



EDUCATIONAL LEADERSHIP
STUDENT HANDBOOK

Helpful Phone Numbers:

Department Phone Number

201-200-3493

University's Main Number

201-200-2000

Graduate Studies Admission

201-200-3409

Graduate Studies Matriculation

201-200-3306

Graduate Graduation Clearance

201-200-2085

Bursar

201-200-3045

Financial Aid

201-200-3173

Library

201-200-3016

Office of Academic Services for Evening Students (OASES)

201-200-2234, 2235

Records

201-200-3333

Security

201-200-3128

University Bookstore

201-200-3503, 201-435-6607

For other telephone numbers, log onto the University directory at

<http://www.njcu.edu/it/campus-directories/>

Educational Leadership Program Web Pages

Department Website

<http://njcu.edu/edld>

NJCU M.A. in Urban Education

<http://njcu.edu/edld/programs/urbaned/>

NJCU Supervisor's Certificate

<http://njcu.edu/edld/programs/supcert/>

NJCU Principal Certificate

<http://njcu.edu/edld/programs/principal-cert/>

Welcome!

Welcome to the Educational Leadership Program at New Jersey City University. As you begin your Program, please take full advantage of the opportunities available at NJCU. This Manual contains important information that will help guide your studies. *Please read the Manual carefully.*

The university provides many services to support students. The NJCU University Service Center (USC) serves as the "one-stop shop" for the University community. The USC was created to provide students a convenient location to submit documents, retrieve forms and brochures, and conduct general enrollment and auxiliary related business transactions. Among the services provided are university photo ID cards, parking, and shuttle information. Please become familiar with the Writing Center, Library, Computer Center, Counseling Center, and other special services.

Rossey Hall 536 is your program home at NJCU. Students seeking information or appointments with department faculty members should contact the staff by calling 201.200.3493. Regular face-to-face contact with your advisor and professors is essential. You are required to plan your program with your advisor during your first year of study. Department bulletin boards are located on the walls adjacent to faculty offices. These boards are used for conveying information such as policy changes, class offerings, registration announcements and student organization announcements.

We wish you success in your journey to becoming an educational leader!

The Educational Leadership Program Faculty,

Dr. Jenifer Hartman – Co-Chairperson

Dr. Marilyn Maye

Dr. Susan Phifer

Dr. Carrie Robinson

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CHAPTER 1: THE NJCU EDLD PROGRAM

Vision/Philosophy

The Educational Leadership Program is designed to educate tomorrow's leaders for urban settings with the necessary knowledge, skills and dispositions to lead change in schools, work with diverse individuals, and integrate ideas to solve problems in the P-12 setting. A practice-based approach with a focus on instructional leadership is the foundation of all coursework. The program prepares reflective, caring, and highly skilled educational practitioners to lead urban schools in their chosen professions, to expand educational theory and practice in urban settings through research, and to work in partnership with constituents to effect change in educational practice in urban schools.

The goals of the Educational Leadership Program are:

- To prepare reflective, caring, and highly skilled educational practitioners to lead urban schools in their chosen professions;
- To expand educational theory and practice in urban settings through research
- To work in partnership with constituents to effect change in educational practice in urban schools

Throughout the program, leadership candidates are required to demonstrate competency standards-based practices, to exercise judgment and wisdom, to develop their technical, analytical and communication skills, and to exhibit sensitivity to other cultures.

Educational Leadership Values

The faculty, students, and staff work together in a shared journey toward professional excellence, personal growth, life-long learning, and service to others. Core values include vision in education, individual qualities in educational leadership, aims and morals in education, school ethos and culture, schools as educational communities.

Educational Leadership Identity

ASCD – Association for Supervision and Curriculum Development
Newsletter – EL Educational Leadership
www.ascd.org

NAESP – National Association of Elementary School Principals
www.naesp.org

NJASA – New Jersey Association of School Administrators
www.njasa.net

NJPSA – New Jersey Principals and Supervisor Association
www.njpsa.org

NJSBA/ELFNJ – New Jersey School Board Association
Educational Leadership Foundation of New Jersey
www.njsba.org

Honors Society –Phi Delta Kappa

Accreditation, Membership, Standards

The Educational Leadership program is accredited by Teacher Education Accreditation Council (TEAC) <http://www.teac.org/>, the National Association of State Directors of Teacher Education and Certification (NASDTEC) and the Educational Leadership Consortium Council (ELCC), and offers a Master of Arts in Urban Education with a specialization in Educational Administration and Supervision. Candidates have two options in educational leadership: one option is to take a 12-credit sequence leading to supervisor certificate eligibility, the second option is to complete the 36-credit Master of Arts in Urban Education degree program with a specialization in Educational Administration and Supervision. The 36-credit program is designed to prepare candidates both supervisor and principal certificate eligibility.

New Jersey City University's Educational Administration and Supervision master's program subscribes to the Educational Leadership Policy Standards: ISLLC 2012:
<http://www.schoolbriefing.com/isllc-standards/>

NJCU Diversity Statement

New Jersey City University is committed to creating a community that affirms and welcomes individuals from diverse backgrounds and experiences, and supports the realization of all human potential. All candidates are expected to demonstrate recognition and valuing of culture, language, gender, socioeconomic status, age, race, ethnicity, sexual orientation, exceptionality, and other forms of difference as assets in teaching and learning.

The Educational Leadership Faculty and Staff



Dr. Jenifer Hartman

Assistant Professor, Department Co-Chair

Email: jhartman@njcu.edu

Phone: (201) 200-2495

Office: Rossey Hall 523

Specializations: Education administration with a focus on underserved student populations; curriculum, instruction, professional development and assessment; use of multiple forms of data to inform district/school/student decisions; school/family/community partnerships.



Dr. Marilyn Maye

Associate Professor

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Phone: (201) 200-2475

Office: Rossey 506

Specializations: Instructional leadership, mathematics teaching and learning



Dr. Susan Phifer

Assistant Professor

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Phone: (201) 200-3401

Office: Rossey 536

Specializations: Administration and supervision; home, school, & community relations and partnerships; educational research



[Dr. Carrie Robinson](#)

Professor

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Phone: (201) 200-2477

Office: Rossey 536

Specializations: Accreditation/Assessment using research to inform instructional leadership decisions; curriculum/development reform in urban schools; literacy and numeracy

Administrative Assistant

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Requirements for Admission to the Educational Leadership Program

Master of Arts in Urban Education (with a specialization in Educational Administration and Supervision)

M.A. candidates must show proof that they have met the following criteria:

1. Completion of bachelor's degree or earned master's degree
2. Undergraduate GPA of 3.00 or higher, if no master's degree
3. Successful completion of an admission essay writing sample
4. Recommendations from school leader or university professors
5. GRE combined score of 900, if no master's degree
6. At least 3 verified full-time years of teaching or other appropriate certificated educational services in P-12

Supervisor Certification

1. A copy of candidate's university transcript(s) indicating a Master's Degree in any education-related program.
2. A copy of candidate's standard New Jersey teacher's and/or educational services certificate.
3. A letter of Employment Verification from candidate's current district indicating a minimum of 3 years experience under the standard certificate.
4. A 500 word essay which should pertain to any supervision ability currently possessed or the possibility of leadership potential.

Please refer to the university catalog via link to access the requirements for admission:

http://njcu.edu/uploadedFiles/Academics_Wireframe/Catalogs/graduate%20course%20catalog.pdf

CHAPTER 2: EDLD ADVISING

New Student Orientation

New students are strongly encouraged to attend the New Student Orientation before their first semester. The purposes of the New Student Orientation are to: (a) introduce students to the program, (b) assist new students with course advisement and registration, (c) meet faculty advisors, and (d) acquaint students with other new students and department faculty members.

Making Advisement Appointments

Faculty advisors are assigned to students by last name.

Student Last Name	EDLD Advisor
A – F	Dr. Maye
G – L	Dr. Robinson
M – R	Dr. Hartman
S – Z	Dr. Phifer

There are three options to make an advisor appointment:

1. Contact the advisor directly by phone or email.
2. Contact the Administrative Assistant at the Department 201-200-3493.
3. Visit the Department (Rossey 536) during Faculty Office Hours.

*The most updated list of Faculty Office Hours can be found on the Department website.

Advisement Sheets

Students are required to complete a tentative Program Plan with their faculty advisor by the end of the second semester, preferably by the end of the first semester. Each option has a different Program Plan form.

Steps for Course Registration

1. After the admission letter is received, check the dates for the New Student Orientation on the Educational Leadership web page or contact the department office at 201-200-3493.
2. Obtain student ID card, student email, and student ID number to register online for courses. Follow directions in the admission letter.
3. Develop program plan with advisor at the New Student Orientation or an individual advisement appointment. The plan needs to be completed the end of the second semester enrolled.
4. Enrolling in classes will depend on the academic plan. Typically students enroll in EDLD 660 & EDLD 662 to begin their program.
5. Check student NJCU email and the Educational Leadership Program website regularly for orientation information, program updates, registration dates, and schedule changes. The bulletin boards outside the department offices also provide announcements and updates.
6. Course syllabi are posted on Blackboard during the semester of enrollment.

Program Updates/Program Changes

Applicants and continuing students should be aware that programs may be revised in response to changes in certification, licensure, and accreditation. Applicants and students should refer to the Educational Leadership and Counseling Department pages on the NJCU website for updated program information:

http://www.njcu.edu/graduate/academics/grad_leader.asp

Course Rotation

An updated copy of the Two-Year Course Rotation can be found on-line, in the Department of Educational Leadership, Rossey 536, and by contacting the Department, 201-200-3493, for more information. Every attempt is made to provide courses in blended & online formats over the course of the annual rotation. Students are encouraged to take at least one blended course the first enrolled semester.

Course Load

Full time students take nine or more credits. Full time study is permitted for the student who is either not employed or employed not more than 20 hours per week. Any student employed full time will be permitted to enroll for not more than six credits per semester. The maximum summer session course load is six graduate credits per term. A student may not register for credits in excess of those mentioned except with the approval of their advisor, the chair and the Dean of Graduate Studies.

Repeating Courses

Students with a grade of B- or lower in any course are required to repeat the course successfully the next semester and their progress will be reviewed according to the Student Professionalism Policy. The original grade remains on the student transcript.

Guidelines for Admission Appeal

A request for a test waiver may be approved in those cases where the graduate student or applicant does not meet the specified waiver requirements for a degree program, but there is other sufficient evidence of academic accomplishment and academic potential to merit a waiver.

Such students/applicants may appeal in writing to the program. The appeal must be attached to the "Test Waiver Request Form" when requesting matriculation review. Appeals which are denied at the department level by the Graduate Coordinator may be referred to the Dean of the College of Education for review and decision. In such cases the decision of the Dean is final.

Recommended Course Sequence Phases

MA in Educational Administration with Certification as a Principal – 36 credits

Phase 1

Phase 1 courses provide an introduction to the knowledge, skills, and dispositions required. These courses provide a foundation for advanced courses. Four core courses must be taken early in the program: EDLD 660, EDLD 662, EDLD 669, and EDLD XXX (A Curriculum elective).

Possible Curriculum electives: EDLD 646, MCC 623, MDT 602

Phase 2

Phase 2 courses are advanced courses that build on the foundations learned in Phase 1. Six courses are required for this phase: EDLD 663, EDLD 668, EDLD 664, EDLD 689, EDLD 640, and EDLD XXX (An Administrative elective).

Possible Administrative electives: EDLD 665, EDLD 669, ECE 666, LTED 667, MDT 603, EDTC 631, EDTC 661

Phase 3

Phase 3 courses are field experiences in which candidates are required to complete two semesters: EDLD 690 and EDLD 693. Candidates must apply in advance for admission into the internship.

Before admission to Internship: All candidates for principal certification must complete at least 24 credits before enrolling in the first internship course, and must have taken the SLLA before completing their second internship course. Candidates must be currently employed fulltime in a P-12 school setting and are supervised by a P-12 school principal.

Supervisor Certification Course Outline – 12 credits

1. EDLD 660
2. EDLD 662
3. A Supervision elective (EDLD 665, EDLD 669, ECE 666, LTED 667, MDT 603, EDTC 661, EDTC 631)
4. A Curriculum elective (EDLD 646, MCC 623, MDT 602)

CHAPTER 3: EDUCATIONAL LEADERSHIP PROGRAM OPTIONS

Master of Arts in Educational Administration and Supervision 36 credits

The MA in Educational Administration and Supervision prepares leaders to improve teaching, learning, and human development in a diverse, rapidly changing, and increasingly technological society. The program is designed for the preparation of competent, caring, and qualified professional educators who are able to lead changing schools, to work with diverse individuals, and to integrate ideas to solve problems in the educational P-12 setting. A principal's certificate requires the master's degree, a passing grade on the School Leadership Licensure Assessment, and any additional requirements established by the New Jersey Department of Education.

After completion of the MA in Educational Administration, candidates will demonstrate competencies in six ISLLC standards:

- 1) Setting a wide shared vision for learning.
- 2) Developing a school culture and instructional program conducive to student learning and staff professional growth.
- 3) Ensuring effective management of organization, operation, and resources for a safe, efficient, and effective learning environment.
- 4) Collaborating with faculty and community members, responding to diverse community interests and needs, and mobilizing community resources.
- 5) Acting with integrity, fairness, and in an ethical manner.
- 6) Understanding, responding to, and influencing the political, social, legal, and cultural contexts.

Supervision Certification 12 credits

The Supervisor Certification program prepares educational leaders to work in P-12 schools. Supervisor candidates must hold a standard instructional and/or educational services certificate, have three years of teaching and/or educational services experience under the standard certificate, a master's degree in an educational field, and complete the required 12 credits within Educational Leadership.

CURRICULUM

The Educational Leadership program curriculum is standards-based and subscribes to the Interstate School Leaders Licensure Consortium.

Program Requirements for the Master of Arts of Educational Administration and Supervision (36 Credits)

Register early! Courses with insufficient enrollment may be cancelled and course offerings are subject to change. Summer courses are often offered in alternate years.

COURSE #	TITLE
Phase I	(12 Credits)
EDLD 660	Supervision and Human Resource Management
EDLD 662	Curriculum Development and Evaluation
EDLD 669	Measurement and Supervision of Learning and Teaching
EDLD XXX	Curriculum Elective
Phase II	(18 Credits)
EDLD 663	Organizational Leadership
EDLD 668	Research in Urban Education, Supervision, and Administration
EDLD 664	Strategic Leadership and Teaching
EDLD 689	School Law and School Finance
EDLD 640	Home, School and Community Relations
EDLD XXX	Administrative Elective
Phase III	(6 Credits)
EDLD 690	Internship For Urban School Personnel I
EDLD 693	Internship For Urban School Personnel II

***Candidates complete two full semesters of internship experiences, totaling 300 hours. In addition, candidates have opportunities to participate in clinical experiences embedded in their course work throughout the program. The program offers face to face, blended and online course formats.**

***Possible electives are listed on the next page.**

Elective Courses for MA Program

Code	Title	Credits
Curriculum electives		
EDLD 646	Innovations in Curriculum and Educational Leadership	3
MCC 623	Contemporary Issues in Bilingual Curriculum Development	3
MDT 602	Curriculum Development in Music Education	3
Administrative electives		
EDLD 665	Personnel, Supervision and Staff Development	3
EDLD 669	Measurement & Supervision of Learning & Teaching	3
ECE 666	Supervision in Early Childhood	3
LTED 667	Administration and Supervision of School Reading Programs	3
MDT 603	Administration and Supervision in Music Education	3
EDTC 631	Administration and Supervision of Technology in Educational Settings	3
EDTC 661	Administration and Supervision of Educational Media Centers	3

NEW JERSEY CITY UNIVERSITY
M.A. EDUCATIONAL ADMINISTRATION and SUPERVISION
PROGRAM PLANNING

NAME _____ DATE _____

COURSE #	TITLE	CR	SEM/ GRADE	COMMENTS
EDLD 660	Supervision and Human Resource Management	3.0		
EDLD 662	Curriculum Development and Evaluation	3.0		
EDLD669	Measurement and Supervision of Learning and Teaching	3.0		
EDLD XXX	Curriculum Elective	3.0		
EDLD663	Organizational Leadership	3.0		
EDLD668	Research in Urban Education, Supervision, and Administration	3.0		
EDLD 664	Strategic Leadership and Teaching	3.0		
EDLD 689	School Law and School Finance	3.0		
EDLD 640	Home, School and Community Relations	3.0		
EDLD XXX	Administrative Elective	3.0		
EDLD 690	Internship for Urban School Personnel I	3.0		
EDLD 693	Internship for Urban School Personnel II	3.0		
	Total	36.0		

Program Requirements for the Supervisor's Certificate – 12 Credits

Register early! Courses with insufficient enrollment may be cancelled and course offerings are subject to change. Summer courses are often offered in alternate years.

*EDLD 660 & EDLD 662 are required courses for the Supervisor's Certificate.

COURSE #	TITLE
EDLD 660*	Principles of Supervision and Human Resource Management
EDLD 662*	Principles of Curriculum Development and Evaluation
Choose One Supervision Elective Below:	
EDLD 665	Personnel, Supervision and Staff Development
EDLD 669	Research and Program Evaluation
ECE 666	Supervision in Early Childhood
LTED 667	The Administration and Supervision of School Reading Programs
MDT 603	Administration and Supervision in Music Education
EDTC 661	Administration and Supervision of Educational Media Centers
EDTC 631	Administration and Supervision of Technology in Educational Settings
Choose One Curriculum Elective From The Following List:	
EDLD 646	Innovations in Curriculum and Educational Leadership
MCC 623	Contemporary Issues in Bilingual Curriculum Development
MDT 602	Curriculum Development in Music Education

Course Titles and Descriptions

Educational Leadership Courses

EDLD 601 School Law (3)

This course offers a study of the constitutional and statutory provisions for public education; the legal status of the local school district; the county and state offices; legal responsibilities, rights, and obligations of administrators, teachers, students, and school boards; the legal nature of school operations. There is emphasis on recent legislation and court decisions and their impact on schools. Attention is given to legal aspects of public education in New Jersey and New York.

EDLD 640 Home, School and Community Relations (3)

This course combines an experiential and theoretical approach to human relations training. Attention is centered on the personal development of individuals, focusing on relevant response styles and communication systems. This course focuses on enhancing interpersonal communication skills through the development of an understanding of listening/perceiving and communicating/responding. Significant class time is devoted to experiential models. All students analyze the dynamics of selected human relations training models

EDLD 646 Innovations in Curriculum and Educational Leadership (3)

This course offers a survey of innovative curricular, instructional, and organizational movements in public education, K-12. Identification of significant forces creating educational innovations; principles in identification and analysis and evaluation of innovative practices; and status of change movements in urban schools are examined in detail.

EDLD 659 Planning and Managing Technology in Schools (3)

This course prepares future school leaders in understanding the many uses of educational technology for instruction and institutional management. The course prepares students for participation in planning for the long range use of technology and for making informed choices regarding: hardware, software, network, connections, server strategies, policies for network use, staff and student training, and staffing for support and maintenance.

EDLD 660 Principles of Supervision and Human Resource Management (3)

This course offers an examination of evolving concepts of supervision of instruction combined with opportunities to acquire skills required to function in supervisory roles. Supervisory practices and functions are examined from the perspective of the teacher and supervisor through the use of case study materials and individual observations. The course includes attention to supervision behavior and procedures for encouraging staff development.

EDLD 662 Principles of Curriculum Development and Evaluation (3)

This course offers an overview of the factors, principles, and elements of curriculum development in the elementary and secondary school. Emphasis is on philosophical and psychological influences in education, as well as designing and evaluating curricular patterns for urban schools

EDLD 663 Educational Administration Leadership I-Organizational Leadership (3)

This is a basic course for school principals, supervisors, and school business administrators providing an overview of the organization, management, and control of urban schools in the context of selected administrative theories and humanistic concerns. Emphasis is given to the structure and

the social matrix in which schools operate. Procedures for assessing organizational climate, developing climate leadership, and defining a rationale for climate improvement are examined.

EDLD 664 Educational Administration Leadership II-Strategic Leadership and Teaching (3)

This is a basic course for those who anticipate a career in administration and supervision in schools, community colleges, hospitals, and public agencies. It includes study and analysis of leadership concepts and skills associated with administrative and organizational behavior. Emphasis is given to political and social theories of human behavior in social systems with illustrations from school systems, health institutions, and public agencies. It is management and leadership oriented, focusing on processes for building competencies in communication, decision making, morale and coping constructively with change. Attention is given to effective, scientific, human relations approaches to designing and implementing policies in formal organizations. (Prerequisite: EDLD 663, 668)

EDLD 665 Personnel, Supervision and Staff Development (3)

This seminar covers principles of staff supervision and resource development for line and staff supervisors who have responsibility for staff selection and for supervision and evaluation of program and staff. Emphasis is on analysis of a common core of management principles and functions pertaining to personnel administration and supervision in public schools and public sector institutions.

EDLD 668 Research in Urban Education, Supervision and Administration (3)

This is a tools course in the interpretation of research findings in the field of education. The library, measurement, statistics, and technology are examined as primary tools for educational research. Practical experience in applying the findings of research to problems and issues in teaching, learning, supervision, and administration are included. (Prerequisite: EDLD 663 & 669)

EDLD 669 Measurement and Supervision of Learning and Teaching (3)

This course offers an examination of the supervisor's responsibility for curriculum development and evaluation and new strategies for working with urban school faculty. Special attention is given to new modes of in-service education for meeting instructional problems encountered in "inner-city" schools.

EDLD 681 School Finance (3)

This course examines the theory and practice of financing public schools in the United States, with special reference to New Jersey's system for financing education. Topics include: analysis of models for state school finance with in-depth exploration of such issues as categorical aid, equalization aid, full state funding, power equalization, capital reserve funds, and financing school building construction. Emphasis is given to the development and administration of program-oriented budgets.

EDLD 685 Foundations of Policy and Political Systems in Urban Schools (3)

This course offers an examination and analysis of organizational theory: classical, human relations, and behavioral science with applications to management and supervision in large institutions. Case studies in the external and internal dynamics of urban institutions focusing on the political, sociological, psychological, and economic realities of institutional decision-making are included.

EDLD 689 School Law and School Finance (3)

Students will gain an understanding of the legal and fiscal framework within which schools must operate. Students will apply knowledge in practical situations, critically analyze school district policies, interpret complex financial data and develop a school budget based on needs assessment and the application of research-based school finance models.

EDLD 690 Internship for Urban School Personnel I (3)

This directed experience in educational supervision and administration is an opportunity for students of advanced standing in programs in administration and supervision to engage in an internship planned cooperatively by the candidate, a practicing school administrator (mentor), and the assigned departmental supervisor. Internships are planned in advance. In addition to working closely with the sponsoring administrator or supervisor in the full range of activities of his/her assignment, the candidate is expected to plan and complete a comprehensive project in one of the following areas of administrative and supervisory functioning: curriculum development, curriculum evaluation, instructional improvement, evaluation of instruction, administrative processes and leadership, resource management. This project is planned prior to the beginning of the internship experience. (Department Approval Required)

EDLD 693 Internship for Urban School Personnel II (3)

A continuation of EDLD 690 Internship for Urban School Personnel I. (*Pre-requisites:* Completion of Internship for Urban School I and approval by the department.)

Supplementary Courses for Educational Leadership Programs

ECE 666 Supervision in Early Childhood (3)

This course devotes attention to the theories of leadership and the concepts of supervision that are applicable in early childhood settings. Opportunities to practice the various and diverse skills associated with effective supervision are provided.

EDTC 631 Technology Facilitator: Issues and Challenges (3)

This course prepares candidates to serve as technology facilitators—professionals who promote the development and implementation of technology infrastructure, procedures, policies, plans, and budgets for P-12 schools. An analysis of district-wide and school curriculum needs, state agency mandates and federal imperatives as well as personnel roles and services will be conducted.

EDTC 661 Administration and Supervision of Library Media Centers (3)

This course looks at the management of school library media centers—an analysis of policies and procedures applicable to these centers. The course will develop an understanding of the role, duties, and responsibilities of the professional school library media specialist as well as the role of school library media centers in the educational community. These are examined in light of people, procedures, and media.

LTED 667 The Administration and Supervision of School Reading Programs (3)

This course is designed to provide teachers, supervisors, and administrators with an understanding and application of sound supervisory techniques of school reading programs, grades K-12. The course addresses such issues as program and personnel development in literacy education and implementation assessment and evaluation of such programs. There is an emphasis on linking literacy to all other areas of the school curriculum, specifically the academic content areas. The growing role of technology is also explored.

MCC 623 Contemporary Issues in Bilingual Curriculum Development (3)

This course examines contemporary issues in bilingual/multicultural education as they apply to curriculum planning and development. Emphasis is on the assessment of needs and the evaluation designs of bilingual/ bicultural curricula. The nature of objectives in bilingual/multicultural education programs is examined. Models and methods of implementation of bilingual/multicultural programs as well as the relationship between curriculum designs and bilingual legislation are discussed. Ongoing research in the field is explored as well.

MDT 602 Curriculum Development in Music Education (3)

This course offers a study of music curriculum construction, the development of goals and objectives, and the consideration of various approaches and strategies for the development of concepts and skills through participation in musical experiences in grades K-12.

MDT 603 Administration and Supervision in Music Education (3)

This course offers a study of current practices and techniques of music supervision with an emphasis on the problems relating to specific administrative positions and music programs.

CHAPTER 4: OVERVIEW OF THE INTERNSHIP

Internship Description

This directed experience in educational supervision and administration is an opportunity for students of advanced standing in programs in administration and supervision to engage in an internship planned cooperatively by the candidate, a practicing school administrator (mentor), and the assigned departmental supervisor.

Requirements for Internship

Each student is responsible for submitting an Application for Internship. These applications are located in the Educational Leadership office, Rossey 536. The Internship application must be submitted the semester prior to enrollment. The deadline for the Fall term is June 1st and for the Spring term is November 1st. **Please be aware of the follow requirements:**

Candidates pursuing Principal Certification:

- ☐ *At the start of my internship, I will be employed full-time in a P -12 school setting.*
- ☐ *My internship will take place at my place of employment.*
- ☐ *I will be able to be mentored by a P-12 Principal.*
- ☐ *I will have completed all prerequisite coursework prior to internship with no incomplete grades.*
- ☐ *I am aware that I will be required to complete between 10-12 internship hours per week for each 15 weeks of internship.*
- ☐ *I am aware that I must register for the SLLA prior to enrolling in ELD 693 Internship II.*
- ☐ *I am responsible for providing my SLLA Score Report to the EDLD department in order to receive a final grade for the course.*

Please initial each statement to verify that I understand the following:

- *As an internship candidate, it is my responsibility to secure an internship site prior to the first class meeting.*
- *I understand I will not be able to continue in the Internship Course past the first class meeting if my internship site is not secured.*
- *Internship candidates will be assigned to a university supervisor by the department chair based upon internship course, and availability as designated by the department chair.*
- *I understand my University Mentor may contact my Principal Mentor and/or visit my Internship Site.*

***A current resume is also required during the application process.**

Orientation

Each student is required to attend a mandatory orientation before the start of the Internship program.

Chapter 5: Program Completion and Graduation Requirements

Students are encouraged to fill out a Graduation Clearance Audit with their advisor

Graduation Clearance and Posting of Degree

Graduate students eligible for graduation, must complete the online **Intent To Graduate Form**. To apply, Log onto [GothicNet](#). Under **My Menu**, click on **Students**, and click on **Student Center**. Under **Other Academics**, click on **Apply for Graduation**. Complete and Submit form.

Graduate students seeking "Certification Only" are required to file an application for certification with the Certification Processing Office in P-203. Certification only students do not apply for graduation clearance.

For deadlines and detailed instructions on how to complete the online Graduation Clearance form, visit http://web.njcu.edu/dept/registrar/content/graduate_graduation_clearance.asp

- For students who complete graduate work by Spring semester, degrees will be posted to transcripts at the end of June.
- For students who complete graduate work over the summer, degrees will be posted in October.
- For more information about graduation clearance or degree posting, please contact Navin Saiboo at (201) 200-3048 or nsaiboo@njcu.edu.

School Leaders Licensure Assessment (SLLA) Requirement

Candidates must take the SLLA to be certified as Principal. Upon taking the exam, students are responsible for providing the Educational Leadership Program with the SLLA score report. Follow this link for test preparation information

<http://www.ets.org/Media/Tests/SLS/pdf/1011.pdf>

Students registered for the School Leaders Licensure Assessment (SLLA) should ensure NJCU is a score recipient listed on the day of the test. Additionally, students should forward a copy of the SLLA score report to the EDLD department specifically either via fax (201) 200-3405 or email to kwilliams2@njcu.edu or the respective EDLD 693 instructor upon receipt. The SLLA score report is required to receive a grade for EDLD 693 Internship II. Students may follow up with ETS via <http://www.ets.org/sls/> or by calling 1-800-772-9476.

Certification Application (Principal or Supervisor)

Candidates may apply to the NJDOE or through the University's certification office – The Center for Teacher Preparation and Partnerships. It is highly recommended that candidates apply through NJCU because NJDOE process applications from approved institutions before individual applications; approval is faster through NJCU. NJCU typically process applications every 4-6 weeks. After University approval, applications are sent electronically to the NJDOE for final processing and mailing of certificates (this could take another month). If certification needs to be expedited due to a pending employment opportunity, please contact the department Chairperson.

For more information about Applications for Certification please check out their website at: <http://www.njcu.edu/coe/ctpp/> or you can call the Certification office - 201.200.2079, I recommend speaking with Ms. Cynthia Vazquez.

To apply for Supervisor Certification in addition to the complete application (copies of standard certificate, transcripts, letters from district, etc.) you will need:

- Letter from district documenting 3 years of teaching and/or educational services experience (dates must be included) under standard certificate
- An education-related Master's degree,
- 4 supervisor's courses (already included in your EDLD program)

To apply for Principal Certification in addition to the complete application (copies of standard certificate, transcripts, letters from district, etc.) you will need:

- Letter from district documenting 5 years of teaching and/or educational services experience (dates must be included) under standard certificate
- Master's degree in Educational Leadership or an education-related field
- Copies of all "STANDARD" teaching and/or educational services certificates (CE's do not count)
- Passing Score of SLLA exam (School Leaders Licensure Assessment)

Please keep in mind, that the certification application will not be processed until a master's degree in an education-related field is posted to the transcript. This usually takes place in June. Before the degree is posted, candidates should begin to obtain the other necessary documents for Certification. One of the key and most problematic documents is obtaining the district letter with the appropriate language to document 5 years of teaching under the appropriate certification. For example, if the candidate has 5 years experience teaching Math, the letter should include, "Teacher X has been teaching for the ABC school district as a math teacher from Sept 2005, to present under the X standard certificate". If a candidate does not have 5 consecutive years, all documentation for each standard certificate held should be included, and all experience must equal at least 5 years. If the language is not clear in the district letter, the certification will be on hold until the appropriate letter is sent by the district.

Summer and future Graduates - Certification

Students who graduate over the summer will have the graduation date posted on the transcript in October. Summer graduates will not be able to apply for certification until the Master's degree is posted on the transcript.

CHAPTER 6: UNIVERSITY POLICIES AND INFORMATION

Technology and Academic Computing Services

Ongoing technical support for students is provided through the Help Desk, ext. 4357 (HELP).

For web enhanced (Blackboard is used as an enhancement to an in-person course) or blended courses (a combination in-person and online) students should become familiar with logging into and using Blackboard.

Blackboard Course Access

Access to Blackboard courses will be available at 12:00 noon on the first official day of the semester.

Classes and Training

Special technological skills and Blackboard training are conducted through classes and online through Information Technology Services x. 2335. Production and equipment services include copying CD and DVDs, editing videos, converting video to digital format, editing and transferring audio, printing, videotaping, scanning and other services.

Institutional Research

The Office of Institutional Research provides data for grant applications and projects and consults departments and programs conducting research and statistical analysis.

Institutional Review Board

The Institutional Review Board receives applications through the Office of the Grants and Sponsored Programs.

Technology in Classrooms

Smart classrooms with Internet connections are available in all instructional buildings. Document scanners and readers are available in special classrooms in Karnoutsos Hall SPSS software is available in the Academic Computing Center in the Professional Studies Building and special lab classes on SPSS can be conducted in Computer Lab D in the Professional Studies Building. Practicum and Internship classes are assigned to seminar rooms in Karnoutsos Hall with Internet, LCD, DVD connections, and screens. IT consultants are on call and available to come to classrooms during evening classroom hours for troubleshooting.

Turnitin.com

Students agree that by taking this course all assignments are subject to submission for textual similarity review to Turnitin.com. Assignments submitted to Turnitin.com will be included as source documents in Turnitin.com's restricted access database solely for the purpose of detecting plagiarism in such documents. The terms that apply to the University's use of the Turnitin.com

service are described on the Turnitin.com web site. For further information about Turnitin, please visit: <http://www.turnitin.com>

Library

The Congressman Frank J. Guarini Library provides an Online Resource Subject Guide for Counseling on the home page and is also accessed directly on Blackboard. Use this link for counseling journals, resources, and books.

The library provides extensive support to faculty and students for research and learning. Workshops are conducted each semester on information literacy and bibliographic instruction. The library staff provides assistance for developing and reserving course materials, searching databases, interlibrary loan, and scheduling orientation classes.

Librarian assistance is available by phone, via email, and in person. Online library information is available 24 hours per day. Comprehensive special subject oriented indexes and abstracts are available. Extensive education collections include the curriculum, juvenile, and text collections and the M. Jerry Weiss Center for the Children's and Young Adult Literature. Extended library hours are available during examination periods. Library Hours: Fall/Spring Semester

The following are regular library service hours which vary during intersessions and the summer sessions:

Mon.-Thurs.	7:30 AM - 10:00 PM
Friday	7:30 AM - 5:00 PM
Saturday	9:00 AM - 5:00 PM
Sunday	11:00 AM - 5:00 PM

For the most updated library hours please visit: <http://www.njcu.edu/guarini/Hours.htm>

Counseling Center

The Counseling Center provides free, confidential counseling, support and referral for students. If you experience personal problems, distress, or situational crises, you are encouraged to contact the Counseling Center in GSUB 308 or call the Center at 201.200.3165. After hours, contact Public Safety at 201.200.3128 or call 911 from off campus.

Stress, anxiety, depression, interpersonal issues, alcohol or sleep issues, and death of a loved one have been rated in the top 10 health problems affecting college performance. Students do not have to face problems alone. Individual and group counseling is provided free to students of the university. Services for veterans are offered through the Counseling Center.

Announcements About Counseling Services

Students receive email announcements regarding services offered by the Counseling Center, the Health and Wellness Center, and the Division of Student Affairs such as programs or meetings for test anxiety, anger management, stress, and academic skills; LBTGQ Support Group; and the Pathways to Wellness Series.

Counseling services and programs at area counseling and human service organizations are circulated by email and the bulletin board including Hudson Pride, Puerto Rican Family Institute, Hudson County Community College, Albert Ellis Institute, the Speicher-Rubin Women's Center on

campus, the New Jersey Coalition Against Sexual Assault, and the Hudson County Rape Crisis Center. A Counselor Referral List for area counselors is provided upon request from the Counseling Program office and the faculty.

Opportunity Scholarship Program

The Opportunity Success Program (OSP) provides counseling for graduate students who were in the OSP program as undergraduates or who qualify for services.

Career Planning and Placement Office

The Career Planning and Placement Office provides counseling, testing, placement and consultation services. Mr. Michael Moriarty is the center liaison to the Counseling program and provides career counseling, resume writing, editing, and job search services to Counseling Program students. Other services include computerized career guidance and decision-making programs (SIGI 3) and job interview practice, and career fairs.

Office of Specialized Services for Special Needs Learners:

The Office of Specialized Services provides confidential counseling and advisement services and support for students with special needs and disabilities. If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and Ms. Jennifer Aitken, Director Administrator as early as possible in the term at 201-200-2091 in the Karnoutsos Building.

Writing Center

The Writing Center is committed to improving students writing proficiency through one-on-one tutoring, workshops, and weekly conversation groups. The Writing Center is located in Karnoutsos 115. All writing tutor appointments are scheduled online: <http://www.njcu.edu/writing-center/appointments/>

Financial Aid and Graduate Assistantships

Graduate Assistantships

A limited number of graduate assistantships are available each year to highly qualified graduate students. The graduate assistantship covers tuition and fees for full-time study (9-15 credits per semester). Graduate assistants are required to work in a University department or office for 16-20 hours each week, for which they receive a stipend of \$3,500 over the academic year (\$1,750 per semester). Graduate assistants may not hold a full-time job either inside or outside the University, and they may not be Graduate assistants during a semester when they are student teaching. Graduate assistants may also apply for Federal Student Loans to assist with costs related to full-time graduate study.

For the full year, the initial application deadline for graduate assistantships is April 1; most appointments are made by June 30. For the very limited, spring semester assistantships only, the deadline is December 1. To be eligible, a student must be matriculated in a degree program. In addition to matriculation requirements, applicants must submit a resume and write a letter to the Dean of Graduate Studies. The letter should discuss the educational goals of the assistantship and full-time degree study, and should include prior work experience, skills, and academic background. If the student has already begun graduate studies at NJCU, initial progress should be discussed. Applicants may apply for a graduate assistantship when they apply for graduate admission and matriculation, but they will not become eligible until their department has approved their matriculation. The applicant may specify an office or department that would be of particular interest for employment, but this is neither required nor guaranteed. Graduate assistants are assigned by the Dean of Graduate Studies. A student may be assigned to an office or department unrelated to their area of study.

NJCU Stimulus Scholarship

NJCU is currently offering a Stimulus Scholarship that provides up to \$400 for new graduate students who are admitted for a degree or certification program, and who enroll in their first graduate class at NJCU in either the fall or spring semester.

Tuition Waiver

NJCU participates in the state tuition waiver program for public employees who have lost their jobs.

Study Abroad Opportunities

NJCU periodically offers study abroad opportunities to academically exceptional students. **Gilman Scholarships** are available for Study Abroad. NJCU students have received \$3500 to study in Brazil, England, China and Spain. In the past year students were eligible for a partial scholarship to the Study India program.

For more information visit:

http://web.njcu.edu/dept/oissa/content/study_abroad_application_process.asp

Student Loans

Graduate students who are matriculated in a degree or certification program may be eligible for federal loans. To be eligible for a Direct Federal Student Loan, a graduate student must either be matriculated in a degree program or enrolled in a certificate program by the first day of the term in which they intend to use their student aid, and must be enrolled for at least six credits. In addition, a student seeking a Direct Federal Loan for a summer term must have received such student aid in either the prior spring or fall term. They must complete a Free Application for Federal Student Aid (FAFSA) to determine eligibility for Direct Stafford Loans.

Non-matriculated students are not eligible to receive federal or state financial aid or loans, but may apply for certain private education student loans. Please contact the Office of Financial Aid for additional information at (201) 200-3173 or finaid@njcu.edu.

General Statement on Students' Responsibilities

In accepting admission to graduate study at New Jersey City University, a public institution of higher learning, students assume the responsibilities and behavior patterns stipulated by the University. Graduate students at the University are expected to have a serious interest in their intellectual growth. Students are expected to meet problems with intelligence and resourcefulness and to have respect for the rights of others. Students are expected to comply with federal laws and ordinances of the State, county, and city, as well as the regulations of the University. Any student who commits a breach of State, county or city law or ordinance or university regulation shall be subject to such reasonable disciplinary action as deemed appropriate by the University. This may include suspension, dismissal or expulsion (see Student Code of Conduct online at: http://web.njcu.edu/sites/deanofstudents/Uploads/code_of_conduct_9_19_11.pdf)

NJCU Academic Grievance/Appeal Procedures

The following procedure is available to resolve grievances regarding grading, course requirements, attendance, academic integrity, and other academically related complaints:

Step 1. Meeting and discussion with the faculty member involved to resolve the situation in question must take place within forty-five (45) days of the last day of the semester on which the grievance is based. At the conclusion of the meeting the faculty member will inform the student of a decision.

Step 2. The student may initiate a written appeal with the faculty member within ten (10) calendar days of notification of the decision of the faculty member; the faculty member will respond in writing within ten (10) calendar days of the date of receipt of the written appeal. Should the faculty member fail to respond within ten (10) calendar days, the student may present his/her written appeal to the next level of review, the department chairperson, within ten (10) calendar days.

Step 3. Written appeal to the appropriate department chairperson within ten (10) calendar days of notification of a decision pursuant to the previous step or upon failure of the faculty member to respond within the prescribed ten (10) calendar days.

Step 4. Written appeal to the appropriate Academic Dean within ten (10) calendar days of notification of a decision pursuant to the previous step. The appropriate dean shall provide the student with a written decision within ten (10) calendar days of receipt of the appeal from Step 3.

Step 5. Written appeal to the University Senate Student Affairs Committee within ten (10) calendar days of notification of a decision pursuant to the previous step. Grievances that are not resolved at the Dean's level may be referred to the Student Affairs Committee of the University Senate for review and decision, which will be forwarded to the Vice President for Academic Affairs for final decision.

The Student Affairs Committee of the University Senate shall deal with grievances involving grading, course requirements, attendance, academic integrity, and other academically related complaints after Steps 1-4 above have been exhausted. The committee shall include at least one faculty or professional staff member from each of the Colleges and one student. The Vice President for Student Affairs or Associate Vice President for Student Affairs will serve as a nonvoting, ex-officio member of this Committee. The Student Affairs Committee shall deal with grievances

initiated by students. The Committee may choose to invite parties involved to meet with the committee to present their positions or to proceed on the written record generated from the appeal process detailed above.

Within (20) twenty days of receipt of a written appeal from a student, the committee shall (a) determine that the appeal has basis in fact; (b) inform the complainant of the legal and administrative limitations of the committee in resolving grievances; and (c) determine that all normal avenues of appeal resolution, between the parties involved, and the applicable department chair and dean, have been exhausted. It shall provide notice of its decision, made on a review and advise basis, to the Vice President for Academic Affairs, who renders a final decision within thirty (30) calendar days of receiving the Student Affairs Committee's recommendation.

Student Evaluation of Instructors

Students have the opportunity each semester, to formally evaluate faculty who teach courses or who serve as supervisors of clinical experiences. Completion of these evaluations is strongly encouraged and results are used to improve courses.

Academic Integrity Policy of New Jersey City University

New Jersey City University (NJCU) is committed to nurturing the growth of intellectual reasoning, academic and professional values, individual ethics and social responsibility in its students. Academic integrity is central to this growth and is defined as a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect and responsibility. Academic integrity is the obligation of all members of the NJCU community: students, faculty and administration.

During the course of a student's academic career, it is anticipated that written work in the form of reports, term papers and research projects will be assigned by the faculty as part of course requirements. In meeting these requirements, students should be aware of the following guidelines for the presentation of written work.

1. Sources from which specific ideas, phrases or sentences are extracted should be noted by an appropriate footnote.
2. All sources should be included in a bibliography.
3. Written work which utilizes the work of other students must acknowledge the indebtedness.
4. Written work submitted for one course should not be used to fulfill the requirements of another course.
5. Term papers obtained from professional "term paper" companies constitute the most flagrant violation of academic integrity. Students who do not adhere to these guidelines may be guilty of acts of plagiarism. Simply defined, plagiarism means:
 - a. to steal and pass off ideas or words of another as one's own,
 - b. to use material without crediting the source, and
 - c. to present as new and original an idea, phrase or statement derived from an existing source.

Academic integrity and plagiarism are referenced in The *Gothic Guide* (The Student Handbook) under Policies and Procedures and the Statement of Student Rights and Responsibilities, Article 12, Number 7. Violations shall be addressed according to the provisions of Article 18. Cheating can lead to lowered grades and failure. Cheating tarnishes one's character and personal integrity. New Jersey Public Law 1977-C- 215 prohibits the preparation for sale and/ or subsequent sale of any term paper, thesis, dissertation, essay, or other assignment with knowledge that the assignment will be submitted in whole or in part for academic credit. The law provides a \$1,000 fine for any person or firm violating its provisions.

Please review the most current NJCU Academic Integrity Policy on the NJCU website.

Definitions of Violations of Academic Integrity

Cheating: *Cheating* is an act of deception by which a student misrepresents his or her mastery of material on a test or other academic exercise.

Examples of cheating include, but are not limited to the following:

- Copying from another student's work;
- Allowing another student to copy your work;
- Using unauthorized materials such as a textbook or notebook during an examination;
- Using specifically prepared unauthorized materials such as notes written on clothing, formula lists, etc., during an examination;
- Unauthorized collaboration with another person during an examination or an academic exercise;
- Unauthorized access to or use of someone else's computer account or computer files, for any purpose, without the permission of the individual;
- Possessing or obtaining an examination without the professor's authority or prior knowledge.

Plagiarism: *Plagiarism* occurs when a person represents someone else's words, ideas, phrases, sentences or data as one's own work. When a student submits work that includes such material, the source of that

information must be acknowledged through complete and accurate references. All verbatim statements must be acknowledged by means of quotation marks.

Examples of plagiarism include, but are not limited to the following:

- One person quoting another's words directly without acknowledging the source;
- Using another's ideas, opinions or theories without acknowledging the source, even if they have been completely paraphrased in one's own words;
- Using facts, statistics or other illustrative material taken from a source, without acknowledging the source, unless the information is common knowledge;
- Using words or work of others taken from the Internet without acknowledging the source (s).

Fabrication: *Fabrication* refers to the deliberate use of invented information or the falsification of research or other findings with the intent to deceive.

Examples of fabrication include, but are not limited to the following:

- Citing of information not taken from the source indicated;
- Listing sources in a bibliography or other report not used in one's project;
- Fabricating data or source information in experiments, research projects or other academic exercises;
- Taking a test for another person or asking or allowing another to take a test for you;
- Misrepresenting oneself or providing misleading and false information in an attempt to access another user's computer account.

Other Examples of Academic Misconduct include, but are not limited to the following:

- Changing, altering, falsifying or being accessory to the changing, altering or falsifying of a grade report or form, or entering any University office, building or accessing a computer for that purpose;
- Stealing, buying, selling, giving away or otherwise obtaining all or part of any unadministered test / examination or entering any University office or building for the purpose of obtaining an unadministered test / examination;
- Submitting written work to fulfill the requirements of more than one course without the explicit permission of both instructors;
- Coercing any other person to obtain an unadministered test;
- Altering test answers and then claiming instructor inappropriately graded the examination;
- Unauthorized collaboration with any other person in preparing work offered for credit (e.g., purchased term papers).

Penalties for Violations for Academic Integrity

Penalties are classified into three categories based on the level of seriousness of the behaviors:

Level I

Level one penalties apply to circumstance involving ignorance or inexperience on the part of the person (s) committing the violation and ordinarily include a very minor portion of the course work. The imposition of these penalties is considered as academic issues and not disciplinary offenses.

Example: Improper documentation of sources or unauthorized collaboration on an academic exercise.

Possible Penalties: Make-up assignment or assignment of no-credit for the work in question; required assignment on preparation of term papers.

These penalties are subject to the discretion of the instructor. Faculty will meet with the student offender to discuss the allegation and possible penalties. No record of this event will be reported to a dean, department chair or other officer of the university.

Level II

Level two penalties involve incidents of a more serious nature and affect a significant aspect or portion of the course.

Example: Copying from or giving assistance to others on a mid-term, final or other examination; plagiarizing major portions of an assignment; using unauthorized material on an examination; or altering a graded examination for the purposes of re-grading.

Possible penalties: A failing grade on the assignment and/or in the course.

A failing grade on the assignment and/or in the course may be given subject to the discretion of the instructor. Violations at this level will be reported to the department chair and the academic dean (for major courses, the report will be made to the corresponding dean, for general studies courses, the report will be made to the Dean of Arts and Sciences). A notation of plagiarism shall be placed in the student's record following this offense, and the student will not be allowed to expunge the grade of F from his/her GPA should he or she re-take the course (grade re-computation will be disallowed.)

A copy of the report will also be sent to the Vice President for Academic Affairs and the Dean of Students (for undergraduates) or the Dean of Graduate Studies and the Dean of Students (for graduates) for record keeping purposes and for centralized coordination between the different colleges. Should the Vice President for Academic Affairs or the Dean of Graduate Studies discover, upon receipt of a report of plagiarism, that a student has a prior record of plagiarism, the offense will be upgraded to level III, and the Vice President for Academic Affairs will notify the instructor, the chair and the academic dean so that appropriate action can be taken.

Level III

Level three penalties apply to offenses that are even more serious in nature and involve dishonesty on a more significant portion of course work, such as a major paper, mid-term, final exam or other examination. Any violation that involves repeat offenses at level two is considered a level three violation.

Example: Using a purchased term paper presenting the work of another as one's own; having a substitute take an examination; or possessing or obtaining an examination without the professor's authority or prior knowledge.

Possible Penalties: A failing grade on the assignment and/or in the course may be given subject to the discretion of the instructor. Violations at this level will be reported to the department chair and the academic dean (for major courses, the report will be made to the corresponding dean, for general studies courses, the report will be made to the Dean of Arts and Sciences). A notation of plagiarism shall be placed in the student's record following this offense, and the student will not be allowed to expunge the grade of F from his/her GPA should he or she re-take the course (grade re-computation will be disallowed.) A copy of the report will also be sent to the Vice President for Academic Affairs and the Dean of Students (for undergraduates) or the Dean of Graduate Studies and the Dean of Students (for graduates) for record keeping purposes and for centralized coordination between the different colleges. Should the Vice President for Academic Affairs or the Dean of Graduate Studies discover, upon receipt of a report of plagiarism, that a student has a prior record of plagiarism, the Vice President for Academic Affairs or the Dean of Graduate Studies will notify the instructor, the chair and the academic dean so that appropriate action can be taken.

In the event the instructor determines that the violation is severe, s/he may recommend to the department chair/academic dean that the student be placed on probation, suspension, and expulsion for one or more semesters with a notation of "disciplinary suspension" indicated on the student's record, or that the student be permanently dismissed (expulsion) from the University in case of repeat offenses. The academic dean, in consultation with the instructor, will be responsible for deciding the additional penalty.

CHAPTER 7: FREQUENTLY ASKED QUESTIONS

1. What are the requirements to be eligible for the supervisor certificate?

To be eligible for a supervisor certificate the student must have the following:

- Master's Degree in education-related field
- Standard New Jersey teacher's certificate
- District letter stating minimum of 3 years successful teaching experience under standard certificate
- Completion of required courses

2. What are the requirements to be eligible for the principal certificate?

To be eligible for a principal certificate the student must have the following:

- Posted Master's Degree in education-related field
- Passing SLLA score
- Certificate – valid Provisional or Standard
- District letter stating minimum of 5 years successful educational experience under standard certificate
- Completion of the Courses required for the program

3. How do I apply to the program?

Applications are submitted through the Office of Graduate Studies. Please be aware of the requirements of the University and the EDLD Department for admission. Further information for admission to the EDLD programs can be found on page 9 of this handbook.

4. Can I transfer credits I have earned at another university?

Credits may be transferred from another university for the MA program only. Transfer credits are not accepted for supervisor certification. If a candidate wants to use courses passed outside of NJCU for the supervisor certification, s/he must apply directly to the state for certification.

5. What courses should I take first?

We recommend that you take EDLD 660 and EDLD 662 first and that one of the courses taken in the blended format. EDLD 660 is required for matriculation into the MA program. Classes in phase 2 and 3 also require pre-requisite classes.

6. Are all of the courses offered online?

EDLD courses are offered in both the blended and online formats. Students are advised to register as soon as possible to be able to take their preferred course in the preferred format.

7. How do I apply for the internship?

Each student is responsible for submitting an Application for Internship. These applications are located in the Educational Leadership office, Rossey 536. The Internship application must be submitted the semester prior to enrollment. The deadline for the Fall term is June 1st and for the Spring term is November 1st. **Please be aware of the requirements for the Internship.** (See internship section of this handbook or refer to the Internship application.)

8. What courses can be taken for the electives?

Elective courses are detailed in Chapter 5 of this handbook. Please be aware of the requirements for either the MA program or Supervision Certification program.

9. How do I apply for certification?

It is highly recommended that candidates apply for certification through NJCU by submitting a certification packet to Ms. Cynthia Vazquez in the Center for Teacher Preparation and Partnerships, P203A.

10. Can I apply directly to NJDOE for certification?

Students are able to apply to the state directly for certification; however, the NJDOE process for individual review occurs after all institution-approved applications are reviewed. Candidates are encouraged to apply through NJCU for endorsement of the University.

For any other questions or concerns please feel free to contact the EDLD department, (201) 200 – 3493.

APPENDIX A: EDLD FORMS AND DOCUMENTS

The subsequent pages consist of EDLD forms and documents that are extremely helpful to students.

- Master's Program Advising Sheet (1 Page)
- Requirements for Principal Certification (1 Page)
- Requirements for Supervisor Certification (1 Page)
- Graduation Clearance Audit Form (1 Page)
- Internship Application (4 Pages) (Recommend Pick-up at Department Office)
- Application for Principal Certification (5 Pages) (Recommend Pick-up at Department Office due to specific color coded pages)
- Application for Supervisor Certification (5 Pages) (Recommend Pick-up at Department Office due to specific color coded pages)

***All of these forms are available at the Department Office, Rossey 536.**

**Educational Leadership Program Requirements for
MA in Administration with Certification as a Principal
36 Credit Program**

Review Date with Advisor:

	<u>DATE</u>	<u>SIGNATURE</u>
Name: _____	_____	_____
Address: _____	_____	_____
Phone/email: _____	_____	_____
Student ID#: _____	_____	_____
Advisor _____	_____	_____

Matriculation Date _____

<u>Course Number</u>	<u>Must be taken in the Required Sequence (No Exceptions W/O Advisor Approval)</u>	<u>SH Credits</u>	<u>Semester/ Year</u>	<u>Grade/ Transfer Credits</u>	<u>Comments</u>
<u>Phase I</u> (No Pre-requisite Required)					
EDLD660	Principles of Supervision & Human Resource Management	3			
EDLD662	Principles of Curriculum Development	3			
EDLD669	Measurement & Supervision of Learning & Teaching	3			
Elective	* Select a curriculum elective from list of possibilities below	3			
<u>Phase II</u> (Matriculation Required)					
EDLD663	Educational Administration Leadership I - Organizational Leadership	3			
EDLD668	Research in Urban Education (Pre-requisites: EDLD 669 & 663)	3			
EDLD664	Educational Administration Leadership II - Strategic Leadership and Teaching (Pre-requisite: EDLD 663, 668)	3			
EDLD689	School Law and School Finance	3			
EDLD640	Home, School and Community Relations	3			
Elective	* Select a supervision elective from list of possibilities below (No pre-requisite)	3			
<u>Phase III</u> (Internship Application Required and Special Permission)					
EDLD690	Internship for Urban School Personnel I (Pre-Requisite or Co-Requisite: EDLD 689, EDLD 640, EDLD 663 and EDLD 664 and completion of 24 credits required)	3			
EDLD693	Internship for Urban School Personnel II (Pre-Requisite: EDLD 690 completion of 30 credits required)	3			
TOTAL CREDITS		36			
* FOR THE MA W/CERTIFICATION AS A SUPERVISOR - MUST HAVE A CURRICULUM ELECTIVE FROM THE CHOICES LISTED					
Possible Curriculum Electives - EDLD646, MCC623, MDT602					
* Possible Supervision Electives - EDLD665, ECE666, LTED667, MDT603, EDTC661, EDTC631					

Note: Students must be matriculated by the time they have completed 12 semester hour credits in order to continue with the program.

Rev. 1/28/15

New Jersey City University
Department of Educational Leadership

Supervision Certification Clearance

Name: _____ Gothic ID _____

Approved ____ Not Approved ____

Signature _____ Date _____

Requirements:

_____ Master's degree in any educational program
Standard New Jersey teacher's certificate
Minimum of 3 years teaching experience – stating dates of employment and type
of instructional or educational certification. Three years does not included
provisional year.

Coursework:

_____ 1. EDLD 660 – Principles of Supervision & Human Resource
2. EDLD 662 – Principles of Curriculum Development
3. A Curriculum elective the following choices are acceptable:
EDLD 646 – Innovations in Curriculum & Educational Leadership
MCC 623 – Contemporary Issues in Bilingual Curriculum Development
MDT 602 – Curriculum Development in Music Education
OR – ANOTHER APPROVED ACCEPTABLE SUBSTITUTION

Title of Substitution: _____

4. A Supervision elective from the following choices are acceptable:
EDLD 665 – Personnel, Supervision & Staff Development
EDLD 669 – Measurement & Supervision of Learning & teaching
ECE 666 – Supervision in Early Childhood
LTED 667 – Administration & Supervision of School Reading Programs
MDT 603 – Administration and Supervision in Music Education
EDTC 661 – Administration and Supervision of Educational Media Centers
*EDTC 631 – Technology Facilitator: Issues and Challenges
OR – ANOTHER APPROVED ACCEPTABLE SUBSTITUTION

Title of Substitution: _____

Rev. 11/11/14

Graduation Clearance Audit

Candidate Name _____	Gothic ID _____
_____ Matriculation Date _____ Program (36/42)	Approved _____ Not Approved _____
_____ Met Supervisor Requirements _____ Met Principal Requirements	Chair Signature _____ Date _____
	Comments: _____ _____

Requirements

- _____ EDLD 660- Principles of Supervision & Human resource Management
- _____ EDLD 662- Principles of Curriculum Development
- _____ EDLD 663- Educational Administration Leadership I- Organizational Leadership
- _____ EDLD 669- Measurement & Supervision of Learning & Teaching
- _____ A Curriculum elective from list of possibilities:

EDLD 646, MCC623, MDT602

- _____ EDLD 664- Educational Administration Leadership II- Strategic Leadership Practices
- _____ EDLD 640- Home, School and Community Relations
- _____ EDLD 668- Research in Urban Education
- _____ *EDLD 689- School Law and Finance (36 credit Program Only)*
- _____ EDLD 601- School Law (42 CREDIT ONLY)
- _____ EDLD 681- School Finance (42 CREDIT ONLY)
- _____ EDLD 659- Planning and Management of technology in Schools (42 CREDIT ONLY)
- _____ EDLD 685- Foundations of Policy & Political Systems in Urban Schools (42 CREDIT ONLY)
- _____ A Supervision elective from list of possibilities:

EDLD 665, ECE 666, LTED 667, MDT603, EDTC661, EDTC631

- _____ EDLD 690- Internship for Urban School Personnel I (42 CREDIT ONLY)
- _____ EDLD 693- Internship for Urban School Personnel II (36 CREDIT ONLY)
- _____ *New Program requires both EDLD 690 and EDLD 693*

Other Electives

EDLD 670, EDLD 682, EDU 615, EDU 629, EDU 654

Reviewer _____

Rev. 11/3/2014



EDLD 690/693/695

Internship for Urban School Personnel I, II & III

APPLICATION

New Jersey City University
Department of Educational Leadership & Counseling
Jenifer Hartman, Ph.D., Co-Chairperson
Ph# (201) 200-3493
Fax# (201) 200-3405

Internship Application Pg 1 of 4

- *Application must be submitted the semester prior to enrollment.*
- *Application Deadline for Fall Term is June 1st.*
- *Application Deadline for Spring Term is November 1st.*
- *36 credit degree program candidates can only begin the internship in the fall semester.*

Candidate Name _____ Date _____
 Application Term _____

____ I am a 30 credit Post Master's Applicant
 ____ I am a 36 credit Program Applicant
 ____ I am a Post Graduate Student pursuing Principal Certification
 ____ I am a Post Graduate Student pursuing School Administrator Certification

Course Application for:

____ EDLD 690 - Internship I Please Indicate Preferred Section # _____
 ____ EDLD 693 - Internship II
 ____ EDLD 695 Internship III

Current Course Enrollment _____ TERM _____

Email _____

Home Address _____

Home Telephone Number _____ Cell Number _____

Site/School Name _____

Site/School Address _____

Site/School Telephone Number _____

Gothic ID. _____ Matriculation Date _____

Number of Credits Completed at time of Application _____

The following qualifications are required for the Internship. Please initial each statement to verify that you meet these requirements.

For Candidates pursuing Principal Certification Only:

- ☐ *At the start of my internship, I will be employed full-time in a P -12 school setting.*
- ☐ *My internship will take place at my place of employment.*
- ☐ *I will be able to be mentored by a P-12 Principal.*
- ☐ *I will have completed all prerequisite coursework prior to internship with no incomplete grades.*
- ☐ *I am aware that I will be required to complete between 10-12 internship hours per week for each 15 weeks of internship.*
- ☐ *I am aware that I must register for the SLLA prior to enrolling in ELD 693 Internship II.*
- ☐ *I am responsible for providing my SLLA Score Report to the EDLD department in order to receive a final grade for the course.*

Candidates pursuing School Administrator Certification Only:

- ☐ *I have taken and successfully passed the SSA (School Superintendent Assessment).*
- ☐ *I am aware that I will be required to complete between 10-12 internship hours per week for each 15 weeks of internship.*
- ☐ *I possess a valid NJ Principal certificate.*
- ☐ *I possess a valid NJ Supervisor certificate.*
- ☐ *I will be able to be mentored by a P-12 Superintendent.*

All Candidates:

Please initial each statement to verify that I understand the following:

- ___ *As an internship candidate, it is my responsibility to secure an internship site prior to the first class meeting.*
- ___ *I understand I will not be able to continue in the Internship Course past the first class meeting if my internship site is not secured.*
- ___ *Internship candidates will be assigned to a university supervisor by the department chair based upon internship course, and availability as designated by the department chair.*
- ___ *I understand my University Mentor may contact my Principal Mentor and/or visit my Internship Site.*

Please include a current resume with your application.

Candidate Signature _____

FOR DEPARTMENT ONLY:

Advisor (please print) _____ Date Approved _____

Advisor Signature _____ Date Received _____

Comments:



*Center for Teacher
Preparation & Partnerships*

Office of Certification

TO: CANDIDATE READY FOR **PRINCIPAL** CERTIFICATE
FROM: DEAN, COLLEGE OF EDUCATION
RE: **APPLICATION PROCEDURE FOR CERTIFICATION**

If you have completed the academic requirements for the **Principal** certificate, please complete and submit the following:

- ☐ EDUCATIONAL ADVISEMENT AND CERTIFICATION FORM – **BLUE**
- ☐ **NOTARIZED** APPLICATION FOR CERTIFICATION – **GREEN**
- ☐ COPY OF PASSING ED. LEADERSHIP SERIES PRAXIS SCORES
- ☐ COPY OF **STANDARD** or **PROVISIONAL** NJ INSTRUCTIONAL or EDUCATIONAL SERVICES LICENSE
- ☐ LETTER FROM THE BOARD OF EDUCATION.
 - Validating 5 years of licensed experience in a school setting stating the discipline taught while employed. Be sure to attach the license needed to validate your experience. (i.e.: A Math teaching certificate for 5 years of Math experience)
- ☐ ATTACH THE PAYMENT RECEIPT ISSUED BY THE BURSAR'S OFFICE {Hepburn 106, (201) 200-3045}.
MAKE CHECK PAYABLE TO NJCU CERTIFICATION ACCOUNT
WRITE YOUR ID NUMBER ON YOUR CHECK.
- ☐ OFFICIAL TRANSCRIPTS FROM ALL INSTITUTIONS ATTENDED, where relevant coursework/degree requirements for this license were completed
NJCU TRANSCRIPTS ARE REQUESTED BY CERTIFICATION OFFICE
- ☐ INTERNATIONAL STUDENTS MUST INCLUDE A NOTARIZED
 1. AFFIDAVIT FOR INTENT TO BECOME A CITIZEN
 2. OATH TO SUPPORT THE INSTITUTIONS OF THE UNITED STATES.

Please submit all materials to **Ms. Cynthia Vazquez, Certification Administrator:**
New Jersey City University
Center for Teacher Preparation and Partnerships, P203A
2039 Kennedy Blvd. ~ Jersey City, NJ 07305

Please forward your questions to ctppcert@njcu.edu or 201-200-2079.

11/11

**NJ Department of Education – Office of Licensing & Academic Credentials
Certification Codes and Fee Schedule**

Cert Code	Certificate	Cert Fee	Test Score Fee	Total Due
0106	Supervisor	\$95		\$95
0299	Principal	\$170	\$20	\$190
1001	Elementary (K-5)	\$170	\$20	\$190
1013	Preschool through Grade 3	\$170	\$20	\$190
1102	Middle School Mathematics (5 – 8) ***	\$170	\$20	\$190
1103	Middle School Science (5 – 8) ***	\$170	\$20	\$190
1104	Middle School Social Studies (5 – 8) ***	\$170	\$20	\$190
1106	Middle School Language Arts (5 – 8) ***	\$170	\$20	\$190
1200	Art Education	\$170	\$20	\$190
1410	English	\$170	\$20	\$190
1430	Reading Teacher	\$170	\$20	\$190
1475	English as a Second Language **	\$95		\$95
1480	Bilingual/Bicultural Education **	\$95		\$95
1550	Spanish	\$170	\$20	\$190
1620	Health Education	\$170		\$170
1900	Mathematics	\$170	\$20	\$190
2100	Music	\$170	\$20	\$190
2210	Biological Science	\$170	\$20	\$190
2220	Earth Science	\$170	\$20	\$190
2240	Physical Science	\$170	\$20	\$190
2300	Social Studies	\$170	\$20	\$190
2470	Teacher of the Handicapped *	\$95		\$95
2475	Students with Disabilities **	\$95		\$95
2702	School Counselor	\$95		\$95
2845	Associate School Library Media Spec.	\$170		\$170
2855	School Library Media Specialist	\$170		\$170
3000	School Nurse	\$95		\$95
3100	School Psychologist	\$95		\$95
3300	Learning Disability Teacher Consult.	\$95		\$95
3310	Reading Specialist	\$95		\$95

The application process is 3 full months. If you complete your certification requirements in December or May, your application will not be processed until February or June.

Applications from summer completers will not be processed until August.

(These timelines are based on the availability of officially updated transcripts.)

All other applications will begin being processed at the end of the month they are submitted.

* The ToH certificate is only issued to grandfathered candidates who complete by 9/08.

**** Students who do not hold a STANDARD teaching certificate must submit payment in the amount of \$170 for an initial Students with Disabilities, ESL or Bilingual/Bicultural certificate.**

***** An Elementary CEAS or Standard certificate is required.**

NEW JERSEY CITY UNIVERSITY ~ COLLEGE OF EDUCATION

EDUCATIONAL ADVISEMENT AND CERTIFICATION SHEET

Please circle the code and type of certification you are seeking:

- | | |
|---|--|
| 0106 Supervisor
0200 Principal
1000 Elementary
1013 Pre-School through Grade 3
1102 Middle School Mathematics
1103 Middle School Science
1104 Middle School Social Studies
1105 Middle School Language Arts
1200 Art Education
1410 English
1430 Reading
1475 English as a Second Language
1480 Bilingual/Bicultural
1550 Spanish
1620 Health Education
1900 Mathematics | 2100 Music Comprehensive
2210 Biological Science
2220 Earth Science
2240 Physical Science
2300 Social Studies
2470 Teacher of the Handicapped
2475 Teacher of Students with Disabilities
2702 School Counselor
2845 Associate School Library Media Special.
2855 School Library Media Specialist
3000 School Nurse
3100 School Psychologist
3300 Learning Disability Teacher Consultant
3310 Reading Specialist |
|---|--|

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Last Name	First Name	MI	Maiden
-----------	------------	----	--------

Street Address

City	State	County	Zip Code
------	-------	--------	----------

Gothic ID #	Telephone No.
-------------	---------------

Current E-Mail Address	Date of Program Completion
------------------------	----------------------------

Institution Where Bachelor's Degree Was Acquired	Major
--	-------

Praxis Scores & Date Taken _____	Are you a citizen? _____ <i>Yes or no</i>
----------------------------------	--

Signature of Student	Date
----------------------	------

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* Office use only (CTPP) *

Department Chairperson Approval	Date
---------------------------------	------

Dean/Administrator Approval	Date
-----------------------------	------

NEW JERSEY STATE DEPARTMENT OF EDUCATION
DEPARTMENT OF LICENSURE AND ACADEMIC CREDENTIALS
PO 500
TRENTON, NJ 08625-0503

APPLICATION FOR CERTIFICATION

1. SOCIAL SECURITY NO. _____ 2. TELEPHONE NO. _____ 3. DATE OF BIRTH _____ 4. SEX M F

5. LAST NAME _____ FIRST NAME _____ MIDDLE INITIAL _____ MAIDEN NAME _____

6. HOME ADDRESS (STREET NUMBER OR RURAL ROUTE) _____

CITY _____ STATE _____ ZIP _____

7. ARE YOU A U.S. CITIZEN? ___ YES ___ NO 8. IF NO, HAVE YOU FILED A DECLARATION OF INTENTION? ___ Y ___ N

9. CERTIFICATE(S) REQUESTED _____

9A. EVALUATIONS REQUESTED _____

10. HAVE YOU ANY TEACHING EXPERIENCE? ___ YES ___ NO IF YES, SUBMIT ORIGINAL DOCUMENTATION OF YEARS OF TEACHING EXPERIENCE.

11. HAVE YOU EVER HELD A NJ TEACHER'S CERTIFICATE? ___ YES ___ NO

12. DO YOU HOLD A VALID STANDARD CERTIFICATE IN ANOTHER STATE? ___ YES ___ NO IF YES, SUBMIT COPY(IES) OF CERTIFICATES WITH APPLICATION.

13. EDUCATIONAL OR WORK EXPERIENCE: (LAST 3 POSITIONS) BEGIN WITH PRESENT POSITION:
POSITION HELD _____ DESCRIPTION _____

FROM _____ TO _____ EMPLOYER _____ STATE _____

POSITION HELD _____ DESCRIPTION _____

FROM _____ TO _____ EMPLOYER _____ STATE _____

POSITION HELD _____ DESCRIPTION _____

FROM _____ TO _____ EMPLOYER _____ STATE _____

14. HAVE YOU EVER HAD A CERTIFICATE REVOKED OR SUSPENDED IN THIS OR ANY OTHER STATE? ___ YES ___ NO

15. HAVE YOU EVER BEEN CONVICTED OF A CRIME IN THIS OR ANY OTHER STATE? ___ YES ___ NO

16. OPTIONAL INFORMATION:

___ ASIAN ___ AFRICAN AMERICAN ___ MEXICAN AMERICAN ___ PUERTO RICAN ___ OTHER HISPANIC ___ NATIVE AMERICAN ___ NATIVE HAWAIIAN ___ WHITE

I GIVE PERMISSION TO SUBMIT INFORMATION FROM MY CERTIFICATION FILE TO SCHOOL DISTRICTS FOR PURPOSES OF EMPLOYMENT. ___ YES ___ NO

HONORS

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Principal Cert. App. Pg 4 of 5

SOCIAL SECURITY NO. _____ LAST NAME _____ FIRST NAME _____ MIDDLE INITIAL _____

17.

COLLEGE RECORD: (INCLUDE ALL COLLEGES)		NAME OF COLLEGE	LOCATION (STATE)	DEGREE EARNED	YEAR	GPA	COMPLETED PROFESSIONAL EDUCATION PROGRAM YES NO

OFFICIAL COLLEGE TRANSCRIPTS MUST BE SUBMITTED FOR REVIEW TO DETERMINE YOUR ELIGIBILITY FOR CERTIFICATION.

- A. _____
 B. _____
 C. _____

18. OATH OF ALLEGIANCE

I, _____, DO SOLEMNLY SWEAR, (OR AFFIRM) THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND THE CONSTITUTION OF THE STATE OF NEW JERSEY, AND THAT I WILL BEAR TRUE FAITH AND ALLEGIANCE TO THE SAME AND TO THE GOVERNMENTS ESTABLISHED IN THE UNITED STATES AND IN THIS STATE, UNDER THE AUTHORITY OF THE PEOPLE, SO HELP ME GOD.

SWORN AND SUBSCRIBED TO BEFORE ME THIS _____ DAY OF _____ A.D. 20__.

NOTARY SIGNATURE _____

DATE _____

NOTARY SEAL

*NON-CITIZENS MUST COMPLETE A NON-CITIZEN OATH OF ALLEGIANCE AND AN AFFIDAVIT OF INTENT TO BECOME A CITIZEN.

19. I CERTIFY THAT THE PREVIOUS STATEMENTS AND DATA ARE CORRECT.

SIGNATURE _____ DATE _____

NOTE: COMPLETE ITEMS 1-19. INCOMPLETE APPLICATIONS WILL BE RETURNED.

APPLICANTS DO NOT WRITE BELOW THIS LINE

FOR ADMINISTRATIVE USE ONLY

CERTIFICATE OF ELIGIBILITY/ADVANCED STANDING

TEST	SCORE	DATE	FIELDS	ISSUE DATE	BASIS	COUNTY

CERTIFICATE(S) APPROVED BY ISSUANCE AS FOLLOWS:

TYPE	LEVEL	FIELD OF AUTHORIZATION	ISSUE DATE	YEAR EXP.	BASIS FOR APPROVAL	COUNTY	DISTRICT

EVALUATOR:

___ T R ___ NO TRANS INVOLVED
 ___ KEEP CASE ___ TRANS RETURN CO.
 ___ TRANS DISCARDED



*Center for Teacher
Preparation & Partnerships*

Office of Certification

TO: CANDIDATE READY FOR A **SUPERVISOR** CERTIFICATE
FROM: DEAN, COLLEGE OF EDUCATION
RE: **APPLICATION PROCEDURE FOR CERTIFICATION**

If you have completed the academic requirements for the **Supervisor** certificate, please complete and submit the following:

- ☐ EDUCATIONAL ADVISEMENT AND CERTIFICATION FORM – **BLUE**
- ☐ **NOTARIZED** APPLICATION FOR CERTIFICATION – **PINK**
- ☐ COPY OF NEW JERSEY **STANDARD** INSTRUCTIONAL OR EDUCATIONAL SERVICES CERTIFICATE
 - The standard certificate must have been issued at least 3 years ago
- ☐ LETTER FROM THE BOARD OF EDUCATION.
 - Validating 3 years of teaching experience with a standard certificate stating the discipline taught while employed. Be sure to attach the license needed to validate your experience. (i.e.: A Math teaching certificate for 3 years of Math experience)
- ☐ OFFICIAL TRANSCRIPTS FROM ALL INSTITUTIONS ATTENDED, where relevant coursework/degree requirements for this license were completed
NJCU TRANSCRIPTS ARE REQUESTED BY CERTIFICATION OFFICE
- ☐ ATTACH THE PAYMENT RECEIPT ISSUED BY THE BURSAR'S OFFICE {Hepburn 106, (201) 200-3045}.
MAKE CHECK PAYABLE TO NJCU CERTIFICATION ACCT.
WRITE YOUR ID NUMBER ON YOUR CHECK.
- ☐ INTERNATIONAL STUDENTS MUST PROVIDE A NOTARIZED:
 1. AFFIDAVIT FOR INTENT TO BECOME A CITIZEN
 2. OATH TO SUPPORT THE INSTITUTIONS OF THE UNITED STATES.

Please submit all materials to **Ms. Cynthia Vazquez, Certification Administrator:**
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Center for Teacher Preparation and Partnerships, P203A
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Please forward your questions to ctppcert@njcu.edu or 201-200-2079.

11/11

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(These timelines are based on the availability of officially updated transcripts.)

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**** Students who do not hold a STANDARD teaching certificate must submit payment in the amount of \$170 for an initial Students with Disabilities, ESL or Bilingual/Bicultural certificate.**

***** An Elementary CEAS or Standard certificate is required.**

NEW JERSEY CITY UNIVERSITY ~ COLLEGE OF EDUCATION

EDUCATIONAL ADVISEMENT AND CERTIFICATION SHEET

Please circle the code and type of certification you are seeking:

0106 Supervisor
 0200 Principal
 1000 Elementary
 1013 Pre-School through Grade 3
 1102 Middle School Mathematics
 1103 Middle School Science
 1104 Middle School Social Studies
 1105 Middle School Language Arts
 1200 Art Education
 1410 English
 1430 Reading
 1475 English as a Second Language
 1480 Bilingual/Bicultural
 1550 Spanish
 1620 Health Education
 1900 Mathematics

2100 Music Comprehensive
 2210 Biological Science
 2220 Earth Science
 2240 Physical Science
 2300 Social Studies
 2470 Teacher of the Handicapped
 2475 Teacher of Students with Disabilities
 2702 School Counselor
 2845 Associate School Library Media Special.
 2855 School Library Media Specialist
 3000 School Nurse
 3100 School Psychologist
 3300 Learning Disability Teacher Consultant
 3310 Reading Specialist

.....

Last Name	First Name	MI	Maiden
Street Address			
City	State	County	Zip Code
Gothic ID #		Telephone No.	
Current E-Mail Address			Date of Program Completion
Institution Where Bachelor's Degree Was Acquired			Major
Praxis Scores & Date Taken _____			Are you a citizen? _____ Yes or no
Signature of Student		Date	

.....
 * Office use only (CTPP) *

Department Chairperson Approval	Date
Dean/Administrator Approval	Date

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Supervision Cert. App. Pg 3 of 5

NEW JERSEY STATE DEPARTMENT OF EDUCATION
DEPARTMENT OF LICENSURE AND ACADEMIC CREDENTIALS
PO 500
TRENTON, NJ 08625-0503

APPLICATION FOR CERTIFICATION

1. SOCIAL SECURITY NO. _____ 2. TELEPHONE NO. _____ 3. DATE OF BIRTH _____ 4. SEX M F
5. LAST NAME _____ FIRST NAME _____ MIDDLE INITIAL _____ MAIDEN NAME _____
6. HOME ADDRESS (STREET NUMBER OR RURAL ROUTE) _____
CITY _____ STATE _____ ZIP _____
7. ARE YOU A U.S. CITIZEN? ___ YES ___ NO 8. IF NO, HAVE YOU FILED A DECLARATION OF INTENTION? ___ Y ___ N
9. CERTIFICATE(S) REQUESTED _____
9A. EVALUATIONS REQUESTED _____
10. HAVE YOU ANY TEACHING EXPERIENCE? ___ YES ___ NO IF YES, SUBMIT ORIGINAL DOCUMENTATION OF YEARS OF
TEACHING EXPERIENCE.
11. HAVE YOU EVER HELD A NJ TEACHER'S CERTIFICATE? ___ YES ___ NO
12. DO YOU HOLD A VALID STANDARD CERTIFICATE IN ANOTHER STATE? ___ YES ___ NO IF YES, SUBMIT COPY(IES) OF
CERTIFICATES WITH
APPLICATION.
13. EDUCATIONAL OR WORK EXPERIENCE: (LAST 3 POSITIONS) BEGIN WITH PRESENT POSITION:
POSITION HELD _____ DESCRIPTION _____
FROM _____ TO _____ EMPLOYER _____ STATE _____
POSITION HELD _____ DESCRIPTION _____
FROM _____ TO _____ EMPLOYER _____ STATE _____
POSITION HELD _____ DESCRIPTION _____
FROM _____ TO _____ EMPLOYER _____ STATE _____
14. HAVE YOU EVER HAD A CERTIFICATE REVOKED OR SUSPENDED IN THIS OR ANY OTHER STATE? ___ YES ___ NO
15. HAVE YOU EVER BEEN CONVICTED OF A CRIME IN THIS OR ANY OTHER STATE? ___ YES ___ NO
16. OPTIONAL INFORMATION:
___ ASIAN ___ AFRICAN AMERICAN ___ MEXICAN AMERICAN ___ PUERTO RICAN ___ OTHER HISPANIC ___ NATIVE AMERICAN ___ NATIVE HAWAIIAN ___ WHITE
I GIVE PERMISSION TO SUBMIT INFORMATION FROM MY CERTIFICATION FILE TO SCHOOL DISTRICTS FOR
PURPOSES OF EMPLOYMENT. ___ YES ___ NO

HONORS

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Supervision Cert. App. Pg 4 of 5

SOCIAL SECURITY NO. _____ LAST NAME _____ FIRST NAME _____ MIDDLE INITIAL _____

17.

COLLEGE RECORD: (INCLUDE ALL COLLEGES) NAME OF COLLEGE	LOCATION (STATE)	DEGREE EARNED	YEAR	GPA	COMPLETED PROFESSIONAL EDUCATION PROGRAM YES NO

OFFICIAL COLLEGE TRANSCRIPTS MUST BE SUBMITTED FOR REVIEW TO DETERMINE YOUR ELIGIBILITY FOR CERTIFICATION.

- A. _____
 B. _____
 C. _____

18. OATH OF ALLEGIANCE

I, _____, DO SOLEMNLY SWEAR, (OR AFFIRM) THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND THE CONSTITUTION OF THE STATE OF NEW JERSEY, AND THAT I WILL BEAR TRUE FAITH AND ALLEGIANCE TO THE SAME AND TO THE GOVERNMENTS ESTABLISHED IN THE UNITED STATES AND IN THIS STATE, UNDER THE AUTHORITY OF THE PEOPLE, SO HELP ME GOD.

SWORN AND SUBSCRIBED TO BEFORE ME THIS _____ DAY OF _____ A.D. 20__.

NOTARY SIGNATURE _____

DATE _____

NOTARY SEAL

*NON-CITIZENS MUST COMPLETE A NON-CITIZEN OATH OF ALLEGIANCE AND AN AFFIDAVIT OF INTENT TO BECOME A CITIZEN.

19. I CERTIFY THAT THE PREVIOUS STATEMENTS AND DATA ARE CORRECT.

SIGNATURE _____

DATE _____

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APPLICANTS DO NOT WRITE BELOW THIS LINE

FOR ADMINISTRATIVE USE ONLY

CERTIFICATE OF ELIGIBILITY/ADVANCED STANDING

TEST	SCORE	DATE	FIELDS	ISSUE DATE	BASIS	COUNTY

CERTIFICATE(S) APPROVED BY ISSUANCE AS FOLLOWS:

TYPE	LEVEL	FIELD OF AUTHORIZATION	ISSUE DATE	YEAR EXP.	BASIS FOR APPROVAL	COUNTY	DISTRICT

EVALUATOR:

___ FR

___ NO TRANS INVOLVED

___ KEEP CASE

___ TRANS RETURN CO.

___ TRANS DISCARDED

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INFORMED CONSENT

This signed Informed Consent must be signed and submitted to the department for all matriculated students.

I _____ have read the *NJCU Educational Leadership Program Handbook* (paper copy or through the NJCU website). I understand that I am responsible for reading and fulfilling the requirements and policies in the Handbook. I agree that the Educational Leadership Faculty have the right and responsibility to monitor my academic progress, my professional ethical behavior, and my personal dispositions and characteristics relevant to my performance as a student and future educational leader. I agree to comply with all University policies and procedures as presented in University Integrity Policy, and school leadership preparation standards such as Educational Leadership Constituencies Council (ELCC), Interstate School Leaders Licensure Consortium (ISLLC), New Jersey Profession Standards for School Leaders (NJPSS), and International Society for Technology in Education (Administrators) (ISTE-A). I understand that ethical and professional misconduct, violations or failure to achieve minimum standards in knowledge, skills, and dispositions may result in faculty and/or university review and remediation.

I am responsible for completing my academic plan for either the Supervisor and/or MA degree-Principal Certification Program with my faculty advisor by the end of my second semester and updating my academic Program Plan each semester thereafter. If I have questions about the program, it is my responsibility to contact my faculty advisor.

I am responsible for reading and fulfilling the requirements for the Internship, including taking the SLLA test and submitting my scores to the EDLD program.

I am responsible for monitoring my NJCU email and the EDLD Program website regularly for notification of revisions to the Handbook and the program that may be required to meet certification, licensure and accreditation requirements.

Student's Signature _____ Date _____

Student's Name (please print) _____

Telephone _____ Email _____

Address _____

_____ Advisor _____

Received By _____ Date _____