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GRADUATE PROGRAM
ADMINISTRATION AND SUPERVISION

A FOLIO

Presented for

GRADUATE PROGRAM REVIEW NATIONAL COUNCIL FOR ACCREDITATION OF TEACHER EDUCATION



**SCHOOL OF EDUCATION
PRAIRIE VIEW A&M UNIVERSITY
MARCH 1974**

ADMINISTRATION AND SUPERVISION JOURNAL PROGRAM

GRADUATE PROGRAM

ADMINISTRATION AND SUPERVISION

A PUBLICATION

PREPARED FOR REVIEW
BY THE

NATIONAL BOARD FOR ACCREDITATION
OF TEACHER EDUCATION

BOARD OF EDUCATION
TRAVIS VIEW AND UNIVERSITY
PARKER VIEW, TEXAS

JANUARY, 1974

ADMINISTRATION AND SUPERVISION DEGREE PROGRAM

A FOLIO

PRESENTED FOR REVIEW
BY THE

NATIONAL COULCIL FOR ACCREDITATION
OF TEACHER EDUCATION

SCHOOL OF EDUCATION
PRAIRIE VIEW A&M UNIVERSITY
PRAIRIE VIEW, TEXAS

JANUARY, 1974

Introduction, Scope of The Program, Students

The Department of Administration and Supervision is engaged in the preparation and certification of educational administrators and instructional supervisors.

The School of Education, Prairie View A&M University beleives that both of these programs are of great importance to the schools in the state of Texas and other states where our graduates may serve. The quality of leadership provided by school administrators and instructional supervisors is a vital element in the success of any educational endeavor. Therefore the University beleives that a viable program is necessary to develop these qualities in both practicing administrators, and prospective candidates for the position.

The primary mission of the department is to prepare students for administrative positions in the public schools. The secondary mission is to prepare students for, (1) enrollment in nearby Universities offering the terminal degree, and (2) ~~participation~~ in educational research.

Administrative roles which the program is designed to prepare students for include principal, central office administration, business management, superintendent and instructional supervision. Students are prepared through the systematic ordering of courses, and experiences matched with the students' background and needs, but not to the exclusion of the State Education Agency requirements.

Students

Students pursuing graduate programs in administration and supervision come from a variety of backgrounds and work experiences.

Practicing administrators enroll to sharpen skills and knowledge as a means of professional growth, while others are engaged in academic pursuit and certification attainment.

To be admitted to the program of graduate studies in administration or supervision the following requirements must be met:

1. Hold a baccalaureate from an accredited senior college.
2. Have maintained a 2.75 grade point average on all undergraduate work. (A=4)
3. Have taken the Graduate Record Examination.

Students must maintain a "B" average on all work attempted to remain in the graduate program on an unconditional basis.

Exception to admission requirements for Administration program

~~Plan~~ Plan A. The student should:

1. Hold a Master's Degree from an accredited institution.
2. Have a completed preparation for certification in a subject commonly taught in the public schools of Texas.
3. Hold a professional teaching certificate for that subject.

A student who does not meet the requirements for admission as stated above may be admitted on a probationary basis, if any of the following conditions exists:

1. Baccalaureate is from a non-accredited institution.
2. Grade point average for undergraduate work is less than 2.75 (A=4)

A probationary student may be directed out of the graduate program at any time his academic progress is deemed unsatisfactory by his major advisor and the Dean of the Graduate School.

All graduate students in the department of administration and supervision are required to take the Graduate Record Examination

as part of the requirements for admission and retention in the program. The results of the GRE are used for purposes of counseling and directing the individual program for the student.

Admission to candidacy for the graduate degree shall not be approved until the student has demonstrated the ability to function on the graduate level.

The applicant for candidacy shall file a written application for admission which shall be approved by his major department and the Dean of the graduate school after the student has completed a minimum of twelve semester hours. A grade of "B" must be maintained on all graduate work attempted at the time of application.

Credits not to exceed six semester hours may be transferred and credit given toward a master's degree. Graduate work taken by extension may be transferred within the six semester hour limit, or a combination of extension and transfer credit may not exceed nine semester hours.

Design of Curricula

The Master's Degree program for instructional supervisors includes; a specialization in supervisory techniques and administration; subject content areas in curriculum development both at the elementary and secondary levels; studies in pupil growth and development; philosophical implications which are required components of the program.

The graduate program for the preparation and certification of school administrators requires graduate study through the fourth graduate year. The program is designed to allow for a specialization in administration with a broad base in other academic areas. The program is designed to allow practicing administrators who wish to improve their skills and

knowledge related to educational administration to participate.

The University presently ~~offers~~ two administrator's programs, Plan A and Plan B.

Graduate studies in administration were reactivated in June, 1972 after having been inoperative for some time prior. The program which was reactivated is Plan A, which will be replaced with Plan B no later than 1977.

The past decade has fostered many changes in the areas of school administration and the public has demanded accountability in education. In February the University's Education Council, Graduate Council and President's Cabinet approved a new program for the preparation and certification of school administrators. The program exceeds the requirements of the State agency by requiring studies in research techniques and theses preparation.

The structure of the program is intended to develop or expand competencies in the following areas:

Administrative Theory and Practice

Curriculum

Instructional Supervision

School Law

School Business Management

Special Education

Compensatory Education

Reading

Career Education

Vocational-Technical Education

The program includes or borrows from Plan A program, and at the same time specializes in administration in two areas: Mid-management including principal, central office, business manager, personnel officer etc.,

Internships-Practicum

The student completing the degree program in supervision is required to participate in a field based experience, Practicum in Supervision is the final course in the program. A student, when in the opinion of the Dean of the graduate school and the department has demonstrated aptitude to apply insights gained in the program to a field problem is given permission to register for practicum. Written notice of cooperation and intent to supervise the student is required from the local school district where the student will be assigned. A minimum of two clock hours per day must be devoted to the duties normally carried out by a practicing supervisor and under the supervisor's direction. The student is jointly supervised by the local school district and the University representative.

No practicum or internship is permitted in the Master's Degree program for school administration due to the nature of the course work required. Two field based experiences are planned for the student, one upon completion of fifteen semesters hours above the Master's Degree in the program for principals and mid-management, and one after the completion of an additional fifteen hours of course work for superintendents.

The mid-management internship provides for a practical application of insights developed through the analysis of administrative problems.

The student is assigned to and supervised by a practicing principal or mid-level administrator. A minimum of two hours per day must be devoted to performance of duties normally performed by the administrator and under his supervision.

The internship for superintendent has the same provisions as the practicum or internship for mid-level management, but the student is assigned to and supervised by a superintendent or deputy level superintendent. He is also supervised by the University staff.

University supervision generally is by correspondence with the local school district, by phone, or on-site visit. In addition to the time devoted to the internship daily the internship groups meet in seminars weekly or as needed.

There are plans to provide a program of full time internship to greatly enhance the field based experience.

A Typical Master's Degree Program For Instructional Supervision

Leadership For Instructional Improvement		9 hours
Supervision 643	Elementary School Supervision or,	
Supervision 663	High School Supervision	
Supervision 753	Principles and Practices	
Supervision 733	Practicum in Supervision*	
Resource Areas		21 hours
Administration 523	School Personnel Administration	
Administration 533	High School Administration or,	
Administration 633	Elementary School Administration	
Administration 713	Fundamentals of Administration	
Education 583	Secondary Curriculum, or	
Education 683	Basic Principles for Curriculum Improvement in Elementary Schools	
Education 723	Philosophy of Education	
Psychology 593	Pupil Growth and Development	
Psychology 533	Fundamentals of Statistics	
Supervision 673	Trends in Supervision	

Research

6 hours

Education 843 Techniques of Educational Research
 Education 853 Thesis Project

PLAN A: Specialized Program for Preparation and Certification of School Administrators

In addition to the Master's Degree in Education which prepares teachers for subjects commonly taught in Texas Public schools, the completion of the following program results in certification as principal and superintendent.

Professional Administration

24 hours

Administration 713 Fundamentals of Administration
 Administration 523 Administration of School Personnel
 Administration 533 High School Administration
 Administration 633 Elementary School Administration
 Administration 613 School Plant Administration
 Administration 703 Public School Finance
 Administration 743 Public School Law
 Administration 733 Practicum in Administration
 Administration 893 Educational Administration: Theory and Practice
 Administration 643 Junior High School Administration

Effective September 1, 1973

PLAN B

Core Area I 18 Semester hours.

Administration 713 Fundamentals of Administration
 Administration 743 School Law
 Administration 853 Organization and Administration of Curriculum K-12
 Administration 893 Educational Administration: Theory and Practice
 Administration 843 School Management
 Supervision 753 Principles and Practices of Supervision

Core Area II 9 Semester hours.

Sociology 823 Multicultural Education
 Psychology 593 Pupil Growth and Development
 Psychology 533 Fundamentals of Statistics

Specialized Area A - Principal and Mid Level Management
 18 Semester Hours

Administration 533 Secondary School Administration

Administration 633 Elementary School Administration
 Administration 663 Administration of Special-Compensatory Career-Reading
 and Vocational Education
 Supervision 643 Elementary School Supervision
 Supervision 663 Secondary School Supervision
 Administration 733 Internship for Mid-Level Management Clinical
 field experience

Specialized Area B. Professional Administrators - Superintendent
 15 Semester Hours

Administration 613 School Plant Administration
 Administration 523 School Personnel Administration
 Administration 703 School Finance
 Administration 763 Administration of Special-Career, Vocational Technical
 Education
 Administration 833 Internship for Superintendent - Clinical field
 experience.

Master of Education Degree: Program for Administration

Administration 15 Semester Hours.

713 Fundamentals of Administration
 743 School Law
 853 Curriculum K-12
 893 Administration: Theory and Practice
 843 School Management

Resource Area 15 Semester Hours.

Supervision 753 Principles and Practice
 Sociology 823 Multicultural Education
 Psychology 593 Pupil Growth and Development
 Psychology 533 Fundamentals of Statistics
 Administration 533 Secondary School Administration or
 Administration 633 Elementary School Administration

Degree Requirements 6 Hours.

Education 843 Techniques of Educational Research
 Education 853 Thesis and Project

Program Objectives

No later than September 1977 the program for the preparation and certification of school administrators will be competency/performance based. The general objectives of the program stated below are in terms

of what the student should be able to do when he has completed the program.

Personnel Administration: The student will describe the components of school personnel services and the necessary elements of each. He will describe two opposing views of administration relating to beliefs concerning the nature of man, control of personnel, changing attitudes of teachers, conflicts between the employee and the organization.

Planning & Organization: The student will explicate at least one planning model and describe its use in an administrative setting. He will demonstrate the ability to organize a school district and discuss the basic responsibility for each component of an organization chart.

Administrative Theory: Demonstrate a knowledge and make application of theories and research from the behavioral sciences to administrative problems. Demonstrate knowledge of theories of decision making, or problem solving.

School Management: Demonstrate knowledge of the individual school campus business operations and fund accounting, and the responsibilities for management of all operations on the campus.

School Finance: Discuss three major sources of revenue for financing public education., historical development of school finance, record keeping, budget preparation and administration. Prepare a budget for a school district with 12,000 students in average daily attendance.

School Law: Will predict the outcome of simulated legal questions based upon a knowledge of the law. Will write policies for adoption by local boards of education, and administrative policies which will avoid conflict with the law.

Curriculum: The learner will demonstrate a knowledge and appreciation for the general curriculum of a school district. Where the curriculum

comes from, and how its is implemented. Demonstrate expert knowledge in one or more curriculum designs for a subject area commonly found in the public school curriculum. Demonstrate a knowledge of special education, career education and vocational-technical education programs.

Socio-Cultural: Demonstrate an appreciation for the ethic backgrounds of children and a knowledge of how these backgrounds differ in relation to any special attention which must be given to any particular child.

Compensatory Education: Demonstrate an awareness of the need for and the programs of education being conducted in schools across the nation.

Instructional Supervision: Demonstrate the ability to motivate, and guide teachers in their duties, a knowledge of human behavior and methods and techniques of extending the individuals to maximum effectiveness.

Faculty

Part I Major Area Faculty

Administration	Samuel J. Urban (M.Ed.), Department Head
School Law	
School Finance	
Theory and Practice	
Practicum	

Part II College of Education Faculty

Supervision	W. W. Clem (Ph.D)
Supervision	J. W. Echols (Ph.D)
School Administration	C. A. Thomas (M.Ed)
Personnel Administration	
Curriculum	H. Hendricks (D.Ed.)
Psychology	W. Webster (Ph.D)
	V. Sumner (M.A.)

Research & Thesis: T. V. Jackson (Ph.D)
 Research & Thesis: I. D. Starling (D.Ed.)

Instructional Resources

Library

The convenience of the library and adequate staffing makes this one of our most valuable resources.

Inter-Institution Library Service

By agreement of the various libraries in the state, student at Prairie View A&M University may obtain without cost, the use of books and materials from other universities. This service is provided by the regular library staff, and usually a request is delivered within three days.

Texas Information Service

The Texas Information Service is the state component of The Educational Research Information Center, and services are available to students at Prairie View A&M University for a nominal fee.

Consultants - Administrators and Supervisors from the greater Houston Area are frequent visitors to the classes on campus and offer lecture and/or serve as resource people in their respective areas of practice.