



# SCHOOL OF EDUCATION

The University of Alabama at Birmingham

## The Educational Specialist’s Degree in Educational Leadership and Class AA Instructional Leadership Certification

Thank you for your interest in the Educational Specialist (EdS) program in Educational Leadership in the UAB School of Education Department of Human Studies. This program is for educators who already have a Master of Arts degree and current Class A certification in Educational Leadership. Educators who pursue the Educational Specialist degree will further sharpen their skills and develop new competencies in instructional leadership. They will also meet the qualifications for the Alabama Class AA certificate in Instructional Leadership.

<u>Packet Contents</u>	<u>Page</u>	<b>Deadline to Apply:</b>
<b>Faculty &amp; Staff Contact Information</b>	<b>1</b>	<p><b>The program offers a rolling Admissions policy. Join us any term.</b></p> <p>To start in the <b>fall</b>, apply by <b>July 1</b>.            To start in the <b>spring</b>, apply by <b>Nov. 1</b>.            To start in the <b>summer</b>, apply by <b>April 1</b>.</p>
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## Admissions Requirements

**Eligibility:** To be eligible for the Educational Specialist program, prospective students must have a master's degree (with a minimum GPA of 3.0 out of 4.0 for their graduate coursework), a current Class A certificate in Instructional Leadership, and a minimum of three years full-time certified teaching experience. Applicants must apply through the Graduate School, submitting an official transcript from all institutions attended after high school, three letters of recommendation, an MAT or GRE score, proof of Class A certification in Instructional Leadership, and the State of Alabama Department of Education supplement EXP Form verifying three years of acceptable teaching experience. **Applicants who earned their master's degree in Educational Leadership at a university other than UAB must also be interviewed and submit a portfolio.** Applications are due April 1 for summer term entry, July 1 for fall entry, and November 1 for spring entry.

### **UAB Requirements:**

- Unconditional admission to the UAB Graduate School as a degree seeking student;
- Three names for online recommendations through the UAB Graduate School website;
- GPA of 3.00 or higher from a Master's Degree program or Previous Add-On Class A Program in Educational Administration or Instructional Leadership;
- An acceptable passing score on a spontaneous onsite writing sample (for those not graduating from UAB 's Master's Degree programs in Instructional Leadership);
- UAB online application.

### **State Department of Education (ALSDE) Requirements for Admissions**

- Documentation of an Alabama Class A Professional Educator Certificate in Instructional Leadership or one of the other Class A leadership certificate designations i.e., Instructional Leader, Principal, Superintendent, Superintendent-Principal, Educational Administrator, Supervisor (any subject and/or grade level), Administrator of Career and Technical Education.
- Documentation of a criminal history background check.
- Documentation (EXP form) of at least 3 years of teaching experience. If you do not yet have administrative experience, you must demonstrate competency in each of the Class A Leadership Standards through the compilation of a comprehensive portfolio kept throughout your Ed.S. coursework and field experiences. This is not required of students who completed Class A Certification in a redesigned program.
- Acceptable passing score on the Ed.S. Instructional Leadership Admissions Portfolio rubric. The portfolio is required only for those who earned Class A Certification before Sept. 8, 2005, and/or those who earned Masters of Arts in Educational Leadership at a university other than UAB. Your Admissions Portfolio (placed in a 1" three-ring binder with tabs) is part of the admission process and must contain only the following artifacts:

- ✓ A letter of nomination (i.e., support letter) written by a supervisor/principal in your current teaching / administrative setting.
- ✓ Two letters of recommendation written by others who can speak of your leadership potential or experience.
- ✓ A copy of your two most recent performance appraisals/ evaluations.
- ✓ Two authentic artifacts that demonstrate your ability to positively impact student achievement and learning in your classroom or school (i.e., pre-/post-test of student learning data).
- ✓ Two authentic artifacts that provide evidence of your potential as a school leader (i.e., examples of presentations at conferences and workshops; examples of school improvement initiatives that you have led).
- ✓ A statement of your reasons for pursuing Class AA Certification (300 -500 words).
- ✓ Copies of your current Alabama teaching certificates
- ✓ EXP form
- ✓ If documents are submitted electronically, enclose a statement for each in the portfolio indicating they were submitted electronically to Office of Student Services.

### **State Department of Education (ALSDE) Requirements for Class AA Certification in Educational Leadership**

- Satisfactory completion of the State approved program with a minimum GPA of 3.25 or higher for all courses in the Alabama State Board of Education approved UAB Instructional Leadership Program Checklist as verified on your official transcript.
- Completion of mentor training (provided in EDL 719).
- Satisfactory completion of the Instructional Leadership Problem Analysis Project.
- Passing score on the Comprehensive Instructional Leadership Exit Portfolio Assessment / Comprehensive Examination.

### **Coursework & Degree Requirements**

The Educational Specialist degree program consists of (a) educational leadership coursework, (b) course-related field experiences, (c) an advisor-approved Foundations of Education elective. A practicum is also required for those students who obtained a Class A certification in Instructional Leadership prior to September 1, 2008. Core courses include Leading Change; Leading the Adult Learning Community; Management of the Learning Organization; Essential Skills for Organizational Leadership; Law, Ethics, and Policy for Educational Leaders; and Leadership of Special Programs. In deference to the working professionals who enroll in this degree program, courses are organized in a hybrid format of synchronous (face-to-face) and asynchronous (online) class sessions. Candidates for the Educational Specialist degree must complete the special education course Introduction to Exceptional Learners (ECY 600) or its equivalent.

## Course Rotation Blocks

This degree program extends over four semesters or “blocks” of courses. This program features rolling admissions, so students may apply and enter during any term, spring, summer, or fall.

The Educational Specialist’s Degree (EdS) in Educational Leadership			
Block	Block	Block	Block
EDL728 Management of the Learning Organization (3 hours)  EDL728-L Field Experience Management of the Learning Organization (1 hour)	EDL717 Leading Change (3 hours)  EDL717L Field Experience Leading Change (1 hour)	EDL719 Mentoring / Coaching Skills for School Leaders (3 hours)  EDL719L Field Experience for Mentoring and Coaching Skills for School Leaders (1 hour)	EDL718 Essential Skills for Organizational Leadership (3 hours)  EDL718L Field Experience Essential Skills for Organizational Leadership (1 hour)
EDL727 Adult Learning Community (3 hours)  EDL727L Field Experience for Adult Learning Community (1 hour)	EDL732 Leadership of Special Programs (3 hours)  EDL732L Field Experience Leadership of Special Programs (1 hour)	EDL746 *Practicum in Instructional Leadership (1 hour)  <u>EDF Elective *</u> EDF 706 Social Movements in Education (3 hours) or EDF702 Critical Social Issues in Education (3 hours)	EDL731 Law, Ethics, and Policy for Educational Leaders (3 hours)  EDL731L Field Experience Law, Ethics, and Policy for Educational Leaders (1 hour)
(8) hours credit	(8) hours credit	(7-8) hours credit	(8) hours credit

## Application Process

The graduate degree program to which you are applying is called the Educational Specialist's Degree in Educational Leadership. Application Deadlines: **July 1** for admission to the fall term, **November 1** for spring, and **April 1** for summer. (If the deadline is missed, applicants are not allowed to begin courses in a non-degree status.) Application process is in two parts. The process begins with an application to the UAB Graduate School, then proceeds to program-specific requirements facilitated through the UAB School of Education Office of Student Services.

### Checklist for the Application Process

- ✓ Submit Application: Complete and submit online application through the UAB Graduate School by clicking on the "Apply Now" button. Be sure to hit the "Submit" button to activate your application on or before the deadline. You do not have to have all required documents submitted by the deadline, but you must activate your application before the deadline expires in order to be considered for admission. Link to application:  
[https://uabirmingham.force.com/graduate/TX\\_SiteLogin?startURL=%2Fgraduate%2FTargetX\\_Portals\\_Portal](https://uabirmingham.force.com/graduate/TX_SiteLogin?startURL=%2Fgraduate%2FTargetX_Portals_Portal)
- ✓ Pay Application Fee: Submit application fee payment to the UAB Graduate School
- ✓ Submit Three References: You must submit names and email addresses of three references, **one of whom must be an immediate supervisor**. Electronic submission is acceptable in lieu of an actual letter.
- ✓ Please ask references to complete an online reference via the online application system. However, if your references prefer to mail a recommendation letter, it should be mailed to the following: *UAB School of Education Office of Student Services, EB 232, 1720 2<sup>nd</sup> Avenue South, Birmingham, AL 35294-1250.*
- ✓ Submit Transcripts: Request one (1) official transcript from each institution of higher education from which you earned credit to be sent by the issuing institution, either electronically to [soetranscripts@uab.edu](mailto:soetranscripts@uab.edu), or via mail to the *UAB School of Education, Office of Student Services, EB 232, 1720 2<sup>nd</sup> Avenue South, Birmingham, AL 35294-1250*
- ✓ International transcripts must be submitted to World Education Services ([www.wes.org](http://www.wes.org)) or Educational Credential Evaluators ([www.ece.org](http://www.ece.org)) for an official course-by-course evaluation, then mailed to the *UAB Graduate School: UAB Graduate School, HUC 511, 1720 2<sup>nd</sup> Avenue South, Birmingham, AL 35294-1150.*
- ✓ Submit Official MAT Test Score Report: MAT Institution Code: 1017. GRE may be substituted for MAT score. GRE Institution Code: 1856. Contact the UAB Testing Center for more information <http://www.uab.edu/testing/>
- ✓ Submit EXP Form: Submission of Alabama State Department of Education Supplemental EXP form, completed by your employer, will verify a minimum of three years' acceptable teaching experience. If you have taught full-time in more than one school system, you may need to submit a Supplemental EXP form from each school system to certify the minimum of three years' experience. The form should be notarized and submitted by your school system to UAB SOE, Office of Student Services (address above). If you have questions please contact Sha'Niethia Johnson-Wright [araccot@uab.edu](mailto:araccot@uab.edu) in the OSS at 205-934-7530, Fax: 205-975-8040. Link to EXP form: <https://www.alsde.edu/sec/ec/Misc%20Docs/SUPPLEMENT%20exp.pdf>

- ✓ Submit Immunization Records: All applicants must provide proof of immunization to obtain a medical clearance and to be admitted as a UAB student. Please submit immunization records to the UAB Office of Student Health Services. Link to Student Health Services:  
<http://www.uab.edu/studenthealth/immunizations/level-1>
- ✓ Submission of an application portfolio to program faculty is an ALSDE requirement. Applicants will submit a hard copy of completed application portfolio.

## Web Pages of Interest

### **Online Application**

<https://www.uab.edu/graduate/admissions>

NOTE: Open this link, click on the green “Apply Now” button, and establish an application account. UAB is pleased to offer this web-based application in order to make our application process as easy and convenient as possible.

### **Check Admission Status**

You can check your application status by logging in to your application dashboard.

### **Notification of Admission Decision**

The timeline for the graduate admissions process varies based on your individual circumstances and the program to which you have applied. You will be notified via email once a decision has been made on your application.

### **Detailed Tuition and Fees**

<https://www.uab.edu/cost-aid/cost/detailed-tuition-fees#graduate>

### **Graduate School**

<http://www.uab.edu/graduate/>

### **Educational Leadership Program**

<https://www.uab.edu/education/home/graduate/educational-leadership>

### **Office of Student Services (OSS)**

<https://www.uab.edu/education/home/students/office-of-student-services>

The Office of Student Services (OSS) is responsible for undergraduate academic advising, registration, processing graduate applications for admission, applications for degree, and certification. The OSS works diligently to support our students in achieving their educational goals in an environment that embodies the School of Education values of respectfulness, responsiveness, and innovativeness.

### **UAB Student Health and Wellness (SHW)**

<https://www.uab.edu/students/health/>

### **UAB Office of Financial Aid**

<https://www.uab.edu/cost-aid/>

## Estimated Tuition Charges Based on 2020-2021 In-State Tuition\*

### Tuition for Courses Taken in the UAB School of Education

Tuition per Graduate Credit Hour (Education): \$450

Estimated Degree Program Costs*		
<b>First Semester</b>		
Eight Credit Hours	8 x \$450	\$3,600
<b>Second Semester</b>		
Eight Credit Hours	8 x \$450	\$3,600
<b>Third Semester</b>		
Eight Credit Hours	8 x \$450	\$3,600
<b>Fourth Semester</b>		
Eight Credit Hours	8 x \$450	\$3,600
Total Estimated Tuition Fees (2020-2021 Rate, subject to change*)		<b>\$14,400</b>

\*Tuition costs and fees are as of August, 2020 and are subject to change by the university Board of Trustees at the beginning of any term. This estimate includes basic tuition rates for Alabama residents only and does not include other, incidental fees and costs. Candidates are also required to establish and maintain an account with the designated electronic portfolio web-based vendor for the entirety of their program.

**Fees Paid by Party Other Than Student or Student's Family:** If tuition fees are to be paid by a party other than the student or student's family (e.g., government agency, employer), students must visit the Cashier's Office in the Office of Student Accounting, Room 322 in the Hill University Center, prior to the first day of class.