

# Educational Administration Tier I Handbook



*Handbook for the Preliminary  
Administrative Services Credential  
and  
Master of Arts Degree  
In Educational Administration  
Program Overview AY 2014/2015  
Palm Desert Campus*

# Greetings

We are pleased you are interested in enrolling in the Preliminary Administrative Services Credential Program at California State University San Bernardino. The materials in this packet as well as the information on our web site ([http://www.csusb.edu/coe/programs/ed\\_admin/cohorts.htm](http://www.csusb.edu/coe/programs/ed_admin/cohorts.htm)) were designed to help you progress smoothly through enrollment in the University and the Program to the completion of your program. Please keep this packet in a file so you can refer to it or the web site often. Should you need information that is not covered in the packet, please contact your Program Advisor (refer to page 15).

Now in its fourth decade, California State University, San Bernardino, operates on the quarter system. The fall, winter, spring and summer terms each consist of 11 weeks of instruction including final exams. The faculty in the Educational Administration Program look forward to working with you.

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## **Fall Quarter 2014 Important Dates**

July 20, 2014 ..... Apply to the University through [www.csumentor.edu](http://www.csumentor.edu)  
August 14, 2014 ..... Submit Official Transcripts for all schools attended

July 15, 2013.....Deadline for Fall 2013 Application [www.csumentor.edu](http://www.csumentor.edu)

September 25, 2014.... Classes begin (Saturday begin Sept 27, 2014)

October 9, 2013..... CENSUS

November 11 ..... Veteran's Day (campus closed)

November 27-30..... Thanksgiving (campus closed)

## **Winter Quarter 2015 Important Dates**

January 12, 2015 ..... Classes begin (Saturday Jan 10, 2015)

January 16, 2015 ..... Last day to add classes via My Coyote Self-Service

January 17-19, 2015 .... Martin Luther King Jr., University Closed

February 2, 2015 ..... CENSUS DATE: Last day to drop classes without record

February 1..... Last day to file or re-file graduation check for December 2015 graduation without payment of late fee.

February 12 ..... Campus Open (Lincoln's Birthday)

February 23 ..... Campus Open (Washington's Birthday)

March 21 ..... Last Saturday class

March 17 ..... Last day of classes

March 24-28 ..... Final examinations

March 30- April 3, 2015 . Academic Recess (Spring break)

## **Spring Quarter 2015 Important Dates**

March 31, 2015	.....	University closed – Cesar Chavez Holiday
April 4, 2015	.....	Saturday Classes begin
April 10	.....	Last day to add classes via My Coyote Self-Service
April 24, 2015	.....	CENSUS DATE: Last day to add/drop classes
May 23-25	.....	University closed - Memorial Day
June 9	.....	Last day of classes
June _____, 2015	.....	Final examinations
June __	.....	Commencement
June 23, 2015	.....	Grades Due; end of term

## **Summer Quarter 2015 Important Dates**

June 23, 2015	.....	Last day for full refund, Regular Session
June 24	.....	Classes begin, 6week1 Session
June 26-Sept 11	.....	University Closed every Friday, Saturday & Sunday
July 3-5, 2015	.....	University Closed – 4 <sup>th</sup> of July Holiday
July 2, 2015	.....	CENSUS DATE for 6week1
September 4-7, 2015	.....	University Closed – Labor Day

## **Fall Quarter 2015 Important Dates**

Sept 24, 2015	.....	First day of class (Saturday first class Sept 26, 2015)
Oct 14, 2015	.....	Fall 2015 CENSUS DATE
November 11, 2015	.....	Veteran's Day (campus closed)
November 26-29, 2015		Thanksgiving recess
December 8-12, 2015	..	Final Exams
December 15, 2015	.....	Grades Due

# University Admission

Admissions information is available by calling the Graduate Admissions Office at (909) 537-5030. If you have previously attended CSUSB and have not attended for more than one quarter, an admission application and \$55 fee are necessary. Please see the Bulletin for complete information (available online <http://catalog.csusb.edu/> ).

- 1) Apply online <http://www.csumentor.edu> . All official transcripts from previous courses taken **must** be received by Graduate Admissions (909) 537-5030. Please call for deadline.
- 2) A \$55 application fee is required to process your application and is non-refundable and may not be transferred to another term.
- 3) Provide 2 completed Reference Forms (Appendix 3)
- 4) Submit or mail official transcripts of all colleges and universities attended to the Admissions Office in unopened sealed envelope. The mailing address is: Office of Graduate Admissions, CSUSB, 5500 University Parkway, San Bernardino, CA 92407-2397

Please activate you CSUSB email address as soon as possible. This is where you will receive information from Grad Admissions.

# Program Admission

In addition to being admitted to the University, students must also apply for admission to the Preliminary Administrative Services Credential and/or Masters of Arts in Educational Administration Program. Students must complete this step in their first quarter. Mail the following materials stapled **in a set** to the Masters Program Office, CSUSB, 5500 University Parkway, San Bernardino, CA 92407-2397. The stapled set of materials must include all of the following materials:

1. An Applicant Information Sheet for the program **with all items below (2-5) stapled to the information sheet.** (Appendix 2, page 18).
2. A photocopy of your valid California teaching, pupil personnel or health services credential or evidence of eligibility for a credential.
3. A letter from your District Personnel Office documenting the completion of at least four years of full-time teaching is needed to enter the program. Substitute teaching does not apply. Five years of teaching or related school experience is required to apply for the administrative credential.
4. A photocopy of the notification of your successful completion of the CBEST test.
5. Submit evidence of having met the writing requirement (see page 6), or plan to meet it.
6. Complete a 2-page essay (using 12-pt font Arial or Times New Roman) responding to the following prompts:
  - What are important leadership basics and skills and how are you working to acquire them?
  - Identify and discuss current challenges facing school leaders in California

**NOTE:** Documentation of meeting the entry requirements of a cumulative grade-point average of 3.0 ("B") in all courses previously taken in education will be verified by the admissions office from transcripts submitted as part of your admission to the university. To be admitted to the program, all students must demonstrate they have already satisfied the upper division writing requirement (see page 4).

# WRITING REQUIREMENT

To be admitted to the program, both Preliminary Administrative Credential and Masters' students must show that they *have already satisfied* the upper division writing requirement prior to the end of your first quarter. The **Graduate Writing Requirement** can be met by completing one of three options listed below:

1. **CLASS:** Show successful completion of an upper division expository writing class with at least a grade of "B", within the past seven years. At CSUSB the current expository writing class is EDUC 306. If you took an upper division Expository Writing class from another institution you must submit a waiver form (<http://gradstudies.csusb.edu/waiver.html> ) along with a copy of your transcript and a catalog description of the course. The catalog description must indicate that the course required research-based writing. If the description does not, then you must provide the syllabus or a research paper written for the course. RESEARCH PAPERS WRITTEN FOR CSUSB GRADUATE COURSES ARE NOT ACCEPTABLE.
2. **CHALLENGE EXAM:** Pass the WREE writing exam administered once each quarter. Obtain WREE information, dates, and registration materials from the web <http://gradstudies.csusb.edu> or by calling (909) 537-5041. The fee is \$18.00. CSUSB currently accepts only the successful writing challenge exam results from three other state colleges, CSU Fresno, Sacramento and San Diego. Students who score 5.0 or higher on the writing portion of the Graduate Management Admission Test (GMAT). may waive the Graduate Entrance Writing Requirement. The GMAT test fee is \$190.00; additional information may be obtained by calling (909) 537-5388. To apply for acceptance of these exams, submit a Waiver of University Regulations form obtained from your Program Advisor (see page 15).
3. **DEMONSTRATION OF PROFESSIONAL WRITING:** Requests for this option must include a Waiver of University Regulations form, and include copies of one of the following for review. Copies of the waiver form should be obtained from your advisor (see page 15). Documents must show evidence of summary, synthesis, analysis, research and the proper city of sources, the elements required by the WREE and 306.
  - a. Copy of a signed Dissertation, Master's Thesis along with a copy of your transcript showing completion of the degree.
  - b. Significant published scholarly article showing evidence of analysis/synthesis and documentation of sources. Unacceptable: articles written for such things as community newspapers and clubs, church or job newsletters which show no evidence of research-based analytical writing.
  - c. Senior Project or major research project demonstrating knowledge of the style guide of the discipline, from a course that is not counted toward the student's current master's work at CSUSB. Students must submit a catalog description of the course and a copy of their transcript showing completion of the course for which the project was written.
  - d. A major study/report written as part of someone's job responsibilities that clearly indicates that the student was the author or made major contributions. The report must demonstrate the elements of summary, synthesis, analysis, research and the proper citing of sources.

**Please Note:** Submissions *cannot* be course-work that is currently in progress or creative writing (poetry, short stories, and novels), either in manuscript or published form. Alternatives to any of these options must follow the standard waiver process and be submitted to a subgroup of the WREE/306 Committee for review utilizing the regular waiver process

# PROGRAM REQUIREMENTS

## Course Requirements Tier I – Preliminary Administrative Services Credential and Master of Arts in Educational Administration

Course requirements for the Masters Degree in Educational Administration include the completion of a minimum of 45 quarter units of acceptable work. Thirty-three units must be completed at California State University, San Bernardino and a minimum of 24 quarter units should be taken after a student has been advanced to candidacy (Step 5). **NOTE: All students must satisfy the upper division writing requirement and be admitted to the program by the end of their second quarter.**

In the Educational Administration Program, students must maintain a grade-point average of 3.0 (“B”) in required courses and obtain grades of “C” or better in all courses in the program. These requirements must be met along with additional general requirements not cited but listed in the University Bulletin. The courses required for both the Preliminary Administrative Services Credential (37 units) and the Masters of Arts Degree in Educational Administration (an additional 8 units) include:

Pre/co-requisite Course: (Take first or with another course)  
**EADM 601** Educational Leadership & Ethics (4) units

Thirty-three units:

- EADM 607** Culture, Pol., & Community in a Diverse Society (4)
- EADM 610** Supervision and Evaluation of Teachers (4) (take 620 concurrently)
- EADM 613** School Personnel (4)
- EADM 619** Policy, Governance and Legal Aspects in Education (4)
- EADM 620** Practicum in Educational Administration (1)
- EADM 621A** Fieldwork – Elementary/Secondary 60 hrs (2)
- EADM 621B** Fieldwork – Elementary/Secondary 60 hrs (2)
- EADM 622** Curriculum, Instruction & Assessment (4)
- EADM 625** Fiscal Management (4)
- EADM 626A, B, C & D** Issues & Trends in School Administration (1 unit x 4)

Note: 620 is a practicum classes for 610, and needs to be taken concurrently.

The pre-req classes required for fieldwork are 601, 607, 610/620 and 613. To be qualified for your first fieldwork candidates must also have met the University Graduate Writing Requirement, been admitted to the program, be ready to advance to candidacy. One fieldwork experience must be at an elementary school site and the other at a secondary school site in different quarters.

All students must apply separately for each fieldwork experience on Form EADM 621A or B. Fieldwork forms should be faxed to (909) 537-7510 or mailed to the attention, EADM Fieldwork Facilitator, CSUSB, 5500 University Parkway, San Bernardino, CA 92407-2397 by the **third** week of the quarter **before** taking each fieldwork. Interns substitute EADM 630 for fieldwork.

For the Masters Degree students must add:

**EADM 602** Research Methods in Educational Administration (4) and  
a culminating experience, chosen from:

**EADM 692/999** Comp. Evaluation in Educational Administration and Comp Exam (4)

**Or**

**EADM 699** Master's Thesis (4)

692/999 must be taken in the student's last quarter. 602(Research) must be taken prior to the last quarter of the program.

Students who complete the thesis or the evaluation class include the 4 units as part of the required 45 units. The student may enroll in the evaluation class no earlier than the last quarter in which coursework is taken excluding one section of fieldwork. Approval to retake the evaluation class may be contingent upon completion of additional designated courses.



# MyCoyote Self Service & Student Center

## Instructions

<p>To login to MyCoyote Self-Service, type your MyCoyote ID and Password.</p> <p>Click the <u>Sign In</u> button.</p>	
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<p>Click the <u>Student Center</u> link.</p>	
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# MyCoyote – Academic & Grades Instructions

The Academics section shows the links to your account.

1. Click the **My Class Schedule** link to view your class schedule for the current quarter.
2. Click the **Add a Class** link to add classes.
3. Click the **Drop a Class** link to drop classes.



Joe's Student Center

Academics

Enrollment  
[My Class Schedule](#)  
[Wish List](#)  
[Add a Class](#)  
[Drop a Class](#)

Academic History  
[Grades](#)  
[Degree Progress](#)

other academic... ▾

Finances

My Account Account Summary

SEARCH FOR CLASSES

Holds  
No Holds.

To Do List

Enrollment Dates

**Enrollment Appointment**  
 You may begin enrolling for the Summer 2007 Regular Academic Session on July 16, 2006. details ▶

This Week's Schedule		
	Class	Schedule
📅	ACCT 211-01 LEC (40001)	TBA Location: TBA
📅	ECON 200-1 SEM (40002)	TBA

weekly schedule ▶

4. Click the **Grades** link to view grades from all CSUSB quarters.
5. To access other academic pages, select your option from the **other academic...** drop-down list.

Click the **Search For Classes** button to search for all classes.



Joe's Student Center

Academics

Enrollment  
[My Class Schedule](#)  
[Wish List](#)  
[Add a Class](#)  
[Drop a Class](#)

Academic History  
[Grades](#)  
[Degree Progress](#)

other academic... ▾

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	Class	Schedule
📅	ACCT 211-01 LEC (40001)	TBA Location: TBA
📅	ECON 200-1 SEM (40002)	TBA

weekly schedule ▶

# MyCoyote Finance & Personal Information Instructions

**The Finances section provides links to view your student finance information.**

**1. Click the Account Inquiry link to see a summary of your account information.**

**2. Click the View Financial Aid link to view your financial aid information at CSUSB.**

You may begin enrolling for the Summer 2007 Regular Academic Session on July 16, 2006. [details ▶](#)

**Make A Payment Links**

[Pay with Credit Card Online](#)  
[Pay with E-Check Online](#)

**The Personal Information section shows your basic information.**

**The Emergency Contact link displays your emergency contact.**

**You can add, remove, or edit your emergency contacts.**

You may begin enrolling for the Summer 2007 Regular Academic Session on July 16, 2006. [details ▶](#)

**Make A Payment Links**

[Pay with Credit Card Online](#)  
[Pay with E-Check Online](#)

## MyCoyote “Other Personal Info” Instructions

Select from the **other personal...** drop-down list to access other personal pages.  
(e.g., addresses, privacy settings, and phone numbers)

**Finances**

**My Account**  
[Account Inquiry](#)  
1098T Detail Inquiry  
1098T Print Option Inquiry

**Financial Aid**  
[View Financial Aid](#)  
[Accept/Decline Awards](#)

other financial... ▾ ⓧ

**Account Summary**

**You owe 5,139.00.**

- Due Now 4,664.00
- Future Due 475.00

**\*\* You have a past due balance of 4,664.00. \*\***  
Currency used is US Dollar.

**Personal Information**

[Emergency Contact](#)

**Contact Information**

<a href="#">Permanent Address</a>	<a href="#">Mailing Address</a>
PO Box 2841 Crestline, CA 92325	123
<a href="#">Permanent Phone</a> 909/338-8518	<a href="#">Campus Email</a> test@csusb.edu

You may begin enrolling for the Summer 2007 Regular Academic Session on July 16, 2006. [details ▸](#)

**Make A Payment Links**

- [Pay with Credit Card Online](#)
- [Pay with E-Check Online](#)

## CSUSB Email

After students have applied to the University you are assigned a Student I.D. number (also commonly referred to as your MyCoyote ID. This is a 9-digit number and begins with zero. You can obtain more information about how our registration in classes work by starting at this website:

<http://cms.csusb.edu/cms/ehelp/howToActivateAccount.jsp>

The official method to communicate with students admitted to the University is through our campus email system. To log on to your email account: <https://mail.csusb.edu/> It is your responsibility to activate this email account so you can receive timely information about your classes and other pertinent University information.

For general FAQs about your email account please review the information at:

<http://tns.csusb.edu/Email/studentfaq.shtml>

## Leave of Absence

If, at any time (even if only 1 quarter), during your academic coursework for the Ed Admin program you need to stop taking classes for medical, family, work, or personal related business you must file a Leave of Absence form. Information regarding this is available at the Grad Studies website:

<http://gradstudies.csusb.edu/leave2.html>

Upon return you need to submit <http://rre.csusb.edu/documents/RLOAform.pdf>

## **Enroll in Classes/Pay Tuition each Quarter**

1. Students at CSUSB register for classes online through our student registration system called MyCoyote. To enroll in classes on the CSUSB web site go to: <http://mycoyote.cms.csusb.edu/> and follow the directions. General program information as well as cohort information is on the Educational Administration web site. The address is <http://www.csusb.edu/coe/elc/eadm/>
2. Pay appropriate tuition fees each quarter within 10 days of registering for classes. Late registration requires a \$25 late fee. Questions related to payments should be directed to the Bursars office at (909) 537-7257.
3. If you do not pay your fees, you will be dropped from classes. If you are dropped for non-payment, within our system, this is called “withdrawn from the term”. This function is done within several days of your payment due date. Several steps are required to get you reactivated in the term so you can pay fees and re-enroll in classes. Being dropped from classes for non-payment and not knowing you were dropped until after census will not be a valid reason for being re-added after census.
4. Re-instate to Term: “Add after Census” will not be approved for drops due to non-payment of tuition and/or fees.
5. Class numbers needed each quarter for enrollment can be found here: <http://www.csusb.edu/coe/elc/EADM/> and look for your cohort.

## **Purchasing Books**

Books for EADM courses are the same regardless of class location or instructor name. Students attending Educational Administration Classes may purchase their books in the following ways:

1. Order textbooks online from the Coyote Bookstore <http://pdc.csusb.edu/bookstore.html> approximately three weeks prior to the beginning of the quarter. This service ends about 1 week prior to classes beginning. Books may be picked up on campus or shipped to your home. Payment needs to be made by one of the following credit cards: Visa, Master Card and American Express (Discover card is not accepted).
2. Books can be purchased at the Coyote Bookstore located on campus. They also accept phone orders, call (909) 537-5967. Payment for phone orders is by credit card only. In Palm Desert contact The Palm Desert CSUSB Bookstore (760) 341-2883, ext 78123.
3. Courses that DO require books are: EADM 601, 607, 610, 613, 619, 622, 625  
Courses that do NOT require books: EADM 620, 621 A/B, 626, 692

## Advancement to Candidacy/Program Plan

As a cohort student you are progressing through our program at an accelerated rate. During the second quarter, submit your Fieldwork form and an Advancement to Candidacy form (with first quarter filled in; and the anticipated quarters you are scheduled to take the remaining classes. This requires the completion of the following:

1. The Admission to the Educational Administration program. Completion of 12 units with a GPA of 3.0 must have been at California State University, San Bernardino.
2. Submit an Advancement to Candidacy/**Program Plan** showing the courses completed and the courses yet to be completed, by quarter, with the first Form A fieldwork application This form is included in Appendix 5.

## Graduation Check

### Grad Check Filing Date:

Fall Quarter: First business day of February

Spring Quarter: First business day of November

Submit "Grad Check form" (and associated fee) needs to be sent directly to the University Bursar's office. Please see information: <http://commencement.csusb.edu/gradcheck.htm>

## Apply for your Preliminary Service Credential

Once the credential program is completed and the last quarter's grades post, apply for the 'Certificate of Eligibility' for the Preliminary Administrative Services (Tier I) Credential directly to the university Jim & Judy Watson COE Student Services office . The list of supporting documentation, instructions, and application form are listed at (URL).

After you have applied, The Student Services office will mail or e-mail (to your csusb email account) a "Notification of Credential/Certificate Recommendation" which gives them an evaluation of the program they completed and indicates we have electronically submitted their paperwork to CCTC. CCTC will then e-mail the student and request they log in to their website to complete the "Student Application" (electronic version of the 41-4 app) and pay the \$57 (\$55 document fee + \$2 service charge) document fee. Once the student has done that it will take CCTC 10 working days to process and mail out the document to the student.

## EADM Program Quick Reference Phone & Email Directory

<u>Name / Department</u>	<u>Phone</u>	<u>Email</u>
Area Code: (909)		
On Campus: Dial the 5-digit extension ( dial 7+last four digits)		
<b><u>EADM OFFICE</u></b>		
Kat (Program Office)	537-7404	<a href="mailto:kat2u@csusb.edu">kat2u@csusb.edu</a>
Fieldwork	537-7404	
Intern Program	537-7404	
<b><u>FACULTY</u></b>		
Bailey, Bob (retiring Aug 2014)	537-5682	<a href="mailto:bailey@csusb.edu">bailey@csusb.edu</a>
Jindra, Susan	537-5674	<a href="mailto:sjindra@csusb.edu">sjindra@csusb.edu</a>
Louque, Angela	537-7718	<a href="mailto:alouque@csusb.edu">alouque@csusb.edu</a>
Moore-Steward, Thelma (Dept Chair) (retiring Aug 2014)	537-5646	<a href="mailto:msteward@csusb.edu">msteward@csusb.edu</a>
Louie Rodriquez	537-5643	<a href="mailto:lrodrig@csusb.edu">lrodrig@csusb.edu</a>
Stine, Deb	537-7311	<a href="mailto:debstine@csusb.edu">debstine@csusb.edu</a>
Wilson, Doris – (Assoc Dean PDC)	537-8170	<a href="mailto:dwilson@csusb.edu">dwilson@csusb.edu</a>
<b><u>SERVICES</u></b>		
Coyote One Card	537-5064	
Financial Aid	537-5227	
Graduate Admissions	537-5030	
Health Center	537-5241	
Help Desk Services (MyCoyote Assistance)	537-7677	
Masters & Graduate Program	537-5293	
Parking Services	537/5912	
Records, Registration & Evaluations	537-5200	
Services to Students with Disabilities	537-5238	
Student Accounts	537-5162	
Student Services	537-5609	
<b>Web Addresses:</b>		
University Application:	<a href="http://www.csumentor.edu/">http://www.csumentor.edu/</a>	
EADM Program Info:	<a href="http://coe.csusb.edu/programs/edAdministration/cohorts.html">http://coe.csusb.edu/programs/edAdministration/cohorts.html</a>	
Online Course Registration:	<a href="http://mycoyote.cms.csusb.edu/">http://mycoyote.cms.csusb.edu/</a>	
Writing Waiver:	<a href="http://gradstudies.csusb.edu/waiver.html">http://gradstudies.csusb.edu/waiver.html</a>	
Financial Aid Information:	<a href="http://finaid.csusb.edu">http://finaid.csusb.edu</a>	

# Quarterly Program Checklist

## Forms to Submit

### Qtr 1

- Application to Program
- Meet or create plan to meet writing Requirement by end of 2<sup>nd</sup> Qtr.
- Submit Grad Check Form & Fee

### Qtr 2

- Form A for 1st fieldwork EADM621A
- Advancement to Candidacy

### Qtr 3

- Form A for 2nd fieldwork EADM 621B

### Qtr 4

**Qtr 5** - Held on campus

## Courses to Take

### Qtr 1 (10 units) + 4 if Writing is needed)

- \_\_\_ EADM 601 and
- \_\_\_ EADM 610/620 and
- \_\_\_ EADM 626B
- \_\_\_ Expository Writing EDUC 306 if needed

### Qtr 2 (9 units) + 4 if Writing is needed

- \_\_\_ EADM 607 and
- \_\_\_ EADM 626A and
- \_\_\_ EADM 602 (M.A. requirement)

### Qtr 3 (11 units)

- \_\_\_ EADM 621A and
- \_\_\_ EADM 613 and
- \_\_\_ EADM 619 and
- \_\_\_ EADM 626C

### Qtr 4 (11 units)

- \_\_\_ EADM 621B
- \_\_\_ EADM 622
- \_\_\_ EADM 625
- \_\_\_ EADM 626D

### Qtr 5 (4 units + Cr/Nc)

- \_\_\_ EADM 692 (Comp Exam Review)
- \_\_\_ EADM 999 (Exam administered on campus)

After last quarter grades post, apply For 'Certificate of Eligibility" for Preliminary Administrative (Tier I) Credential through Student Services (CSUSB Credentials) Office 909-537-5609.



# Appendix 1

## Program Planner

### Fall 2014

Course	Days	Time	Call Number	Units

### Winter 2015

Course	Days	Time	Call Number	Units

### Spring 2015

Course	Days	Time	Call Number	Units

### Summer 2015

Course	Days	Time	Call Number	Units

### Fall 2015

Course	Days	Time	Call Number	Units

(blank for back page of Appendix 1)

Appendix 2  
**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO  
COLLEGE OF EDUCATION**  
**Student Information for the Educational Administration Program**

Where will you be taking classes ? \_\_\_\_\_  
(Campus, Palm Desert or \_\_\_\_\_ )

When do you plan to begin the program(s) Quarter: \_\_\_\_\_ Year: \_\_\_\_\_

**(Please Print Clearly)** Student ID # \_\_\_\_\_

Name: \_\_\_\_\_  
Last First M.I.

Other names that may appear in your records:  
\_\_\_\_\_

Mailing Address:  
\_\_\_\_\_  
\_\_\_\_\_

Home Telephone #: ( \_\_\_\_\_ ) \_\_\_\_\_

Work Telephone #: ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail address: \_\_\_\_\_  
(PLEASE PRINT CLEARLY)

(School District): \_\_\_\_\_  
Name Address City Zip

**Attachments needed with this document:**

1. CBEST score (copy)
2. Clear Teaching Credential (or Services Credential, i.e. PPS, Librarian, School Nurse, etc.) (copy)
3. Letter (or C-41 form – sample attached) from District Personnel office (4 years experience)
4. Completed Reference Forms (2)
5. 2-Page Essay ( see prompt below i. and ii. )
  - i. What are important leadership basics and skills and how are you working to acquire them.
  - ii. Identify and discuss current challenges facing school leaders in California.

**Send your completed applicant information with all attachments stapled in a set to:**  
**California State University, San Bernardino**  
**College of Education, Student Services (1st floor) CE 102**  
**5500 University Parkway, San Bernardino, CA 92407-2397**

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**Appendix 3**  
 California State University, San Bernardino  
 Educational Administration Program  
 Reference Form

## Applicant Section

Please complete this section, then deliver or mail this form and a self-addressed envelope to your reference. Ask your reference to return this completed form to you sealed in the envelope you provided with his/her signature across the seal. Do not open or break the seal. Submit the sealed reference letter in the same packet with all of your program information materials.

Applicant Last Name: \_\_\_\_\_ Applicant First Name \_\_\_\_\_

Applicant Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Email Address: \_\_\_\_\_

Term for which you are applying \_\_\_\_ Fall \_\_\_\_ Winter \_\_\_\_ Spring

I understand that this recommendation will be used only for admission decisions to the Educational Administration Program at California State University, San Bernardino and hereby waive my right to access to this recommendation.

\_\_\_\_\_  
 Applicant Signature Date

## Respondent Section

The Educational Administration Program Faculty at California State University, San Bernardino would appreciate your judicious evaluation of the applicant. We require applicants to submit all application materials to the University in one self-managed packet. We ask that you please return this completed evaluation to *the applicant directly*. To preserve confidentiality of your recommendation, please affix your signature to the sealed flap of the reference envelope. Note: if the above waiver is not signed by the applicant, right of access to this recommendation is not waived.

If you do not know the student well enough to give a recommendation, please check here \_\_\_\_\_

Name of Respondent \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Position/Title \_\_\_\_\_ Organization \_\_\_\_\_

Address \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_ In what capacity? \_\_\_\_\_

Please rate the applicant on the qualities listed below:	Exceptional (top 5%)	Outstanding (top 15%)	Above Average (top 25%)	Average (mid 50%)	Below (lowest 25%)
Overall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work well with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability in oral expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability in written expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Respondent: To complete your evaluation of the applicant before the Educational Administration Program Faculty, please add your personal comments to the reverse side of this form.

Appendix 3 (continued)

**Statement About the Applicant**

Please use the space below or attach separate sheets to make important comments concerning this applicant.

What is your estimate of the applicant's promise as a graduate student? What are the applicant's strengths, weaknesses, and potential for success? Please comment on the applicant's prior experience with children and youth as well as his/her record of performance, accomplishments where candidates have demonstrated suitability for administrative responsibility. In your opinion, are there factors that may not be reflected on the applicant's scholastic or employment records, including aspects of character, and personality that bear on his/her ability to succeed in graduate studies and subsequent career in Educational Administration?

I  strongly recommend  recommend  recommend with reservations  do not recommend this applicant for the Educational Administration program at California State University, San Bernardino.

I  would  would not be willing to respond to additional questions by telephone.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

**Appendix 3**  
 California State University, San Bernardino  
 Educational Administration Program  
 Reference Form

## Applicant Section

Please complete this section, then deliver or mail this form and a self-addressed envelope to your reference. Ask your reference to return this completed form to you sealed in the envelope you provided with his/her signature across the seal. Do not open or break the seal. Submit the sealed reference letter in the same packet with all of your program information materials.

Applicant Last Name: \_\_\_\_\_ Applicant First Name \_\_\_\_\_

Applicant Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Email Address: \_\_\_\_\_

Term for which you are applying \_\_\_\_ Fall \_\_\_\_ Winter \_\_\_\_ Spring

I understand that this recommendation will be used only for admission decisions to the Educational Administration Program at California State University, San Bernardino and hereby waive my right to access to this recommendation.

\_\_\_\_\_  
 Applicant Signature Date

## Respondent Section

The Educational Administration Program Faculty at California State University, San Bernardino would appreciate your judicious evaluation of the applicant. We require applicants to submit all application materials to the University in one self-managed packet. We ask that you please return this completed evaluation to *the applicant directly*. To preserve confidentiality of your recommendation, please affix your signature to the sealed flap of the reference envelope. Note: if the above waiver is not signed by the applicant, right of access to this recommendation is not waived.

If you do not know the student well enough to give a recommendation, please check here \_\_\_\_\_

Name of Respondent \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Position/Title \_\_\_\_\_ Organization \_\_\_\_\_

Address \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_ In what capacity? \_\_\_\_\_

Please rate the applicant on the qualities listed below:	Exceptional (top 5%)	Outstanding (top 15%)	Above Average (top 25%)	Average (mid 50%)	Below (lowest 25%)
Overall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work well with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability in oral expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability in written expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Respondent: To complete your evaluation of the applicant before the Educational Administration Program Faculty, please add your personal comments to the reverse side of this form.

Appendix 3 (continued)

**Statement About the Applicant**

Please use the space below or attach separate sheets to make important comments concerning this applicant.

What is your estimate of the applicant's promise as a graduate student? What are the applicant's strengths, weaknesses, and potential for success? Please comment on the applicant's prior experience with children and youth as well as his/her record of performance, accomplishments where candidates have demonstrated suitability for administrative responsibility. In your opinion, are there factors that may not be reflected on the applicant's scholastic or employment records, including aspects of character, and personality that bear on his/her ability to succeed in graduate studies and subsequent career in Educational Administration?

I  strongly recommend  recommend  recommend with reservations  do not recommend this applicant for the Educational Administration program at California State University, San Bernardino.

I  would  would not be willing to respond to additional questions by telephone.

Signed: \_\_\_\_\_ Date \_\_\_\_\_



Sample of C41 Letter



State Of California  
California Commission On Teacher Credentialing  
Box 944270  
1900 Capitol Avenue  
Sacramento, CA 94244-2700

Telephone:  
(916) 445-7254 or (888) 921-2682  
E-mail: [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)  
Web site: [www.ctc.ca.gov](http://www.ctc.ca.gov)

**VERIFICATION OF EXPERIENCE**

If experience is a requirement for your credential, please have the experience verified by your current and/or previous employer using this form. You only need to verify experience that is appropriate for the issuance of this credential. If you have served in more than one position for a single employer, have a separate form completed for each position that you held.

▶ Do not mail this form directly to the Commission separate from the application.

This is to certify that: \_\_\_\_\_  
*(Name of Applicant)*

has served satisfactorily from: \_\_\_\_\_ to \_\_\_\_\_  
*(Month/Year)* *(Month/Year)*

in the position of: (Check one)  
 Teacher  
 Education Specialist  
 Resource Specialist  
 Administrator  
 Counselor  
 Other (specify): \_\_\_\_\_

in the following grade or level: \_\_\_\_\_

in the area or subject of: \_\_\_\_\_

Full-time  
 Part-time (specify): \_\_\_\_\_ hours/day \_\_\_\_\_ days/week  
 Day-to-Day Substitute

School/Agency: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Verified by: \_\_\_\_\_  
*(Signature)*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO**  
**EADM Advancement to Candidacy Form/Program Plan**

**CHECK PROGRAM GOAL(S):** Preliminary Credential: \_\_\_\_\_ Master's Degree: \_\_\_\_\_ ID # \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

Street Address: \_\_\_\_\_ Home # (\_\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Bus. # (\_\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell # (\_\_\_\_\_) \_\_\_\_\_

**WRITING PRE-REQUISITE** *has been met* by one of the following options:

Expository Writing Class: CSUSB 306/495 Quarter:    F    W    Sp    Su Year: \_\_\_\_\_ Grade \_\_\_\_\_

Equivalent: Approval Date \_\_\_\_\_ (Attach copy of notice of University approval)\*

Passed WREE Exam: Date \_\_\_\_\_ (Attach copy of Certification)

NOTE: All students must meet the writing requirement prior to Advancement to Candidacy.

List grades and dates of at least 12 units you have completed to date and the dates you plan to complete all required classes.

Course Number and Title	Units	Grade	Qtr Year	Trfr/ Univ* Course #	Date	Grade
EADM 601 – Educational Leadership & Ethics	4.0					
EADM 607 – Culture, Pol., & Com. In Diverse Society	4.0					
EADM 610 – Supervision & Evaluation of Teachers	4.0					
EADM 620 – Practicum in Education Admin	1.0					
EADM 613 – School Personnel Management	4.0					
EADM 619 – Policy, Govern.& Legal Aspects in Ed.	4.0					
EADM 621A – Fieldwork Educ. Admin	2.0					
EADM 621B – Fieldwork Educ. Admin	2.0					
EADM 622 – Curriculum, Instruction & Assessment	4.0					
EADM 625 – Organization, Personnel & Fiscal Mgmt.	4.0					
Or EADM 630 for Interns only						
EADM 626– Issues and Trends in School Admin.						
EADM 626A	1	_____	_____			
EADM 626B	1	_____	_____			
EADM 626C	1	_____	_____			
EADM 626D	1	_____	_____			

**Credential requires only the above listed courses (37 units)**

**Additional requirements for the Master's Degree are listed below (8 units) for a Total Program of 45 Units**

Course Number and Title	Units	Grade	Qtr /Yr	Tfr/Univ.	Date	Grade
EADM 602 Research Methods in Ed. Leadership	4.0					
Choose: EADM 699 (Thesis) OR						
EADM 692 (Comp.Prep) <b>AND</b>	4.0					
EADM 999 (Comp Exam)	CR/NC					

**SIGNATURES:**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Program Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

\*Attach copy of notice of Cal State Course Substitution Approval if course was completed at another University

M.A. Distribution: 1) ADMISSIONS 2) STUDENT 3) FILE 4) ADVISOR

Tier I

Updated 2-19-2014

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**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO**  
**EADM 621A - FIELDWORK APPLICATION**

Quarter (please check)

- Fall
- Winter
- Spring
- Summer

Fieldwork Level (please check)

- Elementary (K-6)  Secondary (7-12)

This is my **1<sup>st</sup> Qtr** (621A) of Fieldwork

**Prerequisites** to fieldwork include 601, 607, 610, 620; Admission to the Ed Admin Program and Advancement to Candidacy (or be in the process of advancing)

Name \_\_\_\_\_ **Student ID#** \_\_\_\_\_  
 Last First Middle  
 Home Phone ( ) \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_

E-Mail \_\_\_\_\_ (Please PRINT)  
 Home Address \_\_\_\_\_  
 Street \_\_\_\_\_  
 City State Zip Code

School where currently employed \_\_\_\_\_  
 Name District  
 Street City Zip Code ( ) School Phone

Provide the requested information for the school where you plan to carry out your K-6, or 7-12 fieldwork (circle one)

\_\_\_\_\_ ( ) \_\_\_\_\_  
 Name of Site Supervisor Phone  
 School District  
 Street City Zip Code

This application (Form A) is due to the Fieldwork Coordinator by the **third** week of the quarter preceding your fieldwork experience. Fax to (909) 537-7510. REMINDER: You are responsible for completing Form B with your site supervisor and submitting it to your university fieldwork supervisor when you meet at your school site.

<b>FIELDWORK CHECKLIST - PROGRAM OFFICE USE ONLY:</b>
601___ 607___ 610___ 620___
Admitted to program (DATE) _____ Advanced to Candidacy (DATE) _____
Missing items in COE records:
Emails sent to student regarding missing items (list Dates) _____
Emails sent to student: Form A received: _____ Call # given: _____ Forms/Syllabus: _____ University Supervisor: _____
Added to Quarterly Database _____ Added to Quarterly email distribution list _____

(this is left blank for back of Form A

EADM FORM A \_\_\_\_\_

Application Date \_\_\_\_\_

### CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO EADM 621B - FIELDWORK APPLICATION

Quarter (please check)

- \_\_\_\_\_ Fall
- \_\_\_\_\_ Winter
- \_\_\_\_\_ Spring
- \_\_\_\_\_ Summer

Fieldwork Level (please check)

- \_\_\_\_\_ Elementary (K-6) \_\_\_\_\_ Secondary (7-12)

This is my **2nd Qtr (621B)** of Fieldwork

**Prerequisites** to fieldwork include 601, 607, 610, 620; Admission to the Ed Admin Program and Advancement to Candidacy (or be in the process of advancing)

Name \_\_\_\_\_ **Student ID#** \_\_\_\_\_  
Last First Middle

Home Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Cell Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

E-Mail \_\_\_\_\_ (Please PRINT)

Home Address \_\_\_\_\_

Street

City

State

Zip Code

School where currently employed \_\_\_\_\_

Name

District

Street

City

Zip Code

School Phone

Provide the requested information for the school where you plan to carry out your K-6, or 7-12 fieldwork (circle one)

\_\_\_\_\_ ( \_\_\_\_\_ ) \_\_\_\_\_  
Name of Site Supervisor Phone

\_\_\_\_\_ District

\_\_\_\_\_ City Zip Code

This application (Form A) is due to the Fieldwork Coordinator by the **third** week of the quarter preceding your fieldwork experience. Fax to (909) 537-7510. REMINDER: You are responsible for completing Form B with your site supervisor and submitting it to your university fieldwork supervisor when you meet at your school site.

<b>FIELDWORK CHECKLIST - PROGRAM OFFICE USE ONLY:</b>
601___ 607___ 610___ 620___
Admitted to program (DATE) _____ Advanced to Candidacy (DATE) _____
Missing items in COE records:
Emails sent to student regarding missing items (list Dates) _____
Emails sent to student: Form A received: _____ Class # given: _____ Forms/Syllabus: _____ University Supervisor: _____
Added to Quarterly Database _____ Added to Quarterly email distribution list _____