HOW TO FOR NEWLY ADMITTED MASTER’S DEGREE STUDENTS

Welcome to the Masters Program at the Department of Educational Leadership and Research Methodology (ELRM) School Leaders Program. Please read and review this information. Then, contact your advisor with any questions that you may have concerning your new program of study.

Program of Study
The Master’s Degree at the ELRM is mandated in terms of coursework – you don’t have elective classes. The following table demonstrates the coursework that you need to take for your degree:

<table>
<thead>
<tr>
<th>PREFIX</th>
<th>NO.</th>
<th>TITLE</th>
<th>CREDITS</th>
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<tbody>
<tr>
<td>ADE</td>
<td>6381</td>
<td>Leadership 1 - Adult Learning &amp; Assessment</td>
<td>3</td>
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<tr>
<td>EDS</td>
<td>6100</td>
<td>Leadership 2 - Theory &amp; Assessment</td>
<td>3</td>
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<tr>
<td>EDA</td>
<td>6103</td>
<td>Leadership 3 - Administrative Processes</td>
<td>3</td>
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<tr>
<td>STA</td>
<td>6113</td>
<td>Statistical Methods in Education</td>
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<tr>
<td>EDF</td>
<td>6481</td>
<td>Educational Research Methods (pre- or co-requisite: Stat. Methods)</td>
<td>3</td>
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<tr>
<td>EME</td>
<td>6426</td>
<td>Administrative Applications of Educational Technology*</td>
<td>3</td>
</tr>
<tr>
<td>EDA</td>
<td>6207</td>
<td>Managing School Operations</td>
<td>3</td>
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<td>EDF</td>
<td>6786</td>
<td>Educational Governance</td>
<td>3</td>
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<td>EDS</td>
<td>6050</td>
<td>Instructional Leadership 1</td>
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<tr>
<td>EDS</td>
<td>6052</td>
<td>Instructional Leadership 2 (prerequisite: Instructional Leadership 1)</td>
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<tr>
<td>EDA</td>
<td>6232</td>
<td>Practical School Law (prerequisite: Educational Governance)</td>
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<tr>
<td>EDA</td>
<td>6300</td>
<td>Community Partnerships and Diversity</td>
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<tr>
<td>EDA</td>
<td>6945</td>
<td>Fall Internship</td>
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<td>Spring Internship</td>
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<tr>
<td>EDA</td>
<td>6947</td>
<td>Summer Internship</td>
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</table>

*Technological competence in word processing, data base management, telecommunications, spreadsheets, and presentation tools are required for program exit. EME 6426 Administrative Applications of Educational Technology must be taken by those who cannot demonstrate the required technology proficiency. Students who demonstrate the required technology proficiency on the Online Technology Proficiency Test available at www.excell.fau.edu will be waived from this course requirement.

† ESOL Requirement -- Candidates who have not met their ESOL/ELL requirement of sixty (60) hours of ESOL district inservice points or three (3) credit hours in a survey type ESOL course must take the following course prior to program completion: TSL 4324 ESOL Strategies for Content Area Teachers

There is no thesis requirement for this program. The Florida Educational Leadership Exam (FELE) must be taken and passed before graduation.
If you have taken any coursework that you feel should be applied to your degree, you need to contact your advisor with the transcript and explanation of the courses. S/he will determine if the course(s) are applicable. You can get up to six credit hours of coursework transferred in towards your degree (see “Previous Coursework” below).

**Previous Course Work**
FAU coursework that you can get credit for will usually be the foundational courses that are available to be taken as a non-degree seeking student. Please note that there is a seven-year rule, and that courses taken earlier than seven years ago will not be applied towards your degree.

You may also have coursework that you took at other institutions that you want credited to your program. You are allowed to transfer in two courses (up to six credits) from other institutions. You should provide your advisor with the appropriate paperwork (transcript and course descriptions) with your Form 6 so that s/he can determine whether or not you should be credited with those courses.

**Plan of Study**
The FAU Graduate College has posted Form 6 – Plan of Study for the Master’s Degree. You will need to fill out this form with the correct coursework that you will take and the coursework that you have already taken (if any) that is applicable to your degree. Please go immediately to [http://www.fau.edu/graduate/masters.php](http://www.fau.edu/graduate/masters.php) and **thoroughly read and download** the following:

- Plan of Study for the Master’s Degree (Form 6)
- Powerpoint Tutorial: Creating the Perfect Plan of Study: Do’s and Don’ts
- Sample Completed Plan of Study

Once you have understood and successfully filled out the Plan of Study, make sure that you save the POS and send it as an attachment to your advisor. S/he will review it, and let you know if it is ready for signature. When ready for signature, you will scan it and send it as an attachment to your advisor for his/her signature and subsequent submission to the ELRM for processing.

**Instructions for Completing Form 6**
Please follow these instructions, but make sure you copy the examples given to you by the Graduate College to the letter:

Instructions:

1. Follow the instructions provided by the Graduate College.
2. Your Major is “Educational Leadership” and your Area of Specialization is “School Leaders” (the answers to the third and fourth line of the form).
3. In the first table, titled “Courses to Remove Deficiencies or Other Stipulations,” if you wish to take the on-line assessment as opposed to taking EME 6426 type “NOTE: Ed. Leadership Tech. Assessment used in lieu of EME 6426 Admin. Applications of Tech.”

4. For each course taken at an accredited institution that is not FAU (six credits maximum), in the “Transfer of Credits from Other Institutions” table type in the Prefix letters, number of the course, name of the course, the number of credits the course was worth under “Credits”, and the grade you received for the course under “Grade.”

5. All courses taken and completed by the end of the semester before the semester you are currently enrolled when filling out the POS should be entered in the “Courses Already Taken” table.

6. All other courses should be entered in “Courses to Be Taken” table on the second page.

7. Save the form and send it to your advisor as an email attachment. If you are asking for courses from other institutions to be credited towards your degree, remember to send your advisor the appropriate paperwork.

8. When you have heard back from your advisor that the form is correct, print, sign, and date the form.

9. Keep a hard copy and send the original signed form to your advisor via scanned attachment to an email or put the original in the mail to his/her office address.

10. Send a follow-up email to your advisor to check that s/he has received and processed the form with the ELRM.

How to Register for Classes
As soon as the schedule for the next semester is out, you should go onto the FAU course listing schedule (see “Instructions for Using the Schedule” below) and determine the courses you would like to enroll in. You should then immediately go into MyFAU and, through OWLS, register for the courses on the date that enrollment for degree seeking students begins. Course availability is on a first come – first serve basis. From the www.fau.edu homepage, under “Current Students” you can download the academic calendars which will provide you with all the important dates for registration and class beginning and ending dates.

Instructions for Using the Schedule
Go to www.fau.edu. Under “CURRENT STUDENTS” click on “Course Schedule”. On the “Current and Historical Schedules” page (which now opens in a new window), click on “Departmental Schedule.” On the “Departmental Course Schedule” page (which now opens in a new window), select the Term, Campus (you can select “All” if you want to see everything including on-line courses), “College” (select “Col of Education”) and the Department you want to view (Educational Leadership). Click on “Select” once you have made your choices. You are now taken to the “Departmental Course Schedule” page. Scroll down to see the course offerings listed. Notice the column headings at the top of the page, as once you scroll down you won’t see
them. From this schedule you should be able to find the courses you are interested in taking. Take note of the CRN number – you will use this for on-line registration.

If you click on the CRN number of the course, you will be able to see the specifics of the course including the email of the professor and the dates that it will be meeting. If you have any specific questions concerning the course, you should address them with the professor. Professors can grant you permission overrides to take their course if circumstances warrant it.

**On-line Registration**

If you have noted the CRN number of the courses to take, it is simple to “Add” these courses through the FAU Self-Service (OWLS) system to your schedule. You can, of course, also go to the registrar and enroll in these courses in person. Courses fill up quickly, so make sure to get into all the courses you need as soon as possible.

**OWLS and MyFAU**

Get familiar with the MyFAU system. You can find the links to them on the FAU home page, [www.fau.edu](http://www.fau.edu). MyFAU is the program that all FAU students are supposed to use. It is through MyFAU that you can access the OWLS system, which allows you to do all your on-line registration, payment, etc. Once accepted to FAU, you are automatically issued an email address and password. Note the following:

1. FAU requires us to use your FAU-generated email for correspondence. Please go to [http://www.fau.edu/aboutfau/email_policy.html](http://www.fau.edu/aboutfau/email_policy.html) and read about this policy. You can also find the link there and instructions about how to log on to MyFAU.

2. You may not want use the FAU email as a primary account. What you can do, if that is the case, is go to your MyFAU account and have your emails forwarded to the account that you do use. Students and faculty need to be able to communicate with each other, and this is an easy way to do it. Plus, this gives you a free email account that you can use for years to come.

3. Please note that if you desire to communicate with individual members of the class, you can do that through MyFAU. Click on the “My Courses” tab and you will be able to get a list of the members of the class and you can select who you want to email from there.

**Completing Your Coursework**

Attendance is very important for the ERLM, and you are expected to attend all the meeting dates and times that are planned for each particular course. Also, all courses require you to use APA writing style, so you should make sure that you read up on it and begin practicing the formats and citations that are required. Your “Competency Exam” for the ERLM School Leadership Masters Degree is the Florida Educational Leadership Examination (FELE). You are required to take the FELE for graduation and should take it by the final semester you are in classes. For information about the FELE, please go to [http://www.fldoe.org/asp/fele/](http://www.fldoe.org/asp/fele/).

Please be aware of the following as you take your coursework:
1. You need to maintain a “B” average to stay in the program. Always shoot for the “A,” but don’t get anything lower than a “B.”

2. Some courses are prerequisites to others. Make sure you take prerequisite courses first.

3. There are basically three delivery formats. You can take the courses as:
   - FastTrack classes (Saturdays 8:30 – 4:30 for five Saturdays in a row);
   - regular weekly classes (once a week – usually offered at 4:20 – 7:00 pm) that run for an entire semester, or;
   - on-line (distance learning courses that are completely on-line using Blackboard) that run for an entire semester.

   Be aware that during the summer semester, courses meet either throughout the summer (Term 1), or during the first half (Term 2) or second half (Term 3) of the semester. Courses in Term 2 and 3 meet twice a week, usually from 4:45 to 7:45 pm.

4. Although we advise you to take a maximum of three courses a semester, you are free to take whatever load you feel you can handle.

5. Due to their format, you can only take three FastTrack courses per semester. However, by combining formats you could possibly take more courses than those three.

6. Some of our students take all of their courses on-line. Some do only FastTrack. Some prefer taking only courses that are offered during the week. Others combine all three. The choice is yours.

7. You must complete 3 two-credit hour internship courses (approximately 150 hrs site time each course) as a part of your program of study. These internship courses are semester-specific (Fall, Spring, and Summer) but can be taken in any order. Each internship course presents different knowledge and skills applications. The curriculum of each internship is centered on the administrative activities occurring in the schools during each of the Fall, Spring, and Summer school administrative calendar time frames.

8. Note that missing an internship course could extend your time of study. For example, if a student misses the Summer Internship, the only way to make it up is to wait until the next summer.

Once again, welcome to the Department of Educational Leadership and Research Methodology, School Leaders Program.