The Master of Arts in Elementary Administration Program is designed for experienced teachers who have a strong belief in continuous school improvement and a deep desire to become a transformational leader. Leaders who have a commitment to changing the lives of all students through engaging in a high quality rigorous program of study focused on continuous school improvement will be successful in the program.

The innovative curriculum is designed and taught in eight week sessions with a six hour internship conducted in the student’s school district.

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

**Master of Arts in Elementary Administration Students will...**

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

**Career Planning**

The Master of Arts in Elementary Administration Program prepares students to work in administrative roles in schools and school districts. The Educational Administration Program prepares students for K-8 Principal and, with additional DESE requirements (certification in special education and 2 years of teaching experience in special education) district Special Education Director K-12. For the Special Education Director, the Internship requirements are customized to reflect both elementary principal and special education director supervision. Test preparation for the Missouri certification exams are built into the program.

**Admission Requirements**

1. A graduate GPA of 2.75 on a 4 point scale
2. A bachelor’s degree in education
3. A valid teaching certificate

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

**Elementary K-8 Principal**

**Special Education Director (K-12)**
(with additional requirements)

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

**Elementary Administration**

**Required Courses – 30 hours; 3.25 GPA required**
- EA 625 Foundations of Educational Administration (3)
- EA 630 Elementary Administration (3)
- EA 634 Supervision (3)
- EA 651 School Law (3)
- EA 653 Curriculum for Educational Leaders (3)
- EA 646 Elementary Internship I (3)
- EA 655 School Business/Facilities Management/Public Relations (3)
- EA 656 Elementary Internship II (3)
- EA 660 Administration and Supervision of Special Education (3)
- GR 691 Methods of Research (3)

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

**Elementary Principal K-8:** Take all elementary level courses listed above including internships. Field experience is completed under the direction of a current elementary principal and the university instructor.

**Additional certification requirements for Secondary Principal 7-12:**
Take all elementary level courses listed above including internships. In addition, take EA635 Secondary School Administration and EA657 Secondary Internship II. Field experience is completed under the direction of a current secondary principal and the university instructor.

**Special Education Director Certificate:** Take all courses listed above for elementary level. The internship is customized to reflect field work with both an elementary principal and a current special education director, in addition to the university instructor.

The degree requirements in Elementary Administration are based on (1) the Professional Standards for Educational Leaders (PSEL), (2) Educational Leadership Constituent Council (ELCC) standards, (3) Council for Exceptional Children Standards (CEC) and the (4) Missouri Standards for Preparation of Educators (MoSPE).

**Degree Requirements**

The Master of Arts degree in Elementary Administration is a 30 hour program that prepares candidates for certification as an elementary principal K-8 and, with additional DESE requirements (certification in special education and 2 years of teaching experience in special education special education director (K-12). For the Special Education Director, the Internship requirements are customized to reflect both elementary principal and special education director supervision.

For students who enter the program and wish to **complete both K-8 and 7-12 principal certificates**, an additional 6 hours of coursework is required; both school administration courses are completed (EA630 and EA635) as well as an additional internship experience. All courses are taught online with the internship conducted in the student’s school district.

### Sample Rotation

**Students beginning Summer 2016**

- **Summer 2016**
  - EA 655 Leadership for Effective School Operations
  - EA 660 Administration and Supervision of Special Education
- **Fall 2016**
  - EA 655 Foundations of Educational Administration
  - EA 630 Elementary School Administration
  - Spring 2017
  - EA 653 Curriculum for Leaders
  - GR 691 Methods of Research
- **Summer 2017**
  - EA 634 School Supervision
  - EA 646 Elementary Internship I
- **Fall 2017**
  - EA 651 School Law
  - EA 656 Elementary Internship II
  - GR 698 Comprehensive Examination

**Students beginning Fall 2016**

- **Fall 2016**
  - EA 634 School Supervision
  - EA 660 Administration and Supervision of Special Education
  - Spring 2017
  - EA 655 Leadership for Effective School Operation
  - EA 651 School Law
  - Summer 2017
  - EA 625 Foundations of Educational Administration
  - GR 691 Methods of Research
  - Fall 2017
  - EA 630 Elementary School Administration
  - EA 646 Elementary Internship I
  - Spring 2018
  - EA 653 Curriculum for Leaders
  - EA 656 Elementary Internship II
  - GR 698 Comprehensive Examination

---

To learn more
Office of Admissions
(573) 651-2590
graduate@semo.edu
www.semo.edu

To explore the College of Education online, visit http://www.semo.edu/education

For advising
Lisa Bertrand, Ed. D.
(573) 651-5080
lbertrand@semo.edu