

SUNY Cortland

Educational Leadership Program

FREQUENTLY ASKED QUESTIONS and ANSWERS

WHAT IS THE CERTIFICATE OF ADVANCED STUDY IN EDUCATIONAL LEADERSHIP?

The *Certificate of Advanced Study* [CAS] in Educational Leadership is a certificate provided by SUNY Cortland to those students who successfully complete an approved graduate program. Completion of the program also permits SUNY Cortland to recommend students to the N.Y. State Education Department for various administrative certifications, including the School Building Leader (SBL), School District Leader (SDL), and School District Business Leader (SDBL).

WHAT IS THE EDUCATIONAL LEADERSHIP PROGRAM?

The *Educational Leadership Program* has three strands. The first two strands would typically be applied for by students who hold permanent or professional teaching certification in New York and are interested in becoming certified school administrators. These strands are the *School Building Leader* (SBL) and the *School District Leader* (SDL). Those students successfully completing all coursework and the internship may qualify for both these certifications, thereby making themselves more marketable in employment. The third strand – *School District Business Leader* (SDBL) - would be applied for by students who are not permanently certified to teach but hold a master's degree and are interested in applying for the NYS certification as a school business administrator.

Program Requirements for Certificate of Advanced Study

Students entering the program (SBL and SDL) who hold a Master's degree and permanent or professional teaching certification in New York must complete either 24 or 27 hours of course work and either 3 or 6 hours of internship credit (27 hours of course work + 3 hours of internship credit = 30; 24 hours of course work + 6 hours of internship credit = 30).

Requirements for School Building Leader (SBL) and School District Leader (SDL) students

SUNY Cortland students planning to acquire the SBL and/or SDL certificates must complete 24-27 hours of required course work plus an administrative internship. For those students wishing to qualify for both the SBL and SDL certifications, no elective courses can be included. All courses are required to qualify for both the SBL and SDL certificates from NYSED. Students should note that their internship experience must contain both a building and district level component in order to qualify for both the SBL and SDL certificates.

The SUNY Cortland Educational Leadership faculty encourages all eligible students to earn and apply for both the SBL and SDL certificates at the successful completion of their program of study. Being a school leader with both certifications will make the graduate far more marketable in the employment field.

Program Requirements for School District Business Leader (SDBL) students

Students entering the program who do not hold permanent or professional teaching certification in New York, but have an earned master's degree, must successfully complete either 30 or 33 hours of course work and either 3 or 6 hours of internship credit (33 hours of course work + 3 hours of internship credit = 36; 30 hours of course work + 6 hours of internship credit = 36). Ten courses, including at least a 3 credit hour internship in a school district business office, are required, with an additional 6 credits earned in an extended internship and/or additional elective coursework. Students should note that their internship experience must be done in a school business office.

WHAT ARE THE REQUIREMENTS FOR ADMISSION?

There are both college and department requirements for admission to the program. Admission packets are available through the Office of Graduate Studies. **SBL and SDL Strand:** For teacher-certified individuals, a master's degree and *permanent* or *professional* teaching certificate are required for admission. **SDBL Strand:** Students who are not certified to teach in New York State are additionally required to have a master's degree from an accredited institution of higher education recognized by SUNY Cortland. This program of study is the only option for those students with a non-education background.

ARE THERE ANY TIME LIMITS FOR COMPLETING THE PROGRAM?

Students may take up to nine (9) credit hours before being matriculated into the program. The program must be completed in five (5) years *from the time of the first course*, not from the time of matriculation.

ONCE IN THE PROGRAM, WHAT COURSE REQUIREMENTS MUST BE MET?

The Educational Leadership Program is so structured that there is little, if any, room for elective courses. The educational path you select should be based on the type of administrative position you plan to pursue. Plan your courses with your program advisor.

MAY I USE COURSES TAKEN FOR MY MASTER'S DEGREE TOWARD THE CAS?

No, the same course may not be used to fulfill certification (or program) requirements for two different programs.

WHAT ARE THE COURSE PREREQUISITES FOR THE ADMINISTRATIVE INTERNSHIP?

Before beginning the internship, a student must have completed at least 21 credit hours of course work. The application process is outlined in the department's *Guide to the Internship Experience* (available online and in the SUNY Cortland college bookstore). Students must receive written approval from the department chair in order to intern and register for EDL 696. The course EDL 699 *Culminating Seminar* is to be taken concurrently with the internship or after the internship is successfully completed. It is designed to prepare students for the New York State Administrator's examination and to serve as a concluding course for the student earning the CAS.

HOW MANY INTERNSHIP CREDITS MAY I TAKE?

You may apply to do an internship for a total of 3 or 6 credit hours. **All hours of the internships are to be conducted during the regular student school day.** Interns should be aware that all credit for the internship is awarded at the successful completion of an internship. Options for completing the internship include:

- (a) **Half-time/Full-year:** the intern spends at least half of each day (3 hour block of time) in an approved administrative related position for two semesters (1.5 cr. hr. per semester, 3 cr. hr. total).
- (b) **Full-time/Half-year:** the intern spends a full day (at least a 6 hour block of time) in an approved administrative related position for one semester (3 cr. hr.).
- (c) **Full-time/Full-year:** the intern spends a full day in an approved administrative related position for two semesters (3 cr. hr. per semester, 6 cr. hr. total).
- (d) **Summer/In-year:** the intern spends eight weeks of full days during the summer in conjunction with two semesters of 1.5 hour block of time each day in an approved administrative related position (2 cr. hr. per semester, 6 cr. hr. total).

For those students working towards both the SBL and SDL certifications, internship experiences must include both building level and district level components.

Half-time is considered to be a block of at least 3 consecutive hours per day during the regular student school day. Full-time is considered to be a block of at least 6 hours during the regular student school day. Interns are expected to work along with their supervisors after regular school hours, as appropriate.

Note: Internships which are two or three semesters in length will be reported as “Incompletes” until successfully finished. A grade will be assigned for all semesters only at the successful conclusion of the internship.

“CERTIFICATE OF ADVANCE STUDY” AND “STATE EDUCATION CERTIFICATION” – ARE THEY THE SAME THING?

No, the Certificate of Advanced Study [CAS] in Educational Leadership is awarded to students by the College. The New York State Education Department certifies you to practice as a school leader, and this is signified through the three certifications awarded by the state – SBL [School Building Leader], SDL [School District leader], and the SDBL [School District Business Leader].

Currently, NYSED does NOT require Athletic Directors to be certified. However, school districts may require Athletic Directors to hold this certificate. Directors of Physical Education are required by NYSED to hold administrative certification.

GRADUATION

Near the completion of your program you should contact the Office of Graduate Studies (607-753-4800) to request a review of your records to verify that you have met requirements for graduation. This should be done by November 1 for January graduates, March 1 for May graduates, and June 1 for August graduates.

MAY I TRANSFER COURSES FROM OTHER INSTITUTIONS INTO THE CORTLAND PROGRAM?

SUNY Cortland’s Educational Leadership Program has little, if any, room for electives. Students wishing to transfer required Educational Leadership courses in from approved colleges should contact their program advisor **before** taking the course(s). Not all transfers will be accepted. Contact your advisor first.

WHAT SHOULD I DO IF I HAVE FURTHER QUESTIONS?

Contact your program advisor or the Educational Leadership Department Chair at SUNY Cortland (607-753-2444) or the SUNY IT Graduate Office (315-792-7828).

CAREER DIRECTIONS

Students possessing a master’s degree and permanent or professional NYS teaching certification are encouraged to take coursework that would allow them to be certified in both the School Building Leader (SBL) strand and the School District Leader (SDL) strand. Students doing this will be certified to do any school leader position in NYS public schools.

Course of Study for SBL and SDL

| School Building Leader (SBL) (30 cr. hr.) | School District Leader (SDL) (30 cr. hr.) |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| EDL 613: Principles of Financial Leadership (3) EDL 615: Educational Leadership and the Law (3) EDL 616: Principles of Curriculum Leadership (3) EDL 657: Principles of Organizational Leadership (3) EDL 678: Strategic Supervision and Leadership (3) EDL 680: Principal Leadership (3) EDL 683: Principles of Special Programs Leadership (3) EDL 696: Internship in Educational Leadership (3-6) EDL 699: Culminating Seminar (3) EDL --- Elective (3) | EDL 613: Principles of Financial Leadership (3) EDL 615: Educational Leadership and the Law (3) EDL 616: Principles of Curriculum Leadership (3) EDL 657: Principles of Organizational Leadership (3) EDL 678: Strategic Supervision and Leadership (3) EDL 683: Principles of Special Programs Leadership (3) EDL 690: Principles of School District Leadership (3) EDL 696: Internship in Educational Leadership (3-6) EDL 699: Culminating Seminar (3) EDL ---- Elective (3) |

If students successfully complete both EDL 680 and EDL 690, they may obtain both SBL and SDL certificates. The Educational Leadership Department faculty strongly advises students to do this. Students wishing to pursue a position as **Athletic Director** should take EDL 606 as an elective.

Program Requirements for School District Business Leader

Students accepted into the School District Business Leader (SDBL) strand must complete the 27 hours of required course work. The remainder of a student's program (9 cr. hr.) will be fulfilled through elective courses and/or the administrative internship. All internships for SDBL students must be conducted in a school business office.

Course of Study for SDBL

| School District Business Leader (SDBL) (36 cr. hr.) | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| EDL 613: Principles of Financial Leadership (3) EDL 615: Educational Leadership and the Law (3) EDL 616: Principles of Curriculum Leadership (3) EDL 618: Field Studies in Educational Leadership (3) EDL 656: Principles of Public School Finance (3) | EDL 657: Principles of Organizational Leadership (3) EDL 678: Strategic Supervision and Leadership (3) EDL 685: Facilities Maintenance and Management (3) EDL 696: Internship in Educational Leadership (3-6) EDL 699: Culminating Seminar (3) EDL --- Elective (3) |

This program is designed for students who are **not permanently certified teachers** and who wish to become certified as school business officials.

Elective Courses:

- EDL 606: Seminar in Athletic Program Leadership
- EDL 629: Special Topics in Educational Leadership
- EDL 666: Principles of Curriculum Development
- EDL 681: Contract Negotiations/Contract Administration
- EDL 684: Seminar in Educational Leadership
- EDL 686: Technology Leadership
- EDL 687: Women and Educational Leadership

ARE THERE PRE-REQUISITES FOR ANY COURSES?

Yes, the pre-requisites for a small number of courses are listed below:

| Course # and Name | Pre-requisite(s) |
|---------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| EDL 690 <i>Principles of School District Leadership</i> | EDL 613, 615, 616, 657, 678, and 683 |
| EDL 696 <i>Internship in Educational Leadership</i> | Approval of department, 21 credits of approved coursework, and 5 of 6 required courses completed |
| EDL 699 <i>Culminating Seminar</i> | EDL 696 <i>Internship</i> (can be taken concurrently). |

Mission Statement

Educational Leadership Department at SUNY Cortland

***Integrating theory and practice
to prepare leaders to effectively develop schools
and other learning communities.***

(Form 1104)