M.Ed. in Educational Leadership

Orientation Booklet

University of South Florida

Department of Leadership, Counseling, Adult, Career & Higher Education (LCACHE)

Please keep for future reference

For assistance or questions, email
Lisa Adkins
lisaadkins@usf.edu
Welcome

Thank you for choosing to attend USF Tampa for your M.Ed. Program in Educational Leadership. The College of Education (COEDU) is a professional school that enjoys a national reputation. Its graduate programs are accredited by the National Council for Accreditation of Teacher Education (NCATE) and the Southern Association of Colleges and Schools (SACS). The Educational Leadership and Policy Studies Department is proud to offer you both of these state-approved programs leading to certification in educational leadership (K-12). We also offer a Doctorate of Education (Ph.D) programs for your future professional development.

Your Responsibilities

Students are ultimately responsible for knowing and following policies of the program, department, Graduate School, and the University.

Please use these resources:
- Educational Leadership website (http://www.coedu.usf.edu/main/departments/edlead/edlead.html)
- College of Education (www.coedu.usf.edu)
- Academic Calendar (http://www.registrar.usf.edu/enroll/regist/calendt.php)
- Graduate School website (http://www.grad.usf.edu/)
- Your USF email
- MyUSF Canvas (https://my.usf.edu/)
- USF Registrar (www.registrar.usf.edu/index.php)
- Graduate Catalog (www.grad.usf.edu) and Graduate Handbook (www.coedu.usf.edu)
- Graduate Forms (http://www.grad.usf.edu/student-forms.asp)

Program criteria are subject to change. You are encouraged to ignore rumors, as they are often incorrect and may not apply to you. Please contact the advisor with questions or concerns.
Lisa Adkins, lisaadkins@usf.edu

GENERAL INFORMATION and PROGRAM PROCEDURES

Admission
- You must validate (accept) the admission offer by registering for a course in the semester for which you are admitted. If unable to attend that semester, request a deferment to another semester (within one year of original application) by contacting the advisor.
Immunization Requirements

1. Florida law (Section1006.69 Florida statute) requires that all admitted Florida university students be aware of Meningococcal Meningitis and Hepatitis B, two diseases that may be prevented by vaccination. The vaccines for each of these diseases are available at the University of South Florida Student Health Services. Students must present proof of vaccination against Meningococcal Meningitis and Hepatitis B or sign a declination of these vaccinations.

2. The State of Florida requires all students born after 1956 to present documented proof of immunity to Rubella and Measles.

Submit documentation prior to beginning classes to Student Health Services, SHS100, or Fax 813-974-5888. Failure to submit this documentation will result in a HOLD being placed on your account. You will not be able to obtain your grades, register for future terms or obtain transcripts. You may also lose your admission status. USF graduates need to update and submit the immunization form with proof of or signed declination of Meningitis and Hepatitis B. Your other immunization information is still valid from your previous attendance.

Registration

- Register for each semester as soon as you are eligible to avoid closed or cancelled classes. Spring Registration usually takes place in November and Summer/Fall registration usually takes place in March. Clear any HOLDS first. Holds are listed on your OASIS account and include contact information for the office that applied the hold. Do not wait until the last day of drop/add to register for the classes you need.
- Use the online Class Schedule (http://www.registrar.usf.edu/ssearch/search.php) for class offerings, room locations, meeting times, etc. This information is updated regularly.

**NOTE:** It is important to follow your planned program of study. Not doing so will delay your graduation date!!

- If a course requires a registration permit, you must email the Advisor with your name, U#, course number and course reference number (CRN) to request the permit. Please allow 1-2 business days processing time.
- Check the online schedule to verify room assignment before attending the first class.
- Be sure to pay your tuition and fees bill by the Friday of drop/add to avoid having your schedule dropped.
- Non-payment and non-attendance at first class does not guarantee a course drop. If you no longer wish to take a course, be sure to drop it by the last day of drop/add or you will be liable for charges.

Transfer Credit & Institutional Residency

Transfer Courses: With departmental approval, you may be able to transfer in up to 12 credits or 3 courses of appropriate graduate coursework from an accredited university. You will be asked to provide a course description and syllabus for each course requested. No undergraduate courses can substitute for a graduate course. Grade of B or better required.

Students MUST seek approval prior to course enrollment at USF-St. Petersburg or USF Sarasota Manatee. Courses at these campuses are considered transfer in credits (see above). Contact your program advisor to discuss your options and potential consequences.
Computing Services

NetID and MyUSF
Your NetID is required to set up your email and access to your MyUSF account (powered by Canvas), computing account management, and computer labs. Visit https://netid.usf.edu/una/ for details on setting up your NetID.

MyUSF = Canvas
Faculty will post syllabi, course directions, assignments, etc. in the Course area of your Canvas account. You are encouraged to check Canvas prior to classes beginning to determine early assignments and needed textbooks, as the majority of classes have required readings for the first day of class.

USF Email
You must log into your USF email account frequently as this is the official avenue of communication the department will have with you. If you use another email provider, please forward your USF email to that account. Remember it is your responsibility to meet program requirements and deadlines. Not receiving an important email from LCACHE or USF is no excuse for missing requirements or deadlines.

Planned Program of Study

- Students earning the M.Ed. will complete a planned program of study during your first semester as an admitted degree-seeking student. The Planned Program of Study is a contract between you and the University stating the courses and requirements you will complete in order to receive a master’s degree from USF. Once filed, the program will ensure that the university will not change the requirements for the degree (except for changes required by the State of Florida).
- **NOTE:** It is important to follow your planned program of study. Not doing so will delay your graduation date!!
- All requirements must be completed within 5 years of your term of admission.

Portfolio

- Completion of an Electronic Portfolio is required for graduation from the M.Ed program. The portfolio is completed during your practicum.
- You must enroll in at least 2 hours of graduate-level coursework in the semester you take/submit your portfolio and the semester you plan to graduate.
- Direction will be provided on the use of Chalk and Wire (ePortfolio) to capture your submission.
- Chalk and Wire is an electronic portfolio (ePortfolio) system that the College of Education uses to assess and track student progress in attaining the required competencies for your program. Capturing this progress also allows USF to demonstrate to accrediting agencies its ability to continue meeting accreditation standards. You must purchase and use a CW account. See [http://www.coedu.usf.edu/main/chalkandwire/](http://www.coedu.usf.edu/main/chalkandwire/) for more information and to purchase online.
Exam

*Florida Educational Leadership Examination (FELE)*
You must pass the Florida Educational Leadership Examination (FELE) prior to graduation. This is required even if you do not plan to apply for certification in leadership at this time. You are encouraged to take the FELE at least one semester before planned graduation to allow for retakes, if needed. You may retest once every 31 days.

- Test Registration - http://www.fl.nesinc.com/
- Submission of PASSING Results – each student must submit the FELE score report PDF and email from the testing agency prior to the last day of classes of the semester of planned graduation. COEDU cannot receive scores electronically from the testing agency at this time. The email PDF submission by the student is required.

**Academic Probation**

Any student who is not in good standing at the end of a semester shall be considered on probation as of the following semester. The college or program may also place students on probation for other reasons as designated by the college or program. Notification of probation shall be made to the student in writing by the department, with a copy to the College Dean. At the end of each probationary semester, the department shall recommend, in writing, to the College Dean one of the following:

1. Removal of probation
2. Continued probation; OR
3. Dismissal from the degree program.

Students with a GPA below 3.00 for two consecutive semesters will be prevented from registering for courses without the permission of the College Dean. The College Dean will notify the Dean of the Graduate School in cases of academic dismissal. To be readmitted, the student will need to reapply for admission, meeting the admission criteria in place at the time.

**Incomplete (I)**

An Incomplete grade (“I”) is exceptional and granted at the instructor’s discretion only when students are unable to complete course requirements due to illness or other circumstances beyond their control. This applies to all gradable courses, including pass/fail (S/U). **KEY – pay attention to your progress, life circumstances and Withdrawal Deadline.**

Students may only be eligible for an “I” when:
- majority of the student’s work for a course has been completed before the end of the semester
- the work that has been completed must be qualitatively satisfactory
- the student has requested consideration for an “I” grade as soon as possible but no later than the last day of finals week.
The student must request consideration for an Incomplete grade and obtain an “I” Grade Contract from the instructor of record. Even though the student may meet the eligibility requirements for this grade, the course instructor retains the right to make the final decision on granting a student's request for an Incomplete. The course instructor and student must complete and sign the “I” Grade Contract Form that describes the work to be completed, the date it is due, and the grade the student would earn factoring in a zero for all incomplete assignments. The due date can be negotiated and extended by student/instructor as long as it does not exceed one semester from the original date grades were due for that course.

The instructor must file a copy of the “I” Grade Contract in the department that offered the course and the Graduate School by the date grades are due. The instructor must not require students to either re-register for the course or audit the course in order to complete the “I” grade. Students may register to audit the course, with the instructor’s approval, but cannot re-take the course for credit until the “I” grade is cleared.

An “I” grade not cleared within the next academic semester (including summer semester) will revert to the grade noted on the contract. “I” grades are not computed in the GPA, but the grade noted on the contract will be computed in the GPA, retroactive to the semester the course was taken, if the contract is not fulfilled by the specified date. When the final grade is assigned, if applicable, the student will be placed on academic probation or academically dismissed. Students cannot be certified for graduation with an “I” grade.

Instructor-Advisor/Student Relationship

Our relationship as instructors or advisors and students is not a typical service provider-customer relationship. Your advisor can meet and discuss a particular academic or personal issue with you, in the hope that this will be helpful for you. Please, however, do not ask your advisor to make exceptions from state-mandated expectations for you alone, or to intervene with an instructor on your behalf. The instructor/student relationship is an important part of your experience and should you have any specific course concerns we recommend you make an appointment to discuss the issue with that instructor, and develop a plan for overcoming the problem before you consider meeting with your program advisor.

Grievance Procedure

A Grievance Procedure is available in the Graduate Catalog.

Good Academic Standing and Progress

- You must maintain a 3.0 GPA to remain in good standing. You may earn a “C” (but not lower than a “C-”) as long as your overall GPA remains 3.0 or above.
- If your overall GPA drops below 3.0, you will be automatically placed on probation (see Probation section above) and subject to dismissal from the program if your GPA does not improve. Students with a GPA below 3.0 cannot graduate from the degree program.
- Grades below C (including C-) will not be counted toward a graduate degree.
- At the end of each semester, students should report all grades below C (including C-) to their advisor. Don’t be shy; we will find out anyway!
• There is no grade forgiveness for graduate students—all grades earned will be counted in your GPA.
• All graduate degree-seeking students must be continuously enrolled. Continuous enrollment is defined as completing, with grades assigned, a minimum of 6 hours of graduate credit every three continuous semesters. A graduate student who is not registered and enrolled for a minimum of six (6) credits in a 12 month period is automatically placed in non-degree seeking (i.e. inactive) status. Students must be readmitted to the degree program to continue their studies. Readmission is at the discretion of the program and is not guaranteed.

Graduation – M.Ed.

• All coursework, FELE, Portfolio, academic good standing (3.0 GPA), and all other requirements must be met before your application for degree will be approved.
• All requirements must be completed within 5 years of your term of admission.
• You must submit an Application for Degree during the first two weeks of the semester you plan to graduate. They are available at the Registrar’s website (www.usf.edu). Submit application to your program advisor for approval.
• Submission of the FELE score report (PDF) and a clear copy of your CURRENT professional teaching certificate (if not already on file) must be made by last day of classes of term graduating.
• If you do not graduate, you must submit a new Application for Degree each semester you intend to seek graduation. The Registrar does not carry over applications from one semester to another. You must enroll in at least 2 hours of graduate-level coursework in the semester you graduate. See advisor for course enrollment instruction if all required courses are completed and you need enrollment options.

Applying for Certification

It is the student’s responsibility to apply to the Florida Department of Education (www.fldoe.org) for the certification he or she has qualified for by completing the master’s degree at USF. Students are encouraged to apply for certification once the final grades and degree/program completion are posted on the transcript. Application prior to this may delay certification or cause a denial of certification.
Faculty and Staff
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Faculty
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Current Adjunct Faculty
Dr. Michael Bookman – Former Chief Business Office, Hillsborough County
Dr. Jonathan Grantham – Principal of Turner – Bartels K-8 School, Hillsborough County
Dr. Chris Dunning - Principal, Paul R. Smith Middle School, Pasco County
Dr. John Mann – Former Director of Leadership Development and Former Principal, Pasco County
Dr. Earl Whitlock - Former Director of Media and Technology/Manager Technology Services, SDHC
Dr. Jennifer Neale – Extended Day Program, Hillsborough County