

Lehman College
School of Education
Advising Worksheet
PROGRAM/CERTIFICATION REQUIREMENTS
Department of Counseling, Leadership, Literacy and Special
Education

Student _____ ID# _____

Program: M.S.Ed. 30-Credit Program in Educational Leadership (leading to NYS certification as a School Building Leader)

Steps in the Program

Decision Point 1: Admission to Program

Note: Students admitted every fall semester.

Applicants must submit the following:

- A baccalaureate degree in a related field (e.g., teaching, school counseling, etc.) from an accredited college or university;
- A minimum 3.0 (B) Grade Point Average from a completed undergraduate degree program;
- New York State permanent or professional certification in classroom teaching, school counseling, school psychology, school social work, or the equivalent;
- A minimum of three years of successful P-12 teaching and/or school counseling, school psychology, or school social work experience;
- Three letters of recommendation: at least one must be from a current or former school site supervisor who can best evaluate the candidate's potential as a P-12 principal, and at least one must be from a faculty member from prior studies who can best evaluate the candidate's potential for success as a graduate student;
- A current resume detailing all past professional employment and any community or professional organization leadership positions, memberships, and service; and
- A 1,000-word essay that discusses the following: a) reasons for wanting to pursue a degree and certification as a school building leader; b) candidate's philosophy on excellence in urban educational leadership, including the specific characteristics that contribute to effective leadership; and c) current assessment of the state of educational leadership in urban schools, including what appears to be the greatest challenges and suggestions for overcoming these challenges.
- Candidates who do not hold an Initial certificate AND master's degree must submit scores of the Graduate Record Examination (GRE) revised general test, i.e., verbal reasoning, quantitative reasoning, and analytical writing. There is no minimum score that guarantees admission; all components of the application are taken into consideration.
- Candidates who satisfy the preliminary admissions requirements will be invited to a group interview.

Decision Point 2: Enrollment for Student in the Educational Leadership Sequences of Study

Applicants must meet the following requirements:

1. If conditions were placed on initial matriculation, all conditions must be met by the completion of the first 12 credits;

2. 24 credits in Educational Leadership courses with a minimum 3.0 Grade Point Average, a completed internship supervision agreement signed by the P-12 Internship Site Supervisor, and permission of the Program Coordinator are required prior to placement in EDL 710 (The Leadership Experience I) and EDL 711 (The Leadership Experience II); and
3. Demonstrated evidence of ethics, as well as instructional leadership, organizational, administrative, and collaborative skills, through school-based projects.

Decision Point 3: Exit Requirements

Applicants must meet the following requirements:

Notes:

**In order to receive institutional recommendation, by Lehman College, for New York State certification in SBL, students must complete all program requirements and submit proof that all New York State Education Department mandated workshops have been completed.

**Candidates who apply for initial certification in School Building Leader on or after May 1, 2014, will be required to take the Revised School Building Leader Assessment (SBL) and Educating All Students Test (EAS). Candidates who applied for certification on or before April 30, 2014, but did not meet all the requirements for an initial certificate on or before April 30, 2014, will also be required to pass the Revised School Building Leader Assessment (SBL) and Educating All Students Test (EAS). Please visit the New York State Teacher Certification Examinations website for most updated information about the new tests at <https://www.nystce.nesinc.com/>.

1. Completion of 30 approved graduate credits of study in educational leadership; and
2. A minimum grade point average of 3.0 (B); and
3. Successful completion of 400 internship hours.

Graduate Courses: Degree Requirements

See Program Plan (attached).

I have met with this candidate to discuss program/ certification requirements:

Program Coordinator _____
Certification Officer _____
Other _____

I have been advised about the courses that I need to complete my program and certification.

Candidate

Date:

Cc: Candidate
Department
Office of the Dean, School of Education

Lehman College, CUNY
Department of Counseling, Leadership, Literacy, and Special Education
EDUCATIONAL LEADERSHIP PROGRAM –
MSEd – SCHOOL BUILDING LEADER (code 359)
PROGRAM ADMINISTRATIVE RECORD
(starting with fall 2019 admits)

Student _____ Advisor _____

Address _____

Cell # _____ EMPLID# _____

E-mail Address _____

I have been told about the following program/certification requirements/information:

___ LUTE ___ Child Abuse Reporting ___ Violence Prevention

___ Bullying Prevention ___ NYSED internship/SBL/EAS exams

___ Years as a teacher/counselor/etc.

COURSE NUMBER	COURSE NAME	SEMESTER TAKEN	COMMENTS
EDL 701	The Principal as a School Building Leader (3 crs.)		Required Fall, Year 1
EDL 703	Collaborative and Community-Based Leadership (3 crs.)		Required Fall, Year 1
EDL 702	Ethics in School Leadership (3 crs.)		Required Spring, Year 1
EDL 704	Instructional and Curriculum Leadership (3 crs.)		Required Spring, Year 1
EDL 706	Legal and Economic Issues and the Administration of Schools (3 crs.)		Required, Summer, Year 1
EDL 708	Research, Assessment, and Data-Driven Decision Making (3 crs.)		Required, Summer, Year 1
EDL 707	Creating Effective and Supportive Learning Environments for <i>All</i> Students (3 crs.)		Required Fall, Year 2
EDL 711	The Leadership Experience II– Building Level (internship/seminar – 200 hrs., 3 crs.)		Required Fall, Year 2
EDL 709	Case Studies in School Building Leadership (3 crs.)		Required Spring, Year 2
EDL 710	The Leadership Experience I – Building Level (internship/seminar – 200 hrs., 3 crs.)		Required Spring, Year 2

Student’s Signature _____ Year of Matriculation _____