

**GRADUATE PROGRAMS IN EDUCATIONAL LEADERSHIP
EL 58131EL 5814 FIELD STUDY IN ADMINISTRATION AND SUPERVISION VII**

APPLICATION

Class Meetings

1. The emphasis is on field work and experience, therefore, a minimum number of class meetings with the university instructor will take place on campus.
2. The purpose of the class meetings will be:
 - a. to refine the proposed field activity
 - b. to report on programs
 - c. to review common problems
 - d. to discuss selected readings pertinent to administration and supervision

The schedule of class meetings will be announced to students at the beginning of the field experience semester.

3. Field consultants may be invited to discuss special aspects of the Administration/Supervision process and act as advisors for problem solutions.

Site Visits

At least one site visit will be made by the Field Experience Faculty Mentor during the semester. Additional visits and/or telephone conference will be held as needed.

Functional Expectations

- I. The proposal will be developed by the Intern in consultation with school district personnel.
2. The Intern will keep a log of all activities.
3. The Intern will be required to develop a comprehensive portfolio which demonstrates attainment of the Standards.

Controls

1. Supervision of field experiences will be maintained through site visits and conferences with the students and through the on-site field supervisor.
2. A record of all time spent on the project will be maintained and signed by the on-site field supervisor.

Final Evaluation

The final letter grade will be determined by the University Faculty Mentor following consultation with the cooperating local school administrator, and will be based on the quality of the final plan and its implementation. The field supervisor may be asked to prepare a written evaluation.

Description

A six (6) credit (two semesters) supervised field experience is a requirement for the Master of Arts Degree and Certification in School Administration. Specific activities are planned in cooperation with sponsoring school districts. Special emphasis is placed on student involvement with functional responsibility for tasks related to the student's major field or concentration of study.

Eligibility

1. The supervised field study is open to matriculated students who have maintained a minimum grade point average of 3.0 (B), and have completed a substantial portion of the course work required in their Particular programs. (*12-15 credits in the Post-Master's Certification; 24 credits in the Master of Arts program*).
2. Enrollment is subject to the approval of the cooperating School Administrator and the Program Coordinator at Kean University.
3. The student must submit a proposed plan identifying the general areas of responsibilities and tasks to be undertaken as field experiences. This plan should be geared toward the Standards for Advanced Programs in Educational Leadership set forth in the Student Handbook and must be approved by the designated School Administrator in your district and the Program Coordinator at Kean University prior to registration. Suggested projects and activities keyed to the standards are attached. While all activities need not be completed, it is expected that Principal and Supervisor candidates will gain experience under each of the standards. All plans are subject to the final approval by the course instructor.

4. Qualifying Exam

Students who matriculated after Fall 2008 are required to take the Qualifying Exam prior to being registered for Field I. If the student receives a failing grade, the QE can be re-taken. Any student in the MA degree program or the Post MA program who does not take the QE will not be eligible to take Field I or II. The QE is an NCATE requirement of this program.

Field Experience Goal

To expose students to a wide variety of activities and experiences geared toward the achievement in Educational Leadership. Please refer to the Student Handbook for a complete listing of outcomes.

Field Experience

1. The field program requires that the student undertake a series of major projects and assist in the procedural routines or duties of an administrative or supervisory nature.
2. Interns are expected to devote a minimum of 2 hours per day to their field study. This must include time during the school day, but may also include activities before and/or after school. Task areas are combined in projects as per the MATRIX.
3. The pattern of field experiences should be designed to reflect the major thrust of the student's program: Principal, Supervisor, School Business Administrator.