

## The Administrator Communicator Spring 2007

### Dates for Programs and Opportunities in Degree and Certification Processes

- Masters degree comprehensive exams will be held on Tuesday, February 27, 2007 (note the date change), both in the morning and afternoon on the Commerce campus. Call Martha or email her to sign up for the exam and request either the morning or afternoon session (Martha\_Moore@tamu-commerce.edu or 903-886-5520). The study guide is located on the department web page.
- Master's students are required to attend a Master's Orientation Seminar. The seminar should be attended during the first semester of coursework. This semester the seminars will be held from 10:00 a.m.-1:00 p.m. on Saturday, February 24, and Saturday, April 14. The orientation seminars are held in Gee Library on the Commerce Campus. The orientation seminar is a graduation requirement. You must attend one session. Sign-up with your professors or email Dr. Gaines at [MaryAnn\\_Gaines@tamu-commerce.edu](mailto:MaryAnn_Gaines@tamu-commerce.edu). The standard operating procedure is to complete your degree plan at orientation, early in your program.

### Completing Enrollments and Degree Plans

If you are entering the educational administration program for the first time this semester, you need to complete the admissions process if you have not already done so. Until you are admitted you will not be allowed to enroll in more than six hours. You must take and submit Graduate Record Exam scores to the graduate school, provide transcripts, send in two recommendation letters, and receive admission approval. Until that time you will be on provisional admission and a degree plan will not be completed for you. Once the admissions process is completed, you may attend orientation or contact an advisor to set up a degree plan. This must be complete in order to continue taking courses in the program. Please do not delay in completing the process. The GRE is administered by Prometric on computer (appointments are done on-line for the test).

### Masters Degree Orientation Seminar Dates

The master's degree orientation seminar is required of all newly enrolled educational administration masters students. This seminar requires attending a one-time, three-hour orientation residency seminar on the Commerce campus. After formal acceptance into the graduate school, the seminar must be completed within the first 12 hours of coursework in educational administration. Students will be delayed in completing their degree and comprehensive exam if this requirement is not fulfilled. Seminar dates for the spring 2007 semester are Saturday, February 24, and Saturday, April 14, from 10:00 a.m.-1:00 p.m. Both sessions will be held in the Director's Conference Room in the Commerce Campus library. If you have not already signed up for the seminar in one of your classes, email Dr. Gaines at [maryann\\_gaines@tamu-commerce.edu](mailto:maryann_gaines@tamu-commerce.edu) to register. More information about the seminar will be emailed to each student registered.

## Program Notes

- We highly recommend you register for courses early as classes will not be overfilled. You will not be permitted to enroll in a filled class. This past semester classes were closed because they had not made by the deadline.
- In order to take the TExES certification exam for the Standard Principal Certificate, the following courses must be completed: EDAD 615, 626, 574, 554, 607, 656, and 508. For the Standard Superintendent Certificate, the following courses must be completed: EDAD 620, 627, 628, 611, 641 and 651. Do not ask to take the TExES early. See <http://www.sbec.state.tx.us/SBECOnline/standtest/testdates0607.pdf> for upcoming TExES exam dates and registration deadlines. The website for test registration is <http://www.texas.ets.org/>.
- Doctoral students may not sit for comprehensive examinations until the end of their second year and within six hours of completing all doctorate coursework. Cohort students beginning in June of each year will not be able to sit for the comprehensive examination until the fourth long semester following the June their cohort began and providing they are in their last six hours of coursework. There are no waivers from this policy. Doctorate students must have also successfully completed all research tools courses prior to sitting for the comprehensive examination.
- Graduate students in EdAd programs may not enroll in more than 12 semester credit hours without approval of the department head and the graduate dean.
- Doctoral students are not allowed to take courses toward the doctorate degree under independent study.

## Searching for a Job?

Students and graduates seeking administrative positions can check for nation-wide openings on [www.Teachers-Teachers.com](http://www.Teachers-Teachers.com). For openings in Texas see [www.tasanet.org](http://www.tasanet.org).

## Come Join PDK

Phi Delta Kappa is an international association of classroom teachers, educational specialists, school administrators, college and university professors, and education professionals who find fellowship in their efforts to promote and improve education. If you are interested in helping to change the future of education through leadership, service, and research, while meeting others with this common focus then come join us—PDK! If you have questions, or need more information, please email Dr. Caroline Vornberg at [cvornberg@gmail.com](mailto:cvornberg@gmail.com) or Casey Brown at [Casey\\_Brown@tamu-commerce.edu](mailto:Casey_Brown@tamu-commerce.edu) or refer to PDK's webpage at [Orgs.tamu-commerce.edu/pdk](http://Orgs.tamu-commerce.edu/pdk).

## EdAd Program Faculty Emails

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