

March 2016

Doctor of Education  
**Educational  
Leadership**

**KANSAS STATE**  
UNIVERSITY.

College of Education

# **Doctor of Education in Educational Leadership**

Kansas State University  
College of Education  
Department of Educational Leadership

*Preparing Knowledgeable, Caring, and Ethical Educational Leaders for a Diverse Society*

## **MISSION STATEMENT**

The Department of Educational Leadership is committed to serving the rapidly changing needs of educational leaders through:

- Undergraduate, masters, and doctoral-level education
- The translation of research into practice
- The production and dissemination of professional education scholarship
- The analysis and interpretation of educational policy and practice
- The provision of professional development services to school-related personnel
- Explicating and fostering the evolution of administration to new models of leadership for learning.

The faculty provides instruction, consultation, and scholarship which focuses on defining and resolving problems of professional practice in a diverse and pluralistic society. They promote: ethical decision-making, methodologies which concentrate on quality, are student and client-centered, incorporate emerging technologies and alternative delivery mechanisms, utilize authentic assessment, and emphasize the educational value of clinical experience. The faculty engage in a range and intensity of leadership activities which brings attention at state, national, and international levels of their skills at informing the profession and interpreting the integrated nature of the modern curriculum and organizations dealing with schooling and the social-political environments they mirror.

## **GOAL STATEMENTS**

Our primary goal is to prepare educational leaders to acquire knowledge, establish beliefs, and develop skills in the following areas. Specifically, we believe that an educational leader promotes the success of all students through the actions listed under each category.

- Vision for Learning  
Facilitating the development, articulation, implementation, and stewardship of a vision for learning that is shared and supported by the school community.
- Culture for Learning  
Advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.

- **Management for Learning**  
Ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.
- **Community for Learning**  
Collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.
- **Ethics for Learning**  
Acting with integrity, fairness, and in an ethical manner.
- **Context for Learning**  
Understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.
- **Internship for Learning**  
Synthesizing and applying knowledge, beliefs, and skills of educational leadership in real settings, planned and guided cooperatively by the institution and school district personnel.

## **ADMISSION REQUIREMENTS**

Admission to graduate study is granted by the Dean of the Graduate School upon recommendation of the faculty in the graduate program. Applicants seeking admission to this degree program must submit the information noted below. Before starting the online application, gather all information and documents for all of the following admission requirements so that they can be entered into the application. *All materials must be received before review will begin.*

### **A. A Completed Online Graduate School Application.**

Go to the Graduate School home page <http://www.k-state.edu/grad/> and click on “Apply Now.” Follow the prompts for completing the process.

#### ***Application Deadlines.***

*U.S. Citizens and Permanent Residents:* Applications are accepted throughout the year.

*International Students:* The online application, application fee, test scores, transcripts, financial documents, and all required application materials need to be submitted by the following dates:

- **January 1** for fall (August) enrollment
- **August 1** for spring (January) enrollment
- **December 1** for summer (June) enrollment

### **B. Graduate School Application Fee.**

*Domestic Students*—An application fee is required for all domestic students; *your*

*application will not be processed without this fee.* The fee can be paid by credit card when completing the online application.

*International Students*—An application fee is required; *your application will not be processed without this fee.* The fee can be paid by credit card when completing the online application.

**C. OFFICIAL transcripts.**

You must upload into the online application a scanned copy (PDF preferred) of the official transcript(s) from each college or university where you received your bachelor degree(s) and completed any post baccalaureate course work or degrees. Transcripts become part of your records at Kansas State University and cannot be returned. Please be aware that printouts from university student portals are not considered a copy of your official transcript.

If you are admitted, you will be required to submit an official transcript for GPA and degree conferral verification from the institution(s) where you received your degree(s) and completed any post-baccalaureate credits.

Students whose transcripts are not in English must furnish a translation by an appropriate authority. Failure to list any colleges or universities attended may result in dismissal from the university.

**D. Statement of Goals and Professional Experience.**

You must upload into the online application a 1-2 page statement that includes the following information:

- Career and professional goals and aspirations, and how being accepted to the program will benefit the goals and aspirations
- Your reasons for seeking this degree
- Any research interests
- Past and present employment within education or related fields
- Future professional plans
- If you have a request for a certain advisor, indicate that preference in the statement.

**E. MAT or GRE Test Scores.**

Each applicant must submit scores taken within the past five years on the Miller Analogies Test (MAT) or the Graduate Record Exam (GRE). Priority for admission is given to applicants who have a score of 405 or higher on the MAT, or scores at the 50<sup>th</sup> percentile or higher on each part of the GRE. Applicants with one or more scores below the 50<sup>th</sup> percentile on either the MAT or GRE may be considered for probationary admission if there is credible evidence of potential for success, such as a strong academic record.

*The Miller Analogies Test (MAT)*—Applicants are strongly encouraged to prepare for the test. To learn more about the MAT, find study resources, or sign up for an MAT practice test, go to this website: [www.milleranalogies.com](http://www.milleranalogies.com). A candidate information booklet and a MAT Study Guide are also available at that website.

*The Graduate Record Exam (GRE)*—This exam has three parts: verbal reasoning, quantitative reasoning, and analytical writing. Applicants are strongly encouraged to go to the GRE website to become familiar with the exam, identify ways to prepare for the exam, and to register to take the exam. The GRE website is: [www.ets.org/gre](http://www.ets.org/gre).

When registering for the GRE, you will be asked to record codes for where you want your scores sent and for the field of study of your intended graduate program. Use the following codes on the GRE registration form when applying to this degree program:

Institutional code for <b>Kansas State University</b>	<b>6334</b>
Field of Study: <b>Educational Administration</b>	<b>3001</b>

**F. Letters of Recommendation.**

*Three letters* of recommendation are needed from college or university educators and/or colleagues or supervisors who are qualified to address your professional skills and your potential for success in the graduate program. Enter the names and email addresses of the recommenders into the appropriate area in the online application.

**G. A Completed Ed.D. Admission Standards Form.**

Applicants must complete the “Ed.D. Admission Standards” form. This is a self-assessment by applicants of their standing in relation to selected admission criteria. The form is available as part of the CollegeNet application process.

**H. An Interview.**

Once the all application materials have been received, the department will contact the applicant to schedule an interview. Interviews are conducted once each semester (fall and spring only). Interview dates and a list of standard interview questions can be obtained in the department office (Department of Educational Leadership, 363 Bluemont Hall, 785-532-5535, [foxksu@ksu.edu](mailto:foxksu@ksu.edu)).

*Preparing for the Interview*—A two-step screening procedure is used in the educational leadership program. First, educational leadership faculty review the application materials provided. Second, if admission criteria are met, the applicant will be required to attend a formal screening interview with the faculty. Applicants should be prepared to discuss the following topics during the interview:

- Previous work experience, particularly experience in education
- Academic background
- Reasons for seeking admission to the educational leadership doctoral program
- Anticipated career goals
- To the extent possible, areas of personal research interest.

**I. English Language Proficiency.**

To demonstrate competence in the English language, an official report of scores on the Test of English as a Foreign Language (TOEFL), International English Language Testing System - academic exam (IELTS) or Pearson Test of English (PTE) must be sent to Kansas State University for all applicants whose primary language is not English. Enter your scores in the online application and upload the report of your scores.

Learn more about English proficiency requirements at:

<http://www.k-state.edu/grad/admissions/application-process/international/>

## **INTERNATIONAL APPLICANTS**

International applicants must meet the same academic standards for admission as those required of domestic students. When applying for admission, international applicants must provide an **Affidavit of Financial Support** and documentation of **English language proficiency**. Detailed information about these issues is provided at the following website:

<http://www.k-state.edu/grad/admissions/application-process/international/>

## **THE REVIEW PROCESS**

These are the steps in the application and review process:

- First, the applicant completes the online graduate application. This includes paying the application fee and uploading all additional documentation that is required.
- Second, once the online application has been completed and all needed additional documentation has been provided, the graduate program to which the student is applying will review the application and make an admission recommendation to the Graduate School.
- Third, the Graduate School reviews the application and the recommendation from the department. The Graduate School then sends an official decision letter to the applicant.

## **ADDITIONAL INFORMATION**

**Faculty Contact in the Program.** For more information, contact:

Department of Educational Leadership

College of Education

363 Bluemont Hall

1100 Mid-Campus Drive

Kansas State University

Manhattan, KS 66506-5312

785-532-5535

[foxksu@ksu.edu](mailto:foxksu@ksu.edu)

**Non-degree Status.** In some cases, a student may wish to take one or more course(s) prior to being admitted in a degree program. In these cases, a person must be admitted as a non-degree student. No more than nine credit hours earned as a non-degree student may be applied toward an advanced degree. However, *successful completion of any hours taken as a non-degree student does not guarantee admission into the program*. Non-degree students are *not* eligible for financial assistance. A faculty advisor is *not* assigned to non-degree students.

**Financial Aid.** Questions about financial assistance should be directed to the Office of Student Financial Assistance, 104 Fairchild Hall, Manhattan, KS 66506, 785-532-6420, [finaid@k-state.edu](mailto:finaid@k-state.edu). For information regarding financial aid, you may go to [www.k-state.edu/sfa](http://www.k-state.edu/sfa).

**Graduate Assistantships.** A limited number of graduate assistantships are available in the College of Education. Go to <http://coe.k-state.edu/grad/assistantships.html> for detailed information and application procedures. It is helpful to talk with the appropriate department chair as early as possible to learn of assistantships available in the department.

**Graduate Handbook.** Once admitted, students should become familiar with the Graduate Handbook at <http://www.k-state.edu/grad/graduate-handbook/>. This handbook includes policies and procedures about advising, the program of study, enrollment, transfer credits, the final oral/written exam, required approval forms, and other aspects of the graduate program.

## **ADVISORS AND THE SUPERVISORY COMMITTEE**

- 1. Doctoral Curriculum Advisor.** At the time of admission to the program, a doctoral curriculum advisor is identified. The doctoral curriculum advisor guides the student in the program through the preliminary examination, or until a doctoral research advisor is assigned. During the first semester of coursework, the student should submit a detailed plan and a time schedule to the curriculum advisor for meeting the degree requirements.
- 2. Supervisory Committee.** The supervisory committee will normally consist of the advisor and two other graduate faculty members associated with the student's area of emphasis, and a graduate faculty member outside the student's area of emphasis. Upon successful completion of the preliminary examination and admission to candidacy, the Graduate School will appoint a fifth member to serve as the voting chair of the doctoral supervisory committee.
- 3. Doctoral Research Advisor.** When the student has decided on a general area of research interest, s/he must request assignment of a doctoral research advisor. This selection process will involve conversations between the student and professors to provide the student with the direction needed. The student may request that the curriculum advisor continue to serve as the research advisor. After a professor has agreed to serve as the research advisor, the professor will assist the student in the selection of the other members of the doctoral research committee. A doctoral research advisor and committee must be selected prior to the time the preliminary examination is scheduled.

It is the student's responsibility to arrange a meeting of the doctoral research committee to approve the research plan, as well as to approve courses that have already been taken and those to be taken in the major and cognate field(s) of specialization. This meeting must be arranged in consultation with the doctoral research committee chairperson. The doctoral research chairperson guides the student through the dissertation and recommends the student for the degree.

## **DISTRICT LEADERSHIP LICENSE**

If planned and desired, course selection in the Ed.D degree program may simultaneously meet coursework requirements for the Kansas District Leadership initial license. Upon completion of these coursework requirements and the state licensure examination, a KSDE application for initial district licensure must be completed.

Students who want to apply for this license should contact the College of Education licensure officer—Di Murphy at *dim@ksu.edu* or 785-532-5524. After completing the coursework, applicants for the license must also meet the following additional KSDE requirements:

1. Take the Praxis exam for the School Superintendent Assessment (i.e., District Leadership) Go to: <http://www.ets.org/praxis/ks/requirements>. To have your score sent to Kansas State University, enter code # **6334** when registering for this assessment.
2. Hold a master's degree.
3. Have a 3.25 grade point average in graduate coursework.
4. Have a minimum of three years accredited teaching experience under a valid professional teaching license.
5. Have recent teaching experience or coursework (i.e., at least one year of teaching or 8 credit hours within the last six years)



## **Program Requirements for the Ed.D in Educational Leadership**

### **94 credit hours**

The Doctor of Education (Ed.D) in Educational Leadership requires a minimum of 94 post-baccalaureate, graduate credit hours. With approval of the supervisory committee, up to 30 graduate hours earned as part of the master's degree may be used to satisfy degree requirements. All courses are three credit hours unless otherwise noted.

### **Ed.D in Educational Leadership (94 credits)**

#### **Prerequisite**

- EDCEP 816 Research Methods in Education **or**
- EDLEA 886 Sem/Research Methods for School Leaders **or** other approved course (waived if 816 or 886 is in the M.S. degree).

#### **A. Foundations (12 credits)**

- EDLEA 801 Ethical Dimensions of Educational Leadership
- EDLEA 810 Historical and Philosophical Analysis of Leadership in Education
- EDLEA 845 Leadership for Diverse Populations
- EDLEA 928 Organizational Theory

#### **B. Research Courses (15 credits)**

- EDCEP 817 Statistical Methods in Education (or other approved course)
- EDLEA 838 Qualitative Research in Education
- Advanced research methods concentration (9 credits)

#### **C. Area of Emphasis (45 credits)**

- Transfer from master's degree (30 credits maximum)
- Electives (15 credits, or as approved by the supervisory committee)

#### **D. Clinical Experience (minimum 6 credits)**

- EDLEA 991 Doctoral Internship in Educational Leadership

#### **E. Dissertation Research (16 credits)**

EDLEA 999 Research in Educational Leadership

### **CLINICAL EXPERIENCE**

- 1. Purpose.** Objectives, activities, and outcomes for the clinical experience/internship are commonly determined by the major professor (advisor) in consultation with the student. The supervisory committee may be involved as needed. The clinical experience is intended to provide the student with the opportunity to apply the knowledge base in educational leadership to the problems of practice and to receive feedback and support for the improvement of individual performance. The clinical experience is individualized and is based on the student's previous training and experience as well as future career plans.

**2. Major Thrusts.** The clinical experience may have one of three major thrusts:

*Training Clinics*—Clinics are direct and exacting efforts that are extensively coordinated and monitored. In-house activities could include micro-management, case studies, assessment centers, conferences, programmed activities, film analysis, simulations, coaching, role playing, in-basket exercises, or other activities.

*Research and Development Projects*—Solving practical problems necessitates developing, adapting, testing, refining, and re-testing procedures and/or products. This is the sort of activity usually described as research and development. University supervisors will facilitate the activities, including orientation, communication, adaptation, and training.

*On-Site Practica*—The practice of educational leadership at a selected location is referred to as a site practicum. The activity has four purposes: (1) to provide an opportunity for professional growth of the student; (2) to provide an opportunity for assessment of the student with regard to potential by the student, the training university, and other educational leadership practitioners; (3) to provide for articulation between the training institution and the practice of educational leadership; and (4) to provide career legitimization and socialization in the field.

*Supervision*—The major professor will serve as clinical supervisor and will work with the student to ensure that the institutional requirements for a successful experience are fulfilled.

**3. Internship Guidelines.** To enhance the training experiences of prospective educational leaders, the Department of Educational Leadership has adopted the following guidelines addressing doctoral degree internships:

- A. Students seeking a doctoral degree through the Department of Educational Leadership shall serve an internship assignment conforming to current NCATE and Kansas State Department of Education (KSDE) standards.
- B. Students seeking a degree through the department shall complete an internship containing at least the following requirements:
  - (1) For internship purposes, the student shall complete a directed experience and shall complete the number of hours required by the internship block.
  - (2) The student's total internship experience should contain exposure to a multi-cultural setting in which time spent in such location should comprise 25% or more of total required clock hours' experience. An acceptable multi-cultural setting is any approved organization in which the ethnic/ racial/ economic diversity composition is 25% or more.
  - (3) The student's internship portfolio should contain evidence of the multi-cultural portion of the internship experience.
  - (4) The major professor shall review and approve all internship experiences.

## Faculty Members in Educational Leadership

For more information on this program, contact any of the following faculty members. The area code is (785-) unless otherwise shown.

<b>Faculty Member</b>	<b>Phone Number</b>	<b>Research and Teaching Interests</b>
Dr. Mary Devin Professor <i>mdevin@ksu.edu</i>	532-5535	Superintendency, community relations, curriculum, leadership, internships, school district partnerships/academies
Dr. Rick Doll Associate Professor	532-5535	Executive Director, Kansas Educational Leadership Institute, school district partnerships/academies
Dr. Robert Hachiya Assistant Professor <i>rhachiya@ksu.edu</i>	580-7812	School law, school reform, student/ educator rights, school district partnerships/academies
Dr. Jessica Holloway-Libell Assistant Professor <i>jhollow@ksu.edu</i>	850-218-9623	Research methods, staff development, education policy
Dr. Jia Liang Assistant Professor <i>gliang15@ksu.edu</i>	532-5535	Research methods, change, educational leadership and equity, leadership development, comparative research on leadership
Alex Red Corn Instructor/Special Coordinator <i>aredcorn@ksu.edu</i>	913-206-2392	Indigenous partnerships/academies
Dr. Donna Augustine-Shaw Assistant Professor <i>donna5@ksu.edu</i>	532-2597	Building and district leadership, leadership preparation, school partnerships/academies, mentoring, curriculum, Associate Director Kansas Educational Leadership Institute
Dr. David Thompson Skeen Endowed Professor <i>thomsond@ksu.edu</i>	532-5535	P-12 school funding, school facilities, organizational theory

**Ed.D ADMISSION STANDARDS**  
**Department of Educational Leadership**  
**Educational Leadership Emphasis**

Applicants to the doctoral program in educational leadership will be considered based on a set of uniform criteria. Applicants' files will be reviewed on the basis of the following items, and final admission will be determined based on a combination of data results and a personal interview with the faculty. In general, applicants should expect to be evaluated as follows:

- 4 = Receives a 4 rating on most/all criteria (should be admitted)
- 3 = Receives primarily 4 or 3 ratings on all criteria (should be admitted pending faculty interest or support)
- 2 = Receives one or more 2 ratings (admit if one or more criteria are at level 4 plus strong faculty support)
- 1 = Should not be admitted.

**CANDIDATE'S NAME** \_\_\_\_\_

**DATE** \_\_\_\_\_

**MAT/GRE score** \_\_\_\_\_

**GPA** \_\_\_\_\_

**ADMISSION SCORESHEET**

**MAT/GRE (check one)**

	GRE Verbal	GRE Quantitative	GRE Writing	<b>(or)</b>	MAT
_____ 4	151	149	4.5		405+
_____ 3	149	148	4.0		404-396
_____ 2	148	147	3.5		395-380
_____ 1	146	145	3.5		Below 380

**GPA (check one)**

_____ 4	Above 3.6
_____ 3	3.0 to 3.6
_____ 2	2.75 to 2.99
_____ 1	Below 2.75

**Criterion — Experience in administration or related leadership areas (check one)**

_____ 4	Nominated for leadership program by district OR successfully served as an administrator or in formal leadership roles
_____ 3	Tenured as a teacher OR served in leadership roles as an employee of an agency
_____ 2	Certified to teach and 1-3 years experience OR 1-3 years experience in education related agency
_____ 1	No teaching experience, limited experience in education related agency

**Criterion—Letters of reference which speak to time management, unique contributions, problem solving skills, contributions to the field (check one)**

- 4 Letters reflect exemplary remarks/assessments of all 4 criteria
- 3 Letters reflect acceptable strengths in all 4 criteria (or a mix of exemplary and acceptable comments)
- 2 Letter reflect acceptable strengths on most criteria with mild concerns (or lack of specific evidence)
- 1 Letters do not contain sufficient support to determine acceptable strengths

**Criterion—Ability to write, conceptualize (based on applicant’s objectives statement using criteria of alignment with department mission, writing skills, research interests, ability to self reflect.) (check one)**

- 4 All criteria addressed in an exemplary manner
- 3 All criteria addressed in an acceptable manner
- 2 Most criteria are addressed in an acceptable manner
- 1 Few criteria are addressed in an acceptable manner