

North Dakota State University

Master of Education (M.Ed.)

Educational Leadership Program

Quick Start Guide

Welcome to the Educational Leadership Program at North Dakota State University! Here is a **Quick Start Guide** to help you get started in the program.

1. Get your Electronic ID

Here are the steps to follow in order to activate your e-ID:

1. Visit <http://enroll.nodak.edu> from any computer
2. Read the State Board of Higher Education Policy 1901.2 and NDUS Procedures 1901.2 and click **Continue** to agree to abide by these terms
3. On the next page, check the box that says, **If you do not know your Electronic ID and password check this box** and click **Continue**
4. Next enter your last name and your Emplid/Student ID
5. On the next page, you will enter your default password. This is in an XxxSSYYYY format
 - o Xxx are the first three letters of your birth month with the first letter capitalized
 - o SS are the middle two digits in your Social Security number
 - o YYYY are the digits of your birth year
 - o If your birthday is 11/3/1983 and your Social Security number is 111-22-3333, your default password would be Nov221983. If your default password does not work, please contact the Help Desk at 231, 8685, Option 1, or stop by IACC 150 with a picture ID.

2. Review the Plan of Study

Review the Plan of Study that was sent to you by your advisor. If you did not receive a Plan of Study from your advisor, please contact him or her. Advisor contact information is below.

3. Review the sample Course Sequence and Course Descriptions

Appendix A contains a sample course sequence and **Appendix B** contains course descriptions.

4. Contact your Advisor and set up a time to visit by phone or arrange a meeting on campus.

Below is the list of Educational Leadership Program faculty advisors:

Dr. Ann Clapper	ann.clapper@ndsu.edu	701-231-9772
Dr. Thomas Hall	thomas.e.hall@ndsu.edu	701-231-8589
Dr. Denise Lajimodiere	denise.lajimodiere@ndsu.edu	701-231-7214
Dr. Dennis Van Berkum	dennis.vanberkum@ndsu.edu	701-231-5498

Besides your advisor, another important person to connect with is Carol Nelson, the Educational Leadership Program's Administrative Assistant. Here is her contact information:

Carol Nelson	c.nelson@ndsu.edu	701-231-7202
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5. Register for courses

Generally, candidates in the program take 2 courses (6-7 credits) during Fall and Spring Semesters. Candidates usually take more courses during summer session if their schedules allow.

You can register on-line for NSDU course at the following site:

<https://studentadmin.connectnd.us/psp/NDCSPRD/EMPLOYEE/HRMS/h/?tab=GUEST>

6. Arrange for an IVN site at your location if you plan to take courses at a distance.

If you live outside of Fargo, you can take your courses via the Interactive Video Network (IVN) in North Dakota. If you would like to take the class via IVN, contact Daniel Erichsen (Daniel.Erichsen@ndsu.edu) and request that your location be designated as an IVN site for your course/s. [NOTE: There is an additional charge for taking a course via IVN.]

7. Become familiar with Blackboard

Blackboard is North Dakota State University's (NDSU) online learning management system and is generally used in all of the Educational Leadership classes. Blackboard is best accessed through the **Internet Explorer web browser**.

For more information about Blackboard go to:

http://www.ndsu.edu/its/instructional_services/blackboard/student_resources/

To access your courses on Blackboard, take the Blackboard link from NDSU's home page or go to <http://bb.ndsu.nodak.edu> Choose the "Login" icon at the top of the screen and log in using your Electronic ID (e-ID) and password. Once you've logged in, the courses in which you are currently enrolled will be on the upper right hand side of the screen.

Appendix A: Sample Schedule

NDSU Educational Leadership Course Rotation				
X – Ann X – Denise X – Tom				
	Fall	Spring	Summer	As Needed
703 – Research Measurement	X		X	
712 – Soc/Cul/Political		X		
730 – Leadership & Org Behavior	X			
731 – Educational Law		X		
732 – Curriculum/Instruction	X	X		
733 – Technology & Information Systems			X (adjunct self-support)	
734 – Personal Comm. & Ethics	X			
735 – Personnel, Supervision...	X			
736 – Policy & Ed. Finance		X		
738 – Admin Elementary Schools			X	
739 – Admin Secondary Schools			X (adjunct self-support)	
742 – Elementary Curriculum			X	
743 – Secondary Curriculum			X	
784 – Sch. Personnel Admin.			X	
788 – Sch. Finance/Bus. Mgt				X (adjunct self-support)
789 – Sch. Comm. Relations		X		
794 - Practicum	X	X		
797 – Pre Portfolio (DAC)	X	X		
797 – Post Portfolio/Oral	XXX	XXX	XXX	

New Student Five semester (24 month) course sequence	1 st Semester Fall	2 nd Semester Spring	3 rd Semester Summer	4 th Semester Fall	5 th Semester Spring	Total	
	703 (3)	731 (3)	738/739 (2)	735 (4)	712 (4)		
	730 (3)	732 (4)	742/743 (2)	734 (3)	736 (2)		

Credits Taken	797 (1)		733 (2)		794 (2)	
					797 (1)	
	(7)	(7)	(6)	(7)	(9)	36
August 1, 2014						

Appendix B: Educational Leadership Course Descriptions

ED 703 Research, Measurement, and Program Evaluation

Methodology and design of research studies; organizational reporting analysis, and interpretation of research. (3 credits).

ED 712 Social, Political, and Community Dimensions of Education

This course provides school leaders with an understanding of the historical, philosophical, ethical, social, and economic influences affecting education to the degree that they can apply their understandings to professional decisions. Students are expected to apply political concepts, strategies, and approaches to collaboration that involve the community in decision making, build community support for integrating health and social services in support of students, and develop community support for school priorities. Throughout the course, students' work will be expected to manifest a sensitivity to issues of diversity in a pluralistic society. (4 credits)

ED 717 Adult Learning

Deals with recent research concerning adult learning within the context of planning and operating effective adult education programs. (2 credits)

ED 718 Community Education

A study of the theory base on which community education is founded. Consideration is given to implementing the concept in the community with available resources. (2 credits)

ED 730 Leadership, Planning, and Organizational Behavior in Education

This course provides school leaders with preparation in skills for providing purpose and direction for individuals and groups, shaping school culture and value, facilitating the development of a shared strategic vision for the school, formulating goals and planning change efforts with staff, and setting priorities for one's school in the context of community and district priorities for student and staff needs. (3 credits)

ED 731 Educational Law and Organizational Structure of Education

This course is designed as a beginning law course for school administrators. Topics to be studied include organizational structure of schools, federal and state court systems, church-state issues, teacher rights, student rights, rights of students with disabilities, instructional issues, tort liability, and equal opportunity in education. (3 credits)

ED 732 Curriculum, Instruction, and Learning Theory

This course provides school leaders the ability to understand major curriculum design models, interpret school district curricula, initiate needs analyses, plan and implement with staff a

framework for instruction, align curriculum with anticipated outcomes, monitor social and technological developments as they affect curriculum, and adjust content as needs and conditions change. (4 credits)

ED 733 Technology and Information Systems

This course provides an understanding of selected computer applications for educational administrators. The focus of instruction is to have educational leaders use the computer as a decision-making and planning tool for carrying out communication functions of leadership at the building and district office levels. (2 credits)

ED 734 Personal Communications and Ethics

This course prepares aspiring school leaders to plan for their personal and professional development, understand and use the principles of interpersonal, oral, and written communication, and follow a professional code of ethics and values. (3 credits)

ED 735 Personnel, Supervision, and Staff Development

This course provides school leaders with preparation in skills for instructional improvement and working with faculty and staff to identify professional needs. Classes are designed for in-depth study and practice planning, organizing, and facilitating programs that improve faculty and staff effectiveness and are consistent with institutional goals and needs; supervising individuals and groups; providing feedback on performance; arranging for remedial assistance; engaging faculty and others to plan and participate in recruitment and development activities; and initiating self-development. (4 credits)

ED 736 Policy and Educational Finance

This course provides school leaders with an understanding about managing and allocating resources in a political climate in which policy decisions are based upon historical resource allocations. (2 credits)

ED 738 Administration of the Elementary School

This course presents the common elements of leadership and practices of management as they apply to the elementary school principal as they apply to the principalship. (2 credits)

ED 739 Administration of the Secondary School

This course presents the common elements of leadership and practices of management as they apply to the secondary school principal. (2 credits)

ED 742 Elementary School Curriculum

History, development, and evaluation of curriculum. Analysis of recent trends and development of curriculum sequence at elementary level. (2 credits)

ED 743 Secondary School Curriculum

A study of contemporary curriculum patterns with emphasis on curricular construction and evaluation. (2 credits)

ED 794 Practicum: Budget and Business Management

ED 794 Practicum: Community Education Leadership

ED 794 Practicum: Elementary School Principalship

ED 794 Practicum: General Leadership

ED 794 Practicum: Secondary School Principalship

ED 794 Practicum: Superintendency

ED 794 Practicum: Supervision

ED 797-01 Pre-Assessment (This course is taken at the beginning of the program.) (1 credit)

NOTE: On Campus Connection, this class is shown as:

Masters Paper (Thesis Research). When you click on it, it shows (on the far right under Topic) “Portfolio: Pre-Assessment”

ED 797-02 Post-Assessment (This course is taken during the last semester of the program. It is comparable to an Independent Study credit for assembling the portfolio.) (1 credit)

NOTE: On Campus Connection, this class is shown as:

Masters Paper (Thesis Research) When you click on it, it shows (on the far right under Topic) “Post Assessment”

