



Portland State
UNIVERSITY

*MA/MS in Education:
Educational Leadership and Policy*

Educational Leadership

A specialty for those interested in developing skills in several leadership areas.

Portland State University
Graduate School of Education
Educational Leadership and Policy Department
P.O. Box 751
Portland, OR 97207

www.pdx.edu/elp

November 2009

EQUAL OPPORTUNITY

PSU supports equal opportunity in admissions, education, and use of facilities by prohibiting discrimination in those areas based on age, color, disability, gender, marital status, national origin, religion and sexual orientation. This policy implements state and federal law (including Title IX), and inquiries about it should be directed to the Affirmative Action Office, 122 Cramer Hall. A major goal of this program is to provide a diverse pool of qualified applicants for administrative positions in Oregon. Minorities and women are strongly encouraged to apply.

Retention of Student Documents

All documents submitted to PSU become the property of the University and may not be copied or returned to a student. Transcripts from other institutions cannot be copied. (PSU Bulletin 2006-2007 p. 49)

**Master of Arts or Master of Science in Education:
Educational Leadership and Policy
Specialization: Educational Leadership**

The Department of Educational Leadership and Policy (ELP) offers the MS or MA* in Education degree with a specialization in Educational Leadership.

** The Master of Arts degree requires proficiency in a foreign language. The Department of Foreign Languages and Literatures administers the Master of Arts language examination taken any time prior to one's final term 503-725-3522.*

Educational Leadership Program Offerings

The program serves those who wish to have different levels and knowledge in fields within a variety of Leadership positions. Students work with a faculty advisor to develop a program that best fits their situation, choose from six different themes of concentration:

- Educational Foundations
- Educational Policy Analysis
- Educational Research, Evaluation, and Staff Development
- Leadership Studies

Educational Leadership Curriculum

Students work with a faculty advisor to develop a **45-credit program** that includes the *ELP Professional Studies Core* (16 credits), *Thematic Specialization* (20-22 credits), *Electives* (7-9 credits), and *Culminating Experience* (2 credits). Students have considerable flexibility in shaping their thematic specialization and elective course work.

Professional Studies Core

16 credits required

Students may complete the professional studies core at any point in their program. **However, it is recommended that students complete the professional core courses, as soon as possible.**

- **Foundations of Education** **4 credits**
ELP 551 Social Foundations of Education
OR
ELP 554 Philosophy of Education

- **Research and Evaluation** **4 credits**
ELP 511 Principles of Educational Research and Data Analysis I

- **Organizational Systems** **4 credits**
ELP 568 Educational Organization and Administration

- **Adult Development** **4 credits**
ELP 520 Developmental Perspectives on Adult Learning

Thematic Specializations

20-28 credits

These thematic specializations provide flexibility to design a personalized program which serves as a learning guide in assisting students with focusing and developing their program. **They are not intended to be prescriptive.** As such, working with their advisor students may choose one theme or combine courses from a variety of themes. With the approval of the advisor, courses that are not offered at present maybe substituted with other equivalent courses.

- **EDUCATIONAL FOUNDATIONS THEME**

Students interested in exploring the roots of educational thoughts and practices, and the effects of institutionalized education on individuals, society, and the environment. This theme explores competing concepts of formal education from the view points of philosophy, history, sociology, economics, culture, anthropology and politics.

ELP 551	Social Foundations of Education	(4)
ELP 552	History of Education	(3)
ELP 553	History of American Education	(4)
ELP 554	Philosophy of Education	(4)
ELP 555	Gender and Education	(4)
ELP 556	The Urban School and “At-Risk” Status	(4)
ELP 557	Cultural Pluralism and Urban Education	(4)

- **EDUCATIONAL POLICY ANALYSIS THEME**

Students interested in studying a particular educational policy or policy issue in depth while under the guidance of a faculty mentor who works closely with the student in planning a combination of readings and field research projects to accomplish the student’s learning objectives.

ELP 505	Reading and Conference: <i>individual readings arranged with a sponsoring faculty mentor</i>	6 maximum
ELP 506	Projects: <i>individual projects arranged with a sponsoring faculty mentor</i>	6 maximum
ELP 569*	Introduction to Educational Administration	(4)
ELP 581	U.S. and Oregon School Law and Policy	(4)

*Required course

The policy sequence offered by Urban Studies and Planning is recommended as an area of elective studies: USP 560 Policy Process (3), USP 561 Policy Analysis: Theoretical Foundations (3), USP 562 Policy Implementation (3) and USP 563 Program Evaluation (3).

- **EDUCATIONAL RESEARCH, EVALUATION AND STAFF DEVELOPMENT THEME**

Students interested in developing a career in educational research, assessment, program evaluation and/or staff development in K-12 schools and institutional research in postsecondary institutions.

ELP 512	Principles of Ed. Research and Data Analysis II	(4)
ELP 513	Adv. Research Designs & Data Analysis in Education	(4)
ELP 514**	Educational Measurement and Assessment	(4)
ELP 515**	Program Evaluation	(4)
ELP 521	Adult Learning	(4)
ELP 522	Motivating Adult Learners	(4)
ELP 523	Assessing Adult Learning	(4)
ELP 560**	Supervision and Evaluation of Instruction	(4)
ELP 561**	Staff Development: Planning, Implementation and Evaluation	(4)

**Not currently offered

- **LEADERSHIP STUDIES THEME**

Students interested in educational leadership, but are not specifically interested in obtaining an administrative license. It provides a solid foundation for understanding educational organizations and developing leadership skills that are valuable in various educational settings.

EFPA 569	Introduction to Educational Administration	(4)
ELP 551	Social Foundations of Education	(4)
ELP 554	Philosophy of Education	(4)
ELP 557	Cultural Pluralism and Urban Education	(4)
ELP 560**	Supervision and Evaluation of Instruction	(4)
ELP 562	School and Community Relations	(4)
ELP 563**	Human Relations in Educational Organizations	(4)
ELP 564**	Administration of Curriculum	(4)
ELP 581	U.S. and Oregon School Law and Policy	(4)

**Not currently offered

Electives **9 credit maximum**

Elective credits should be related to the student's overall program and selected in collaboration with an advisor. Students may enroll in graduate-level courses from the Graduate School of Education or other departments within Portland State University. Students may also engage in independent study.

Culminating Experience **2 credit minimum**

Candidates for the Master's degree with a specialization in Educational Leadership must select, in consultation with their faculty adviser, one of two culminating experiences: *Thesis or Culminating Project*.

- The Thesis option requires enrollment in 6-9 credits of ELP 503: Thesis. The thesis is likely to require 2-3 quarters of additional work before completion of the program. Thesis also requires the appointment of a 3-member thesis committee, 2 from the ELP department and one member appointed from the Office of Graduate Studies. Visit the *Office of Graduate Studies website for Thesis guidelines*, <http://www.gsr.pdx.edu/ogs.html>.

Master's thesis is an opportunity for students to engage in:

- critical analysis of the theme of his/her study
- review of literature on the topic
- collaborative ethnographic research with a community partner

- A Culminating Project is a project-based experience that might include a comprehensive report on students' engagement in an applied project such as development of curriculum, instructional materials, video documentary, and collaborative work in the community or a community appraisal. The nature, content and the depth of the culminating project will be decided by the student in consultation with the faculty advisor. The Culminating Project requires enrollment in ELP 506: Culminating Project during the term in which the student plans to present the Final project.

Other Programmatic Information

- Students may enroll in courses prior to formal admission into the program. However, students are limited to a 15 credit maximum of pre-admission credits, which are defined as credits taken at any institution, including PSU before the term of formal admission.
- A maximum of 15 credit hours may be transfer hours, which are defined as credits at any institution other than Portland State University. Courses with grades lower than a “B” and those taken for “Pass” are not transferable into the program.
- No credits over 7 years old at the time of graduation can be counted in your program.
- Students must maintain a GPA of 3.00 or better to remain in good academic standing. No more than four credits of “C” are allowed.
- All coursework applied toward the master’s degree must be letter-graded. Thesis and comprehensive examination credits are offered as P/NP only.
- **It is a University requirement that students register and pay for at least one credit in the term they are admitted. Failure to do so will cancel your admission.** Please advise the department secretary if there is a change of term for which you intend to begin classes. If there is a change **after** admission, you must notify the department secretary **and** the Office of Admissions.
- International students must have an official TOEFL score report sent directly to PSU Office of Admission from the Educational Testing Service (ETS). The minimum acceptable score is 575.
Mail report to: PSU, Office of Admissions and Records, P.O. Box 751, Portland, OR 97207
- A personal statement describing your career goals and accomplishments; special experiences, background, skills, and abilities should be noted. Specifically, what would you both gain from and contribute to the program.

When to Apply

Application materials including transcripts, letters of recommendation, personal statement, etc., should be received by the deadlines noted below. A timely admission decision cannot be guaranteed for incomplete applications. However, since the program reviews applications continuously, students should apply as soon as possible even if they missed the original deadline.

<i>Quarter</i>	<i>Priority Deadline</i>
WINTER 2010	November 1, 2009
SPRING 2010	February 15, 2010
SUMMER 2010	May 15, 2010
FALL 2010	July 1, 2010

Questions about the admission process or about the status of the ELP Department application should be directed to the Admissions Assistant, 503-725-4633; questions regarding University admission should be directed to the Office of Admissions and Records, 503-725-3511.

Program Faculty

Ramin Farahmandpur, Ph.D.
503-725-8271 rfp@pdx.edu
Michael Smith, Ph.D.
503-725-9722 mjsmith@pdx.edu
Dilafruz Williams, Ph.D.
503-725-4676 williamsdi@pdx.edu

Advising

To schedule an appointment with a faculty advisor, please call the Graduate School of Education receptionist, 1-800-547-8887 ext. 4619 or 725-4619.



Checklist

Educational Leadership Application

Compile materials and send to the ELP Department at:

**Portland State University
Grad School of Education
ELP Department
P.O. Box 751
Portland, OR 97207**

- Department Application Form
- All official transcripts
 - Except PSU
 - If PSU already has copies of your transcripts from a previous application, you'll only need to send the ELP Department unofficial copies
 - We recommend you have your previous institutions send the transcripts to your home. You can add them to your other application materials so all materials arrive in the offices at the same time.
- Current Resume
- Personal Goal Statement
- University Application and fee
 - If you decide to fill out the University Application online, please indicate so on the Department Application
 - If you wish to fill out a paper version of the University Application, please include the \$50 University Application fee with all other application materials.

- Two letters of reference }

Each reference should be mailed or faxed to the ELP Department directly from the reference provider.

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Fax: 503-725-3200

If you have any questions regarding the application process, please email elpadmit@pdx.edu or call 503-725-4633. Applicants are responsible for ensuring all application materials are received by the department.

APPLICATION FOR MA/MS: EDUCATION
Specialty in Educational Leadership

Degree: MS _____ MA _____
(The MA requires proficiency in a foreign language)

TOEFL Score _____
Paper or Computer based? _____

Quarter you will begin courses _____

Name _____

Previous Names (If applicable): _____

SSN _____ - _____ - _____ PSU ID#: _____ - _____ - _____

Street Address: _____

City _____ State _____ Zip _____ Date of Birth ____ / ____ / ____

Home Phone (_____) _____ Work Phone (_____) _____

E-Mail _____

Are you a U.S. Citizen? (Circle One): YES or NO

Ethnicity (Optional):

Asian/Pacific Islander Black, Non Hispanic Caucasian Hispanic

Native American Other _____

Please check which version of the University Application you intend to submit.

Online (Submitted: mm/dd/yyyy) ---or--- **Paper** (With check or money order)

In addition to this Department Application, you must also submit a University Application and non-refundable application fee to the ELP offices. You have the option of submitting the University Application and non-refundable application fee online by visiting <http://www.pdx.edu/admissions/graduate-applicant>.

Colleges/Universities	Dates	Degree	Major	Cumulative GPA

Please note, you will be asked to provide transcripts from ALL institutions listed above.

Professional Experience (Begin with most recent, list years.)

Other Work Experience

References

Request two detailed letters of reference from individuals who can speak to your potential—see checklist for specific instructions. *Have the letters mailed directly to the ELP Department.* List names, addresses, email and telephone numbers of the two references from which letters have been requested.

1. _____

2. _____

It is a University requirement that students register and pay for at least one credit in the term they are admitted. Failure to do so will cancel your admission. Please advise the ELP Department if there is a change of term for which you intend to begin classes. If there is a change **after** admission, you must notify the Educational Leadership and Policy Department, (elpdept@pdx.edu or elpadmit@pdx.edu) **and** the Office of Admissions, 503-725-3511.

Send ALL documents to:

Portland State University
Graduate School of Education
ELP Department
P.O. Box 751
Portland, OR 97207

ELP Contact Information

Department Secretary
Admissions Assistant

(503) 725-4716
(503) 725-4633

elpdept@pdx.edu
elpadmit@pdx.edu

FAX 503-725-3200

TOLL FREE (800) 547-8887 ext 4716