

**SPED645** \$ (3)***Reading Assessment & Intervention***

Advanced course for diagnosis and remediation or prevention of reading disabilities. Students are also required to register for SPED645 PO6 (lab graded S/U). Lab fee required.

**SPED630** (3)***Education of Students with Math and Writing Disabilities***

This course will focus on the development of competency in the implementation of evidence-based instructional strategies designed to teach mathematics and writing. Emphasis will be placed on methods supported by research.

**SPED651** \$ (3)***Behavioral and Educational Assessment***

The selection, administration, and scoring of standardized and non standardized educational and behavioral measures within a Response to Intervention/problem-solving model, for remediation for diagnostic and placement purposes. Emphasis will be placed on connecting assessment with intervention strategies. Current issues in educational assessment pertaining to the classroom and students with special needs, including those of English language learners, will be addressed. Students are also required to register for SPED651 PO3 which is the 50-hour practicum lab portion of this class (lab graded S/U). Lab fee required. Prerequisites: GDPC514 and 644 or permission of instructor. Limited to students enrolled in Counseling Psychology, School Psychology, Clinical Mental Health Counseling, Educational Psychology, School Counseling, or Special Education, or by permission of instructor.

**SPED672** (3)***Psychoeducational Consultation***

A study and application of the process of consultation with teachers, families, and other professionals in educational settings. Emphasis will be given to making data-based decisions and applying research-based intervention strategies within the school system. Prerequisite: GDPC651

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**Mission**

The Department of Leadership develops a community of scholar practitioners who transform the power of knowledge into service. Its core values include community, service, integrated life and human dignity.

The department supports three graduate programs:

- 1) Educational Leadership, 2) Higher Education Administration and 3) Leadership, and one undergraduate program, Undergraduate Leadership.

Academic Programs	Credits
<b>Educational Leadership</b>	
Educational Leadership Graduate Certificates	
Principal	18
Supervisor of Instruction	18
Superintendent of Schools	24
MA	34
EdS	64
EdD	90
PhD	90
<b>Higher Education Administration</b>	
MA	36
EdS	64
EdD	90
PhD	90
<b>Leadership</b>	
Leadership Certificate	12
MA	36
EdS	64
EdD	90
PhD	90
Post-doctoral Certificate	12–15

### Undergraduate Leadership Certificate

The Undergraduate Leadership Certificate is a University-wide collaboration between academic departments and the Division of Student Life with the goal to prepare students for meaningful engagement in a global environment. It integrates knowledge and skills from the students' course of study into a concentration focused on building the students' capacity to influence their surroundings whether in the home, school, church or marketplace. Certificate graduates will learn to lead positive change, resist inappropriate change and recognize their calling.

The certificate has academic and co-curricular requirements that work together to develop leadership capacity. See pages 94–95 for complete details.

## Educational Leadership Programs— Interactive Online

### Program Mission

The Educational Leadership segment of the Department of Leadership (LEAD) seeks to prepare effective educational administrators for servant leadership in educational settings.

### The Portfolio Component

The degree programs require the completion of a portfolio that documents the participant's work. These portfolios require documentation that evidences a level of mastery appropriate to each degree and can be presented in person or via electronic media. The portfolio must be assessed and approved by a faculty committee. More details on portfolio requirements are provided in the introductory course, LEAD630, required in all administration programs.

### Registration

Educational Leadership participants comply with registration guidelines by enrolling in a course at least one semester out of three consecutive semesters until their program is complete. If

participants want to remain active and not register for regular course work they will need to register for EDAL650 Program Continuation at least every third semester. This course has no credit but allows access to faculty advising and access to the Andrews University library. As an alternative to the above, a participant may request to go "Inactive." When "Active Status" is desired, the participant may request reactivation and if approved pay the current "Reactivation Fee."

### Time Limits

An Educational Leadership participant must complete the requirements for the MA within four years; EdS, EdD and PhD degree within seven years from the beginning of the first semester of class work after acceptance into the program, irrespective of admission classification.

### Program

Educational Leadership programs at Andrews University are designed to prepare administrators for the opportunities in school leadership as principals, superintendents or supervisors. Whether you are an individual seeking to be mentored into an administrative position or a seasoned professional who wishes to enroll in a program that respects and uses your past experiences, we are ready to serve you in ways that meet your needs.

Educational Leadership programs are guided by nine standards. The first six standards are derived from the Educational Leadership Constituent Council (ELCC), which is identified by our accrediting body, the National Council of Accreditation in Teacher Education (NCATE), as the appropriate council to provide guidance for K–12 Educational programs. The additional three standards have been added in consultation with educational leaders in the North American Division of Seventh-day Adventists. The nine standards are listed below followed by an outline of the levels of study we offer.

### Nine Guiding Standards

Candidates who complete the program are educational leaders who have the knowledge and ability to promote the success of all students by:

1. facilitating the development, articulation, implementation, and stewardship of a school or district vision of learning that is shared and supported by the school community;
2. promoting a positive school culture, providing an effective instructional program, applying best practice to student learning, and designing comprehensive professional growth plans for staff;
3. managing the organization, operations and resources in a way that promotes a safe, efficient and effective learning environment;
4. collaborating with families and other community members, responding to diverse community interests and needs, and mobilizing community resources;
5. acting with integrity, fairly, and in an ethical manner;
6. understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context;
7. understanding and comprehensively applying technology to advance student achievement;
8. appreciating the perspectives of others and developing a personal philosophy from which action and service emerge; and
9. understanding and comprehensively applying research and evaluation for effective decision making.

**The Internship/Mentoring Component**

All degree programs require an internship/mentoring component. That provides significant learning opportunities to synthesize and apply the knowledge and practice and to develop the skills identified in the standards. It requires substantial, sustained, standards-based work in a real setting, planned and guided cooperatively by the institution and school district personnel for graduate credit.

**Educational Leadership Certificate****Private/Public School Administration Certification or Licensure**

Although the certification and licensure requirements for private/public school administrators vary by state, the programs and courses offered below fulfill many of the requirements of most state certification programs. These courses and programs align with the ELCC standards that guide educational administration policies throughout the United States. Andrews University School of Education is also accredited by NCATE to offer educational programs. NCATE is the leading accrediting body for K–12 educational preparation programs. Andrews University is also accredited by North Central Association to offer graduate degrees. Because state requirements vary, it is the responsibility of prospective students to check with their own state or local authorities to determine what coursework meets the requirements for private/public school certification in their state.

**Educational Leadership Graduate Certificate**

The Educational Leadership Graduate Certificate (18–24 credits) is designed for post-baccalaureate or post-masters participants who want to enhance their administrative skills. Those served by this certificate are:

- Teachers interested in transitioning into educational administration
- Principals of K–8, K–10, K–12, and 9–12 schools
- Supervisors of instruction
- Superintendents of schools

This course work and certificate can be used to fulfill some of the Seventh-day Adventist and/or Michigan State administrative certification requirements. The University does **not** provide certification or endorsement. Rather, the candidate works with their employing organization to secure certification.

Certificate credits can be transferred to the Andrews University MA in Educational Leadership.

- A. Educational Leadership Graduate Certificate—Principal (18 credits minimum):

*School Administration*

LEAD600 Annual Conference—0

LEAD630 Introduction to Leadership—2

EDAL520 Foundations of Educ Leadership—2–3

EDAL565 Lead for Seventh-day Adventist Educ—1–2

*School Law*

EDAL560 K–12 Law—3

*Curriculum*

EDCI547 Foundations of Curriculum Studies—3

*Supervision*

EDAL570 Principles of Educational Supervision—2–3

*School Finance*

EDAL645 K–12 Educational Finance—2–3

- B. Supervisor of Instruction (18 credits; also fulfills certificate requirements; must complete a minimum of two graduate courses in curriculum, two in supervision and one in school administration as listed below):

*School Administration*

LEAD600 Annual Conference—0

LEAD630 Introduction to Leadership—2

EDAL520 Foundations of Educ Leadership—2–3

EDAL565 Lead for Seventh-day Adventist Educ—1–2

*Curriculum*

EDCI547 Foundations of Curriculum Studies—3

EDCI565 Improving Instruction—2

*Supervision*

EDAL570 Principles of Educational Supervision—2–3

LEAD689 Seminar: (Topic)—1–12 (2 minimum)

- C. Superintendent of Schools (24 credits; also fulfills certificate requirements):

*School Administration*

LEAD600 Annual Conference—0

LEAD630 Introduction to Leadership—2

EDAL520 Foundations of Educ Leadership—2–3

EDAL565 Lead for Seventh-day Adventist Educ—1–2

*School Law*

EDAL560 K–12 Law—3

*Curriculum*

EDCI547 Foundations of Curriculum Studies—3

*Supervision*

EDAL570 Principles of Educational Supervision—2–3

*School Finance*

EDAL645 K–12 Educational Finance—2–3

*Personnel Administration*

EDAL635 Human Resources Administration—2–3

*Public Relations*

LEAD525 Public Relations: Community Partnerships—1–3

**Application Process**

To be admitted into the Educational Leadership Graduate Certificate program students need to complete a Graduate School application and meet School of Education admission requirements.

**Note:** A Graduate Record Examination (GRE) is **not** required for the graduate certificate programs.

**MA: Educational Leadership Program (34 credits)**

The K–12 Educational Leadership master's program is designed for post-baccalaureate participants who desire to obtain a degree in educational administration. Those seeking to use this degree for North American Division certification purposes, students need to have an NAD professional teaching certificate which requires graduate work in two of the following areas: learning theory/style, curriculum, improvement of instruction, education of the exceptional student, trends and issues in education, and multicultural education. As such, those completing this master's degree and wanting NAD administrative endorsement will also need to take additional course work from the areas listed if they have not done so already.

Those specifically served by this degree are the following:

- Teachers interested in transitioning into educational administration
- Principals of K–8, K–10, K–12, and 9–12 schools

**MA: DEGREE REQUIREMENTS (34 credits)****Core—minimum 18, with more credits available from variable credit courses**

LEAD600	Annual Conference—0
LEAD630	Introduction to Leadership—2
EDAL520	Foundations of Educational Leadership—2-3
EDAL645	K-12 Educational Finance—2-3
EDAL670	Technology for Leaders—3
EDAL680	Internship: (Topic)—1-12 (3 minimum)
EDCI547	Foundations of Curriculum Studies—3 or
EDCI565	Improving Instruction—2
EDFN500	Philosophical Foundations for Professionals—3
LEAD675	Portfolio Development: (Topic)—1-3

**Concentration—minimum 11, with more credits available from variable credit courses**

EDAL560	K-12 Law—3
EDAL565	Leadership for SDA Education—1-2
EDAL570	Principles of Educational Supervision—2-3
EDAL635	Human Resources Administration—2-3
EDAL664/665	Elem/Secondary School Leadership—2-3
LEAD525	Public Relations: Community Partnerships—1-3

**Research—5**

EDRM505	Research Methods—3
LEAD535	Principles of Academic Writing—1-3 (2 minimum)

**Electives—As Needed**

In consultation with your advisor.

**TOTAL MA degree credits—34****Application Process**

Applicants must meet School of Education admission requirements. Once accepted into this master's program, students must complete LEAD630 Intro to Leadership and LEAD600 Annual Conference where they will be introduced to the philosophy of educational leadership and review the standards that will guide their educational plan. The curriculum consists of a minimum of 34 credits beyond the baccalaureate degree. Many courses are offered as variable credits; therefore, candidates should consider their credit needs when planning their course work and when registering for these courses. The portfolio serves as a component of the master's comprehensive examination. There is no thesis requirement for the master's degree program.

**EdS: Educational Leadership Program (64 credits)**

The Educational Leadership Educational Specialist degree program prepares candidates to serve as principals, supervisors, or superintendents in elementary and/or secondary systems. Those specifically served by this degree are the following:

- Teachers with master's degrees interested in transitioning into educational administration and securing an additional degree while completing their NAD administration certification or endorsement
- Principals of K-8, K-10, K-12, and 9-12 schools
- Supervisors of instruction
- Superintendents of schools

**EdS: DEGREE REQUIREMENTS (64 credits)****Core—minimum 18, with more credits available from variable credit courses**

LEAD600	Annual Conference—0
LEAD630	Introduction to Leadership—2
EDAL520	Foundations of Educational Leadership—2-3
EDAL645	K-12 Educational Finance—2-3
EDAL670	Technology for Leaders—3

EDCI547	Foundations of Curriculum Studies—3 or
EDCI565	Improving Instruction—2
EDFN500	Philosophical Foundations for Professionals—3
LEAD675	Portfolio Development: (Topic)—1-3
LEAD886	Advanced Internship: (Topic)—1-12 (3 minimum)

**Concentration—minimum 13, with more credits available from variable credit courses**

EDAL560	K-12 Law—3
EDAL565	Leadership for SDA Education—2-3
EDAL570	Principles of Educational Supervision—2-3
EDAL635	Human Resources Administration—2-3
EDAL664/665	Elem/Secondary School Leadership—2-3
LEAD525	Public Relations: Community Partnerships—1-3
LEAD645	Ethical Leadership—1-3

**Research—13**

EDRM505	Research Methods—3
EDRM611	Applied Statistical Methods I—3
EDRM636	Program Evaluation—3
LEAD535	Principles of Academic Writing—1-3 (2 minimum)
LEAD637	Issues in Research—2-3

**Cognates—9**

Choose from outside Educational Administration, such as Business, Communication, Social Work, Psychology, Curriculum, Leadership, Research, or transfer credits.

**Electives—As Needed**

In consultation with your advisor.

**TOTAL EdS degree credits—64****Application Process**

Applicants must meet School of Education admission requirements for the specialist degree. Applicants may transfer up to 32 credits from previous graduate work into the specialist degree at the discretion of their academic advisors. Candidates must complete LEAD630 Introduction to Leadership and LEAD600 Annual Conference which are an introduction to the philosophy of leadership and review of the standards that will guide their educational plan. The curriculum consists of a minimum of 64 credits beyond the baccalaureate degree and requires the completion of both an internship and a portfolio. Many courses are offered as variable credits; therefore, candidates should consider their credit needs when planning their course work and registering for courses. The portfolio serves as a component of the EdS comprehensive examination. There is no thesis requirement for the EdS degree program.

**EdD/PhD: Educational Leadership Programs (90 credits)**

The doctoral programs in Educational Leadership prepare participants for professional careers in education as superintendents or elementary and secondary-school administrators. These programs also prepare leaders for service in many types of agencies and organizations. Both the Doctor of Education (EdD) and the Doctor of Philosophy (PhD) programs require a minimum of 90 credits and the submission of a research-based article to a peer-reviewed publication. However, the PhD degree is more research-oriented and requires more courses in advanced research methodologies. Those specifically served by this degree are the following:

- Teachers with master's degrees interested in transitioning into educational administration and securing an additional degree while completing their NAD administration certification and endorsement.
- Principals of K-8, K-10, K-12, and 9-12 schools

## 314 SCHOOL OF EDUCATION

- Supervisors of instruction
- Superintendents of schools
- Those interested in teaching Educational Administration at the higher education level

### **Edd: DEGREE REQUIREMENTS (90 credits)**

**Core—minimum 18, with more credits available from variable credit courses**

- LEAD600 Annual Conference—0
- LEAD630 Introduction to Leadership—2
- EDAL520 Foundations of Educational Leadership—2–3
- EDAL645 K–12 Educational Finance—2–3
- EDAL670 Technology for Leaders—3
- EDCI547 Foundations of Curriculum Studies—3 **or**
- EDCI565 Improving Instruction—2
- EDFN500 Philosophical Foundations for Professionals—3
- LEAD886 Advanced Internship: (Topic)—1–12 (3 minimum)

**Concentration—minimum 13, with more credits available from variable credit courses**

- EDAL560 K–12 Law—3
- EDAL565 Leadership for SDA Education—1–2
- EDAL570 Principles of Educational Supervision—2–3
- EDAL635 Human Resources Administration—2–3
- EDAL664/665 Elem/Secondary School Leadership—2–3
- LEAD525 Public Relations: Community Partnerships—1–3
- LEAD645 Ethical Leadership—2–3

### **Research—13**

- EDRM505 Research Methods—3
- EDRM611 Applied Statistical Methods I—3
- EDRM636 Program Evaluation—3
- LEAD535 Principles of Academic Writing—1–3 (2 minimum)
- LEAD637 Issues in Research—2–3

### **Cognates—12**

Choose from outside Educational Administration, such as Business, Communication, Social Work, Psychology, Curriculum, Leadership, Research, or transfer credits.

### **Dissertation—16+**

- LEAD880 Dissertation Proposal Dev—2
- LEAD899 Doctoral Dissertation—14+

### **Electives—As needed**

In consultation with your advisor.

**TOTAL EdD degree credits—90+**

### **PhD: DEGREE REQUIREMENTS (90 credits)**

**Core—minimum 18, with more credits available from variable credit courses**

- LEAD600 Annual Conference—0
- LEAD630 Introduction to Leadership—2
- EDAL520 Foundations of Educational Leadership—2–3
- EDAL645 K–12 Educational Finance—2–3
- EDAL670 Technology for Leaders—3
- EDCI547 Foundations of Curriculum Studies—3 **OR**
- EDCI565 Improving Instruction—2
- EDFN500 Philosophical Foundations for Professionals—3
- LEAD675 Portfolio Development: (Topic)—1–3
- LEAD886 Advanced Internship: (Topic)—1–12 (3 minimum)

**Concentration—minimum 13, with more credits available from variable credit courses**

- EDAL560 K–12 Law—3
- EDAL565 Leadership for SDA Education—2–3
- EDAL570 Principles of Educational Supervision—2–3
- EDAL635 Human Resources Administration—2–3

- EDAL664/665 Elem/Secondary School Leadership—2–3
- LEAD525 Public Relations: Community Partnerships—1–3
- LEAD645 Ethical Leadership—1–3

### **Research—19**

- EDRM505 Research Methods—3
- EDRM605 Qual Research Methods in Educ & Psych—3
- EDRM611 Applied Statistical Methods I—3
- EDRM636 Program Evaluation—3
- EDRM712 Applied Statistical Methods II—3
- LEAD535 Principles of Academic Writing—1–3 (2 minimum)
- LEAD637 Issues in Research—2–3

### **Cognates—12**

Choose from outside Educational Administration, such as Business, Communication, Social Work, Psychology, Curriculum, Leadership, Research, or transfer credits.

### **Dissertation—16+**

- LEAD880 Dissertation Proposal Dev—2
- LEAD899 Doctoral Dissertation—14+

### **Electives—As Needed**

In consultation with your advisor.

**TOTAL PhD degree credits—90+**

### **Application Process**

Applicants must meet School of Education admission requirements for doctoral programs. They may transfer up to 42 credits from previous graduate work into the doctoral program. Candidates must complete LEAD630 Introduction to Leadership and LEAD600 Annual Conference as an introduction to the philosophy of leadership and review of the standards that will guide their educational plan. The curriculum consists of a minimum of 90 semester credits beyond the baccalaureate degree and requires the completion of a portfolio and a dissertation. Many courses are offered as variable credits; therefore, candidates should consider their credit needs when planning their course work and registering for courses. The portfolio serves as a component of the doctoral comprehensive examination. Both doctorates require the successful completion of a dissertation.

Beginning the semester after registering for LEAD880, candidates must register for at least 1 dissertation credit during each semester until their dissertation is successfully defended.

## **Higher Education Administration Programs—Interactive Online**

Higher Education is one of the fastest growing areas of education in the world today. Graduates at the master level typically work in administrative and executive positions in student services such as enrollment, admissions, financial services, athletics and residence halls. At the doctoral level, the program serves those who wish to pursue careers and academic positions in teaching and research in colleges and universities, as well as corporate training or policy making positions at the private and state level. The curriculum has an international focus that includes visiting international universities to interact with faculty and students of institutions in different countries around the world.

### **Program Mission**

To empower diverse scholar-practitioners for service in national and international colleges and universities, committed to Christian values and high professional standards.

## Program Components

### Portfolio

The degree programs require the completion of a portfolio that documents the participant's work. These portfolios require documentation that evidences a level of mastery appropriate to each degree and can be presented in person or via electronic media. The portfolio must be assessed and approved by a faculty committee. More details on portfolio requirements are provided in the introductory course, LEAD630, required in all programs.

### Registration

Participants comply with registration guidelines by enrolling in a course at least one semester out of three consecutive semesters until their program is complete. If participants want to remain active and not register for regular course work they will need to register for EDAL650 Program Continuation at least every third semester. This course has no credit but allows access to faculty advising and access to the Andrews University library. As an alternative to the above, a participant may request to go Inactive. When Active Status is desired, the participant may request reactivation and, if approved, pay the current Reactivation Fee.

### Time Limits

Participants must complete the requirements for the MA within four years; EdS, EdD, and PhD degrees within seven years from the beginning of the first semester of class work after acceptance into the doctoral program, irrespective of admission classification.

## Guiding Principles for Higher Education Administration

The Higher Education program of Andrews University is committed to the fundamental guiding principles of the Council for the Advancement of Standards in Higher Education (CAS), a consortium of 35 professional associations concerned with the development and promulgation of professional standards and guidelines for student learning and personal development support programs and services in institutions of higher learning.

According to the Council for the Advancement of Standards in Higher Education, the five guiding principles for Higher Education can be summarized as follows:

1. **Students and Their Institutions** (the student must be considered as a whole person)
  - Each student is a unique person and must be treated as such.
  - The student's total environment is educational and must be used to achieve full development.
  - Students seek higher education in responsible ways and will, when encouraged to do so, access appropriate educational resources when they are provided, made known, and relevant to students' felt educational and developmental needs.
  - Institutions of higher learning are purposeful and function as social and cultural resources to provide opportunities for students to learn and develop in holistic ways.
  - The primary responsibility for learning and development rests with the student.
  - Institutions of higher learning reflect the diversity of the societies and cultures in which they exist.
  - Institutions are responsible for creating learning environments that provide a choice of educational

opportunities and challenge students to learn and develop while providing support to nurture their development.

### 2. Diversity and Multiculturalism

- Institutions embrace diversity and eliminate barriers that impede student learning.
- Justice and respect for differences bond individuals to community.
- Education for multicultural awareness and positive regard for differences is essential to the development and maintenance of a health-engendering society.
- All students must have access to the educational and co-curricular resources available to the academic community at large; no student, for any reason, should be denied access to them.

### 3. Organization, Educational Administration, and Human Resources

- Capable, credible, knowledgeable, and experienced educational administration is essential for institutional success.
- Organizational units are most successful when their missions and outcome expectations are effectively documented and understood by all concerned.
- Effective programs and services require well-qualified staff members who understand and support the student learning and development outcomes the programs are intended to provide.
- Leaders and staff members alike must possess effective managerial skills, be properly titled, and be well-qualified by both education and experience.

### 4. Health-Engendering Environments

- Educational programs and services prosper in benevolent environments that provide students with appropriate levels of challenge and support.
- The primary purpose of education has always been to promote change, both in individuals and in society. College and university student support programs are first and foremost educational enterprises.

### 5. Ethical Considerations

- Ethical standards are essential to guide the behavior of staff members in ways that enhance the program's overall integrity.
- Because special mentoring relationships develop between students and those who facilitate their learning and development, support service providers must exemplify impeccable ethical behavior in both their professional relationships and personal lives.

## Competency-Based Student Learning and Development Outcomes for the Higher Education Administration Programs

Higher Education requires theoretical knowledge and practical application in the following core competencies:

1. **Self-Development Competencies:** This cluster of competencies focuses on the self awareness, intellectual growth, and the personal and professional identity required for inspiring and supporting the development of college students.
  - a. *Philosophical foundations*—Higher Education functions within the context of multiple perspectives and a personal belief system and worldview that influence their practice.

- b. *Ethics, values, and spirituality*—Higher Education functions from a set of principles and personal values that guide their work, promote healthy behavior, and influence decision-making and their relationships with others.
- c. *Human development and career choice*—Higher Education is committed to continuous learning and personal development, articulating career choices based on assessment of interests, values, skills and abilities resulting from formal education, work experience, community service and volunteer experiences.

**2. Interpersonal Development Competencies:** This cluster of competencies focuses on the interpersonal aspects of Higher Education that promote growth and development of others and challenge students to learn and develop in holistic ways.

- a. *Effective communication and mentoring*—Higher Education fosters effective communication in all internal and external interactions, to establish and maintain cooperative relationships that are trust-centered, providing empowerment that results in personal and performance improvement toward satisfying mutual objectives.
- b. *Appreciating diversity*—Higher Education values one's own identity and culture and articulates the advantages and challenges of a diverse society, promoting multicultural awareness and positive regard for differences.
- c. *Social responsibility*—Higher Education is accountable to others and endeavors to see that family, community, and environmental needs are met in local and in global ways, as appropriate.

### 3. Leadership and Organizational Development

**Competencies:** This cluster of competencies addresses the organizational aspects of Higher Education, focusing on the achievement of goals and programs that make colleges and universities an educational enterprise.

- a. *Resource development; human and financial*—Higher Education appropriately develops, allocates and manages human and financial resources for promoting change and fostering healthy and strategic outcomes.
- b. *Legal and policy issues*—Higher Education applies and understands the scope of a legal and policy structure appropriate for their field.
- c. *Organizational behavior, change, and culture*—Higher Education understands personal, group, and inter-group behaviors, and how they impact the organizational culture and shape the vision and strategy for facilitating the change process.

**4. Research Development Competency:** Research skills are necessary for engaging in organizational development, assessment and evaluation, and other Higher Education projects.

*Conducting, evaluating and reporting research*—Higher Education understands the logic and processes of scientific inquiry, explains major research methodologies, formulates empirically-driven research problems, selects appropriate research designs, conducts basic data collection and analysis and adequately communicates research findings and implements the findings in the workplace.

### International Focus

Higher education is becoming an increasingly global phenomenon characterized by international trade in educational

services. For this reason, the Higher Education program is structured with an international focus. As an international Adventist institution, Andrews University is uniquely positioned to offer the following opportunities:

**International Study Tour.** A seminar in International Higher Education in the format of a summer tour to visit systems of higher education that have influenced postsecondary education in different parts of the world, such as Europe, Asia, Africa and Latin America. The tour includes campus visits and interaction with faculty and students of public, private, and Adventist international institutions of higher education, and meets the requirements of master's and doctoral programs. Travel expenses are mostly covered by tuition credits.

**International Internships.** The Higher Education program works with international Seventh-day Adventist colleges and universities to develop an internship program that integrates theory and research with the practice of higher education in international settings. The extent and format of these programs vary and are negotiated on a personal basis between the participant and the institution.

**Intercultural Seminar.** This is a seminar in intercultural communication that explores the role of culture and diversity in today's organizations in order to develop cross-cultural competence and sensitivity. Explores issues such as effective communication across group barriers, leadership and culture, and the impact of cultural differences on relationships, decision making, motivation, conflict management, human resource development, and other leadership issues.

For further information, students may contact the coordinator of the Higher Education program.

## Degree Programs

### MA: Higher Education Administration Program (36 credits)

The MA program in Higher Education prepares students for entry-level and mid-management level positions at public and private colleges or universities and community colleges in different areas of student affairs, such as:

- Admissions and enrollment
- Financial services management
- Residence halls administration
- Religious and social activities coordination
- Athletic and recreation administration
- Health services
- International student services
- Other related areas

### MA: DEGREE REQUIREMENTS (36 credits)

#### Core—minimum 16

- LEAD600 Annual Conference—0  
 LEAD630 Introduction to Leadership—2  
 EDAL655 Higher Education Finance and Technology—3  
 EDAL667 Leadership in Higher Education—3  
 EDAL680 Internship: (Topic)—1-12  
 EDCI606 Teaching in Higher Education—3  
 EDFN500 Philosophical Foundations for Professionals—3

#### Concentration—minimum 16

- EDAL640 Higher Education Law—3  
 EDAL674 Administration of Student Services—3

- EDAL675 College Student Development Theory—3  
 LEAD678 Higher Ed Study Tour: (Topic)—1–6 (5 minimum)  
 LEAD689 Seminar: (Topic)—1–12

**Electives—As needed**

In consultation with your advisor.

**Research—4**

- EDRM505 Research Methods—3  
 LEAD535 Principles of Academic Writing—1–3

**TOTAL MA degree credits—36****Application Process**

Applicants must meet School of Education admission requirements. Once accepted into this master's program, students must complete LEAD630 Introduction to Leadership and LEAD600 Annual Conference as an introduction to the philosophy of leadership and review of the standards that will guide their educational plan. The curriculum consists of a minimum of 36 credits beyond the baccalaureate degree. Many courses are offered as variable credits; therefore, candidates should consider their credit needs when planning their course work and when registering for these courses. The portfolio serves as a component of the master's comprehensive examination. There is no thesis requirement for the master's degree program.

**EdS: Higher Education Administration Program (64 credits)**

The Educational Specialist program in Higher Education provides advanced graduate education and training of high quality mid-level administrators for postsecondary institutions. It prepares professionals seeking administrative advancement and service to local institutions of higher education. This degree is appropriate for positions such as:

- Deans and assistant deans
- Assistant to the president
- Director and in-service directors
- Department chairperson in selected areas
- Program manager

**EdS: DEGREE REQUIREMENTS (64 credits)****Core—minimum 16**

- LEAD600 Annual Conference—0  
 LEAD630 Introduction to Leadership—2  
 EDAL655 Higher Education Finance and Technology—3  
 EDAL667 Leadership in Higher Education—3  
 EDCI606 Teaching in Higher Education—3  
 EDFN500 Philosophical Foundations for Professionals—3  
 LEAD886 Advanced Internship: (Topic)—1–12

**Concentration—minimum 19**

- EDAL640 Higher Education Law—3  
 EDAL674 Administration of Student Services—3  
 EDAL675 College Student Development Theory—3  
 EDAL676 Administration of Academic Services—3  
 LEAD778 Higher Education Study Tour—1–6  
 LEAD789 Advanced Seminar: (Topic)—1–12

**Electives—As Needed**

In consultation with your advisor.

**Cognates—9**

Choose from outside Educational Administration, such as Business, Communication, Social Work, Psychology, Religious Education, Curriculum, Leadership, Research, or transfer credits.

**Research—13**

- EDRM505 Research Methods—3  
 EDRM611 Applied Statistical Methods I—3

- EDRM636 Program Evaluation—3  
 LEAD535 Principles of Academic Writing—1–3  
 LEAD637 Issues in Research—2–3

**TOTAL EdS degree credits—64****Application Process**

Applicants must meet School of Education admission requirements for the specialist degree. Applicants may transfer up to 32 credits from previous graduate work into the specialist degree at the discretion of their academic advisors. Candidates must complete LEAD630 Introduction to Leadership and LEAD600 Annual Conference as an introduction to the philosophy of leadership and review of the standards that will guide their educational plan. The curriculum consists of a minimum of 64 semester credits beyond the baccalaureate degree and requires the completion of both an internship and a portfolio. Many courses are offered as variable credits; therefore, candidates should consider their credit needs when planning their course work and registering for courses. The portfolio serves as a component of the EdS comprehensive examination. There is no thesis requirement for the EdS.

**EdD/PhD: Higher Education Administration Programs (90 credits)**

The doctoral program in Higher Education is designed to prepare experienced practitioners for senior administrative and policy-making positions. The PhD degree is more research oriented and requires more courses in advanced research methodologies. The EdD program primarily serves those seeking administrative and executive positions, while the PhD program serves those who wish to pursue careers in research and teaching. Both degrees require the submission of a research-based article to a peer-reviewed publication. Graduates typically work in the following professional areas:

- Research
- Teaching
- Policy leadership
- College administration at all levels
- Community college leadership and management
- Student personnel administration
- Corporate and post-secondary policy analysis

**EdD: DEGREE REQUIREMENTS (90 credits)****Core—minimum 16**

- LEAD600 Annual Conference—0  
 LEAD630 Introduction to Leadership—2  
 EDAL655 Higher Education Finance and Technology—3  
 EDAL667 Leadership in Higher Education—3  
 EDCI606 Teaching in Higher Education—3  
 EDFN500 Philosophical Foundations for Professionals—3  
 LEAD886 Internship: (Topic)—1–12

**Concentration—19**

- EDAL640 Higher Education Law—3  
 EDAL674 Administration of Student Services—3  
 EDAL675 College Student Development Theory—3  
 EDAL676 Administration of Academic Services—3  
 LEAD778 Higher Education Study Tour—1–6  
 LEAD789 Advanced Seminar: (Topic)—1–12

**Electives—As Needed**

In consultation with your advisor.

**Cognates—12**

Choose from outside Educational Administration, such as Business, Communication, Social Work, Psychology, Religious

Education, Curriculum, Leadership, Research Electives or transfer credits.

**Research—13**

- EDRM505 Research Methods—3
- EDRM611 Applied Statistical Methods I—3
- EDRM636 Program Evaluation—3
- LEAD535 Principles of Academic Writing—1–3
- LEAD637 Issues in Research—2–3

**Research Electives**

- EDRM605 Qual Research Methods in Educ & Psych—3
- EDRM713 Applied Statistical Methods III—3
- HIST650 Historical & Social Science Research Methods—3

**Dissertation—16+**

- LEAD880 Dissertation Proposal Dev—2
- LEAD899 Doctoral Dissertation—14+

**TOTAL EdD degree credits—90****PhD: DEGREE REQUIREMENTS (90 credits)****Core—minimum 16**

- LEAD600 Annual Conference—0
- LEAD630 Introduction to Leadership—2
- EDAL655 Higher Education Finance and Technology—3
- EDAL667 Leadership in Higher Education—3
- EDCI606 Teaching in Higher Education—3
- EDFN500 Philosophical Foundations for Professionals—3
- LEAD886 Advanced Internship: (Topic)—1–12

**Concentration—19**

- EDAL640 Higher Education Law—3
- EDAL674 Administration of Student Services—3
- EDAL675 College Student Development Theory—3
- EDAL676 Administration of Academic Services—3
- LEAD778 Higher Education Study Tour—1–6
- LEAD789 Advanced Seminar: (Topic)—1–12

**Electives—As Needed**

In consultation with your advisor.

**Cognates—12**

Choose from outside Educational Administration, such as Business, Communication, Social Work, Psychology, Religious Education, Curriculum, Leadership, Research Electives, or transfer credits.

**Research—19**

- EDRM505 Research Methods—3
- EDRM605 Qual Research Methods in Educ & Psych—3
- EDRM611 Applied Statistical Methods I—3
- EDRM636 Program Evaluation—3
- EDRM712 Applied Statistical Methods II—3
- LEAD535 Principles of Academic Writing—1–3
- LEAD637 Issues in Research—2–3

**Dissertation—16+**

- LEAD880 Dissertation Proposal Dev—2
- LEAD899 Doctoral Dissertation—14+

**TOTAL PhD degree credits—90****Application Process**

Applicants must meet School of Education admission requirements for doctoral programs. They may transfer up to 42 credits from previous graduate work into the doctoral program. If they have not previously taken the courses, candidates must complete LEAD630 Introduction to Leadership and LEAD600 Annual Conference as an introduction to the philosophy of leadership and review of the standards that will guide their educational plan. The curriculum consists of a minimum of 90 semester credits beyond the baccalaureate degree and requires

the completion of a portfolio and a dissertation. Many courses are offered as variable credits; therefore, candidates should consider their credit needs when planning their course work and registering for courses. The portfolio serves as a component of the doctoral comprehensive examination. Both doctorates require the successful completion of a dissertation.

Beginning the semester after registering for LEAD880, candidates must register for at least 1 dissertation credit during each semester until their dissertation is successfully defended.

**Leadership Program—Interactive Online**

The Leadership program represents a new concept in graduate education. It is offered by the School of Education as an international and interdisciplinary collaborative graduate program.

It is designed to meet the needs of mid-career leaders and to provide an innovative and highly flexible program allowing self-motivated learners the opportunity to pursue an MA, EdS, EdD or PhD degree in the context of a learning community, without requiring a move of their families or a break in their careers. Participants in this interdisciplinary program come from a variety of professional backgrounds including healthcare, business, education, pastoring, the military, and government.

**Defining the Program**

The Leadership Program:

- Is established on the idea of developing and demonstrating competency in several key areas.
- Gives each participant the opportunity to design and carry out a Leadership and Learning Plan (LLP) in order to fulfill competency requirements.
- Allows participants to demonstrate competence through the oral presentation of a portfolio, which includes a written synthesis paper.
- Fosters collaboration and cooperation among its participants.

**Characteristics of the Program**

The program allows the self-directed learner to participate in a dynamic-action agenda devoted to service. The program's strengths are evident in several ways:

*The Leadership Program is learner-driven.* The participant works with an advisor and develops a plan of study with course work and directed activities to fit his/her needs. An extraordinary amount of personal ownership by the participant is critical for satisfactory completion of the program.

*The Leadership Program is life-embedded.* Participants are encouraged to use their work and life experience as the basic context to demonstrate the Leadership competencies.

*The Leadership Program is competency-based.* Although not listing a prescribed set of courses, the program is designed around a set of competencies, including both skill and knowledge-based areas necessary to demonstrate competence.

*The Leadership Program builds a learning community.* The participants collaborate in study groups and learn through various media.

*The Leadership Program is flexible.* The flexibility allows the educational needs, career goals, and past experience of the participant to play an important part in the development of an individualized plan of study and development.

*The Leadership Program builds important bonds among its participants.* The participants become partners in learning, both with faculty members and other participants. This process is

enhanced by involvement in orientation activities, seminars, learning groups, and through continued contact and discussion via the Internet, and other forms of telecommunication.

*The Leadership Program evaluates achievement.*

- Throughout the course of study, individual achievement is evaluated on the basis of demonstrated competencies.
- The program is completed when the participant has demonstrated achievement of at least 15 competencies (see below).
- Demonstration of achievements is documented in a portfolio that is assembled throughout the program. The portfolio is presented for validation to a faculty team at the end of the program.
- For the MA and EdS degrees, a research project is completed and approved.
- For the EdD and PhD degrees, a doctoral dissertation must be completed, defended, and approved.

### Applying to the Program

Applicants should read the Graduate Admissions Requirements section of this bulletin.

Additional recommendations and interviews may be requested prior to formal admission to the program. Only a limited number of participants are admitted each year, so applicants should apply early.

### Specific Admission Requirements

- A completed bachelor's or master's degree (an MA degree is recommended for the doctoral programs).
- A sample of your best writing (could be a research paper).
- A successful interview with one or more members of the Leadership faculty.
- A minimum of five years of professional work experience in a leadership setting for the doctorate and three years for the MA.
- Must be currently employed in a leadership position in which competencies can be demonstrated. This environment, which is the participant's place of employment, provides the "laboratory" for developing and demonstrating expertise in the competency areas and for preparing the portfolio.
- Applicants must commit to participate in:
  - 1) The initial Leadership orientation.
  - 2) Regularly scheduled Leadership and Learning Group meetings, preferably on a monthly basis *but at least seven times* a year.
  - 3) The annual Leadership Conference.
  - 4) Regular online communication. The participant is responsible for keeping abreast of announcements and program updates presented by faculty and staff via e-mail and the Leadership website.

### Maintaining Active Status

To maintain active status in the Leadership program the participant must:

- Make appropriate progress in fulfilling the LLP.
- Meet regularly with a Leadership and Learning Group, usually on a monthly basis *but at least seven times* a year.
- Maintain contact with the advisor.
- Register every semester.
- Attend the annual Leadership Conference.
- Meet financial obligations to the university.
- Maintain employment throughout the program.

- A EdD/PhD participant must maintain active status a minimum of six years of their allocated seven.

**Time Limits.** A Leadership participant must complete the requirements for the MA degree within four years and the EdD and PhD degree within seven years from the beginning of the first semester of class work. Participants granted advanced standing must complete their requirements within five years.

### Graduate Leadership Certificate (12 cr)

The Graduate Leadership Certificate provides an opportunity for professionals from different fields and disciplines to develop and demonstrate competency in the following areas: leadership and the self, leadership with others, leadership in organizations and leadership in the global environment. Course requirements for the certificate include LEAD615 Leadership Certificate Plan (1 credit) and LEAD696 Leadership Capstone Experience (1 credit). The remaining 10 required credits are arranged in conversation with the advisor. Certificate credits may be applicable toward other graduate degrees.

### MA Leadership Program

The overall goal of the MA Leadership program is to develop students with a strong sense of personal mission and global understanding, as well as concrete critical thinking, problem solving and communication skills. Students are encouraged to ask the central question: What can I contribute to my community and context? Students will take a number of core required courses that will provide them with general leadership skills and expertise that will help with the fulfillment of their personal mission. They will further develop this customized personal mission through choosing three areas of concentration and taking courses (in consultation with their advisor) which are applicable to each area. The personal mission will help guide students' final multi-genre project which should be a substantial piece of work demonstrating leadership toward change.

The MA Leadership program takes a holistic approach to leadership development and believes a leader should strive to be:

- Engaged
- Open-minded
- Authentic
- Vulnerable
- Ethical
- Healthy
- Community-oriented
- Globally aware
- Socially responsible
- Adaptable
- Visionary

### Basic Degree Requirements for MA—36 credits

#### Core Requirements—15

LEAD630	Introduction to Leadership (2)
LEAD635	Leadership & Learning Plan (2)
LEAD636	Issues in Leadership Foundations (2)
LEAD638	Issues in Leadership Theory (2)
LEAD645	Ethical Leadership (2)
LEAD646	Leadership Communications (2)
LEAD647	Creative Critical Thinking and Problem Solving (3)
LEAD600	Annual Conference (0) (minimum of 2 conferences required during program)

## 320 SCHOOL OF EDUCATION

### Portfolio of Areas of Concentration—9

Students will choose three areas of concentration from the MA competencies listed below and will take credits appropriate to the aim of each area, producing a final portfolio presentation.

### Competencies of the MA Leadership Program

Leadership requires theoretical knowledge and practical application in the following core competencies:

- Leadership and the Self:** This cluster of competencies focuses on the self awareness and the personal and professional identity required when practicing leadership.
  - Philosophical foundations*—Leadership functions within the context of multiple perspectives and understands how their own worldview influences their practice.
  - Ethics, values, and spirituality*—Leadership functions from a set of principles and standards that guides their work and all their relationships with others.
  - Learning and human development*—Leadership understands the principles of learning and is committed to and practices continuous personal, interpersonal and organizational learning.
- Leadership with Others:** This cluster of competencies focuses on the interpersonal aspects of leadership. Growth and development of others is an essential function of leadership.
  - Effective communication*—Leadership fosters effective communication in all internal and external interactions, to establish and maintain cooperative relationships.
  - Mentor/coach*—Leadership promotes relationships that are trust-centered, providing the kind of empowerment that results in personal and performance improvement toward satisfying mutual objectives.
  - Social responsibilities*—Leadership understands social systems and is accountable to others and endeavors to see that family, community, and environmental needs are met in local and, as appropriate, in global ways.
- Leadership through Organizations:** This cluster of competencies focuses on the organizational aspects of leadership. Leadership sets direction in ways that facilitate achievement of organizational goals.
  - Resource development, human and financial*—Leadership appropriately allocates and manages human and financial resources for healthy and strategic outcomes.
  - Implementing change*—Leadership involves working with others in order to collaboratively shape the vision and strategy for change, as well as being capable of facilitating the change process.

### Community Service—6

LEAD680 Internship: Community Service. Each student will spend one semester engaged in some form of community service which will be individualized according to mission, interests and talents. This can be either domestic or international (or a combination) and will be chosen in consultation with the advisor. The community service period should directly feed into the MA project.

### MA Project—6

EDRM505 Research Methods (3)  
LEAD698 MA Research Project (3)

Students will give a final presentation open to the whole community in which they present their leadership journey, including their original mission, their portfolio, their community service and their research project. These should form a cohesive whole.

### Basic Degree Requirements for EdS, EdD and PhD

- Participate in the on-campus program orientation: LEAD630 Introduction to Leadership (2 cr) and in annual Leadership Conferences.
- Complete LEAD635 Leadership and Learning Plan (LLP, 4 cr) designed by the participant and approved by the Leadership faculty team.
- Complete the following web-based learning experiences:  
LEAD535 Principles of Academic Writing—1–3  
LEAD636 Issues in Leadership Foundations—2  
LEAD637 Issues in Research—2  
LEAD638 Issues in Leadership Theory—2
- Participate regularly and actively in a Leadership and Learning Group *at least seven times* a year.
- Maintain employment throughout the program.
- Complete the development and a presentation of a portfolio based on the participant's LLP. The portfolio must document the satisfactory completion of the required competencies.
- Complete the specific number of credits:  
64 credits for the EdS degree  
90 credits for the EdD/PhD degrees
- Research:  
EdS: Complete a research project.  
Prerequisite: EDRM505 or equivalent  
LEAD798 EdS Research Project—3–6  
EdD/PhD: Complete a dissertation. Both degrees require the submission of a research-based article to a peer-reviewed publication.  
Prerequisite: EDRM505 or equivalent  
LEAD880 Proposal Development—2  
LEAD899 Doctoral Dissertation—14

### Competencies of the EdS, EdD and PhD Leadership Programs

Leadership requires theoretical knowledge and practical application in the following core competencies:

- Leadership and the Self:** This cluster of competencies focuses on the self awareness and the personal and professional identity required when practicing leadership.
  - Philosophical foundations*—Leadership functions within the context of multiple perspectives and understands how their own worldview influences their practice.
  - Ethics, values, and spirituality*—Leadership functions from a set of principles and standards that guides their work and all their relationships with others.
  - Learning and human development*—Leadership understands the principles of learning and is committed to and practices continuous personal, interpersonal and organizational learning.
- Leadership with Others:** This cluster of competencies focuses on the interpersonal aspects of leadership. Growth and development of others is an essential function of leadership.
  - Effective communication*—Leadership fosters effective communication in all internal and external interactions, to establish and maintain cooperative relationships.

- b. *Mentor/coach*—Leadership promotes relationships that are trust-centered, providing the kind of empowerment that results in personal and performance improvement toward satisfying mutual objectives.
  - c. *Social responsibilities*—Leadership understands social systems and is accountable to others and endeavors to see that family, community, and environmental needs are met in local and, as appropriate, in global ways.
3. **Leadership through Organizations:** This cluster of competencies focuses on the organizational aspects of leadership. Leadership sets direction in ways that facilitate achievement of organizational goals.
- a. *Resource development, human and financial*—Leadership appropriately allocates and manages human and financial resources for healthy and strategic outcomes.
  - b. *Legal and policy issues*—Leadership applies and understands the scope of legal and policy structures appropriate for their field.
  - c. *Organizational behavior, development, and culture*—Leadership understands personal, group, and inter-group behaviors, and how they impact organizational history, needs, and goals.
  - d. *Implementing change*—Leadership involves working with others in order to collaboratively shape the vision and strategy for change, as well as being capable of facilitating the change process.
  - e. *Evaluation and assessment*—Leadership uses appropriate evaluation and assessment tools to make decisions about programs and plans.
4. **Leadership and Research:** This cluster of competencies focuses on the need to use data to communicate, persuade, and make decisions, and to contribute to the knowledge base for leadership. Competence in research needs to include both qualitative and quantitative methods. Research skills are often necessary while engaging in organizational development, assessment, and evaluation, and other leadership projects.
- a. *Reading and evaluating research*—Leadership critiques the adequacy of research reports, conducts literature reviews using electronic sources, and relates research to the body of knowledge in their professional field.
  - b. *Conducting research*—Leadership understands the logic and processes of scientific inquiry, explains major research methodologies, formulates empirically driven research problems, selects appropriate research designs, explains standards for data collection, and conducts basic data collection and analysis.
  - c. *Reporting and implementing research*—Leadership adequately communicates research findings and implements the findings in the workplace.
5. **Individually Chosen Options:** One required. Additional options may be chosen, if needed.

#### Basic Competency Requirements for the EdS degree.

Completion of the EdS in Leadership is achieved only after the development of a portfolio demonstrating mastery in at least 15 competencies.

The participant prepares a Leadership and Learning Plan (LLP) which becomes his/her course of study. The course of study translates into at least 64 semester credits.

#### Basic Competency Requirements for the EdD and PhD degrees.

Completion of the EdD or PhD in Leadership is achieved only after

the development of a portfolio demonstrating mastery in at least 15 competencies.

The participant prepares a Leadership and Learning Plan (LLP), which becomes his/her course of study. The course of study translates into at least 90 semester credits.

#### Postdoctoral Certificate in Leadership (12–15 cr)

Postdoctoral certificate studies are arranged by a person who has completed his or her doctoral studies. Individual requests may be granted by the Department of Leadership for scholarly pursuits in research, teaching, administration and/or practicums. Pursuit of specific areas of interest is determined on the basis of availability of senior faculty members. The total number of credits taken will be determined on an individual basis and will be reflected on the certificate in the form of self-directed studies, independent study, or formal courses. Postdoctoral scholars can attend selected courses in the department of leadership either for academic credit or on audit basis. The postdoctoral certificate experience at Andrews is typically funded entirely by the student and his or her sponsoring organization.

#### Courses (Credits)

See inside front cover for symbol code.

Students in the Leadership and Educational Administration programs, in consultation with their advisors, may choose from the following list of EDAL and LEAD courses. 600-level courses are available for both master's and doctoral programs.

#### EDAL520 D (2–3)

##### **Foundations of Educational Leadership**

A basic orientation to the purposes, organization, and administration of educational programs and institutions; the structure and control of school systems; the nature of administration; and the conceptual foundations of educational administration and leadership.

#### EDAL560 D (3)

##### **K–12 Law**

Emphasizes legal issues affecting teachers and educational administrators, including governmental relations, church state issues, teacher employment, student control, and school board operations and procedures.

#### EDAL565 D (1–2)

##### **Leadership for Seventh-day Adventist Education**

Explores the spiritual climate and leadership practices of administration in Seventh-day Adventist education. Uses scripture, the writings of Ellen White, and other sources to develop a frame of reference for educational leadership and an understanding of the role of the divine in education.

#### EDAL570 D (2–3)

##### **Principles of Educational Supervision**

Designed for principals, superintendents, and instructional supervisors concerned with the improvement of teaching and learning by professional supervision; the role, aims, principles, and practices of instructional supervision; introductory study of supervisory techniques.

322 SCHOOL OF EDUCATION

<p><b>EDAL635</b> <b>Human Resources Administration</b> Reviews personnel services; policy for certified and noncertified employees; personnel functions in education; the interpersonal process in educational organizations, communications, and group dynamics for educational administrators.</p>	<p><b>D (2–3)</b></p>	<p>settings to enhance organizational effectiveness, survey of contemporary technologies appropriate to most organizational settings and cost benefit analysis of various systems, development of a technology plan for leadership development, ethics of technology usage.</p>
<p><b>EDAL640</b> <b>Higher Education Law</b> Legal aspects of the administration of higher education institutions. Policy issues related to student rights, intellectual property, academic freedom, admission, employee relations, and property use.</p>	<p><b>D (2–3)</b></p>	<p><b>EDAL674</b> <b>Administration of Student Services</b> Overview of student services in higher education and its historical and philosophical foundations, guiding theories, and professional practices. Focuses on administrative structures and processes, and the organization of student services programs in the context of contemporary issues and trends.</p>
<p><b>EDAL645</b> <b>K–12 Educational Finance</b> Focuses on financial and economic issues affecting educational institutions, including school support, costs of education, sources of revenue, budgeting, and the organization and maintenance of the fiscal and physical resources of educational systems.</p>	<p><b>D (2–3)</b></p>	<p><b>EDAL675</b> <b>College Student Development Theory</b> Explores the characteristics of college students and the theories of growth and development for traditional and non-traditional students. Emphasis is placed on understanding the immediate and long-term impact of a college experience.</p>
<p><b>EDAL650</b> <b>Educational Administration Program Continuation (MA)</b> A master's student may register for this title to comply with continuous registration requirements. Registration for this title constitutes full-time status.</p>	<p><b>(0)</b></p>	<p><b>EDAL676</b> <b>Administration of Academic Services</b> Focuses on the principles academic officers use in dealing with selected administrative functions related to academic departments, degree programs, faculty development, curriculum administration, instructional resources, student development, budget planning, enrollment, and academic personnel.</p>
<p><b>EDAL655</b> <b>Higher Education Finance and Technology</b> An overview of issues related to the financing of higher education, including the nature of educational costs, state and federal finance policy, economic perspectives, basic concepts of budgeting, and the implications of financing on college access and affordability. The course focuses on the benefits of contemporary technology systems and its ethical usage to enhance financial and organizational effectiveness.</p>	<p><b>D (3)</b></p>	<p><b>EDAL680</b> <b>Internship: (Topic)_____</b> A planned internship in leadership at a cooperating organization, institution, school district, or agency. Permission of supervisor and plans required in advance of registration. May be graded S/U. Repeatable.</p>
<p><b>EDAL664</b> <b>Elementary School Leadership</b> Explores the role of the principal; leadership in curriculum implementation and reform; organization of schedules, calendar, and catalogue; staff organization and utilization; attendance program; responsibilities such as assemblies, opening and closing of school, supervision of staff, and operation of school facilities.</p>	<p><b>D (2–3)</b></p>	<p><b>EDAL685</b> <b>Master's Comprehensive Exam Prep</b></p>
<p><b>EDAL665</b> <b>Secondary School Leadership</b> Explores the role of the principal; leadership in curriculum implementation and reform; organization of schedules, calendar, and catalogue; staff organization and utilization; attendance program; responsibilities such as assemblies, opening and closing of school, and supervision of staff. Also includes office management and auxiliary services.</p>	<p><b>D (2–3)</b></p>	<p><b>EDAL750</b> <b>Educational Administration Program Continuation (EdS/Doctoral)</b> A doctoral student may register for this title to comply with continuous registration requirements. Registration for this title constitutes full-time status.</p>
<p><b>EDAL667</b> <b>Leadership in Higher Education</b> Focuses on the study of governance of higher education institutions, stressing administrative roles and leadership in visioning distinctive organizational and environmental features of colleges, universities and community colleges, and how these features affect the management of these organizations.</p>	<p><b>D (3)</b></p>	<p><b>EDAL785</b> <b>Comprehensive Examination Preparation (EdS/Doctoral)</b></p>
<p><b>EDAL670</b> <b>Technology for Leaders</b> Philosophical basis for technology usage in various leadership</p>	<p><b>D (3)</b></p>	<p><b>EDAL888</b> <b>Dissertation Continuation</b> Registration for this title constitutes full-time status.</p>
		<p><b>EDUC560</b> <b>Degree Reactivation</b> When participants request reactivation, they will register for Degree Reactivation and pay the associated fee.</p>
		<p><b>EDUC670</b> <b>Master's Comprehensive Exam</b></p>
		<p><b>EDUC870</b> <b>Doctoral Comprehensive Exam</b></p>

## Leadership

- LEAD525** **D (2–3)**  
**Public Relations: Community Partnerships**  
 Reviews research on public relations and strategies for improving community relationships and strengthening partnerships with community groups.
- LEAD530** **D (1–2)**  
**Educational Marketing**  
 Provides the foundation knowledge and skills for understanding, planning, and designing marketing plans for educational institutions. Focuses on elements of marketing such as mission statement, target market, image, position, and the market mix (product, price, place, and promotions).
- LEAD535** **D (1–3)**  
**Principles of Academic Writing**  
 This course offers an introduction to the art of academic discourse that will prepare students for writing research papers, theses and dissertations. It covers summary, analysis and synthesis, structure and language use, style and formatting, and the concept of writing as both a process and a skill learned best through continual practice.
- LEAD600** **\$ (0)**  
**Annual Conference**  
 Registration for this title constitutes full-time status.
- LEAD615** **D (1)**  
**Leadership Certificate Plan**  
 Preparation and submission of a leadership development plan describing a self-designed program of study, building on past experiences and addressing current and future leadership goals.
- LEAD625** **D (1–2)**  
**Research Writing Seminar**  
 Provides an overview of the technical aspects involved in writing research reports, focusing specifically on the language, structure, style and composition process typically used in research writing.
- LEAD630** **\$ (2)**  
**Introduction to Leadership**  
 Intensive introduction and orientation to the Leadership program. Focus on leadership concepts, principles of research, and skills relating to the completion of the program. Graded S/U.
- LEAD635** **D (2–4)**  
**Leadership and Learning Plan**  
 Preparation and submission of LLP to faculty for approval. Prerequisite: LEAD630.
- LEAD636** **D (2)**  
**Issues in Leadership Foundations**  
 Participants review the literature, discuss the findings in study groups and with faculty, and provide scholarly feedback related to assigned topics that address foundations of leadership and worldviews.
- LEAD637** **D (2)**  
**Issues in Research**  
 This course serves to develop skills in reading and evaluating qualitative and quantitative research writings.
- LEAD638** **D (2)**  
**Issues in Leadership Theory**  
 A seminar in the study of leadership theory. This course is intended to provide a wide coverage of leadership theory based on sound research principles, with implications for informed practice. The seminar includes concept formation in such areas as organizational development, historical and contemporary views of leadership, power and influence, “followership,” ethical leadership and diversity, and applications to problem solving in leadership and administrative settings.
- LEAD645** **D (1–3)**  
**Ethical Leadership**  
 Explores the dynamics of moral leadership, ethical decision-making and the administrative role in institutional integrity in organizations and schools.
- LEAD646** **D (2)**  
**Leadership Communications**  
 A practical class to help students develop their voice for authentic leadership, articulating shared mission and vision, and developing key competencies for effective speaking, writing and multimedia communication.
- LEAD647** **D (3)**  
**Creative Critical Thinking and Problem Solving**  
 Helps leaders learn to make better decisions through creative thinking and problem-solving, focusing on the nature and techniques of critical thought and using multiple perspectives to develop creative strategies for confronting ambiguous and complex issues with practical, well-considered solutions.
- LEAD648** **D (1–12)**  
**Workshop: (Topic) \_\_\_\_\_**  
 Selected learning experiences. Repeatable. Permission of instructor required.
- LEAD650** **\$ (0)**  
**Leadership Program Continuation**  
 After the LLP is approved, the participant may register for this title to maintain active status while clearing DGs (deferred grades) with advisor approval only. Registration for this title constitutes full-time status.
- LEAD675** **D (1–3)**  
**Portfolio Development: (Topic) \_\_\_\_\_**  
 Development of expertise and documentation in a selected competency area including self reflection that describes personal growth and the theoretical knowledge base supporting the competency. (Repeatable up to 12 credits).
- LEAD678** **D \$ (1–6)**  
**Higher Education Study Tour**  
 International or comparative dimensions of education and leadership through a study tour program with travel to destinations relevant to specific topics of study. Intended to give participants a cross-cultural perspective and a global vision of the challenges of education and leadership around the world. Fee may apply.
- LEAD680** **D (1–12)**  
**Internship: (Topic) \_\_\_\_\_**  
 Planned field experience in leadership at cooperating institutions, school systems, or agencies. Permission of instructor required.

### 324 SCHOOL OF EDUCATION

<b>LEAD689</b> <b>Seminar: (Topic)_____</b> Selected topics offered. Repeatable. Permission of instructor required.	<b>D (1-12)</b>	LEAD535, LEAD637 and an approved topic and committee prior to registration for this course. Graded S/U. <i>Spring only.</i>
<b>LEAD690</b> <b>Independent Study: (Topic)_____</b> Selected topics. Repeatable with different topics. Permission of advisor and instructor required.	<b>D (1-12)</b>	<b>LEAD886</b> <b>Advanced Internship: (Topic)_____</b> Under supervision of a faculty member in a leadership area. Student interns in responsible positions with specialists/administrators in cooperating institutions, school systems, or agencies. Permission of instructor required. Graded S/U.
<b>LEAD696</b> <b>Leadership Capstone Experience</b> Presentation of a portfolio demonstrating the development of selected leadership competencies. Participants will reflect on and evaluate their personal and professional growth, their leadership development, and the lifelong impact of these competencies on their career.	<b>D (1)</b>	<b>LEAD899</b> <b>Doctoral Dissertation</b> A minimum of 14 credits required. Repeatable. <i>Fall, Spring, Summer</i>
<b>LEAD698</b> <b>MA Research Project</b> A planned research experience whereby a problem or issue in the workplace relating to leadership is identified by the participant. The process includes the development of a research proposal, implementation of the research plan, and a written paper using the <i>Andrews University Standards for Written Work</i> . Graded S/U.	<b>D (3)</b>	
<b>LEAD699</b> <b>Thesis</b>	<b>D (1-3)</b>	
<b>LEAD756</b> <b>Advanced Studies: (Topic)_____</b> Advanced studies in leadership. Repeatable with different topics. Permission of instructor required.	<b>D (1-12)</b>	
<b>LEAD775</b> <b>Advanced Portfolio Development: (Topic)_____</b> Building upon the knowledge base developed in LEAD675, the participant continues to develop expertise and documentation in a selected competency area. Permission of instructor required. (Repeatable up to 12 credits)	<b>D (1-3)</b>	
<b>LEAD778</b> <b>Higher Education Study Tour</b> International or comparative dimensions of education and leadership through a study tour program with travel to destinations relevant to specific topics of study. Intended to give participants a cross-cultural perspective and a global vision of the challenges of education and leadership around the world. Fee may apply.	<b>D \$ (1-6)</b>	
<b>LEAD789</b> <b>Advanced Seminar: (Topic)_____</b> Advanced topics in leadership. Repeatable with different topics. Permission of instructor required.	<b>D (1-12)</b>	
<b>LEAD798</b> <b>EdS Research Project</b> This project includes the identification of a problem in a professional environment, implementation of a research plan, and a research paper. Graded S/U.	<b>D (3-6)</b>	
<b>LEAD880</b> <b>Dissertation Proposal Development</b> Designing and writing the doctoral dissertation proposal. Registering for this title constitutes full-time status. Prerequisite:	<b>D (2)</b>	