intellectual ability
	Mastery of knowledge in his/her field
	Motivation and drive
	Scholarship
	Ability in written communication

RATING	ITEM
	Ability in oral expression
	Ability to perform research
	Emotional maturity and stability
	Self-reliance
	Ability to multi-task

How long have you known this applicant? \_\_\_\_\_

In what capacity? \_\_\_\_\_

How far do you think this applicant will progress? (Check the statement that best represents the applicant)

\_\_\_\_\_ Will probably complete the master's degree

\_\_\_\_\_ Is not likely to complete a graduate degree without excessive help

\_\_\_\_\_ Is not likely to complete a graduate degree

Name of reference (type or print) \_\_\_\_\_

Title \_\_\_\_\_

Organization/Institution \_\_\_\_\_

Phone \_\_\_\_\_

Signature of Reference \_\_\_\_\_

Date \_\_\_\_\_