

Department of Educational Administration and Policy Studies
University at Albany, State University of New York

**Student Guide to the
Certificate of Advanced Study Program**

February 2006

Introduction

Special note to students seeking New York State certification in school leadership: the Certificate of Advanced Study program delineated in this guide is not designed to lead to New York State certification as a School Building Leader, School District Business Leader, or School District Leader. Students seeking New York State school leadership certification should refer to the guide on the Advanced Graduate Certificate programs offered by EAPS.

This document is a guide for students in the Certificate of Advanced Study program in the Department of Educational Administration and Policy Studies (EAPS) at U-Albany. Certain requirements must be met as the student proceeds through the program. They are as follows:

- Core Requirements
- Concentration
- Support Disciplines
- Electives
- Internship (optional)
- Research Requirement
- Transfer Credit and Residency Requirement
- Academic Standards

Core Requirements

The core requirements consist of three courses which must be taken by all C.A.S. students in EAPS. The three courses are:

- EAPS600 Introduction to Organizational Analysis
- EAPS601 Introduction to Social Analysis
- EAPS614 Quantitative Methods

Students must satisfy the department's statistics requirement by passing EAPS614, by completing an approved equivalent quantitative research methods course with a grade of "B" or better, or by passing a research methods qualifying examination based upon the cumulative final examination of EAPS 614.

Concentration

Each student selects a concentration area of study. At least 15 credits of course work in the C.A.S. program must be completed in the concentration area. The Department offers three concentration areas of study:

Higher Education Leadership

This concentration is designed to prepare students for administrative, policy and faculty positions in post-secondary and related institutions. In addition, it may be used to prepare for administrative and staff

positions in adult and continuing education programs in other educational, business, industrial, and labor organizations.

Educational Policy

This concentration is designed to provide students with a working knowledge of social science and philosophical approaches to policy adoption and implementation. It is suitable for students preparing for education policy and administrative roles in government, policy positions with research and advocacy organizations, and university faculty positions.

School Leadership

This concentration is designed to prepare students for (1) administrative positions in preschools, elementary schools, secondary schools, and other educational organizations, and (2) faculty positions in school administration at the university level. *As noted above, the C.A.S. is not designed for students who seek New York State certification in school leadership. The EAPS Advanced Graduate Certificate programs (see separate guide) are designed for students who seek New York State school leadership certification.*

Support Disciplines

The study of educational administration and policy requires the use of many concepts drawn from the social and behavioral sciences. To ensure that students are exposed to these disciplines, the Department requires a minimum of 6 credits in appropriate course work. The following EAPS courses satisfy this requirement:

EAPS602 Economics of Education
EAPS603 Political Economy of Educational Planning
EAPS604 Macro-Sociology of Education and Administration
EAPS605 Micro-Sociology of Education and Administration
EAPS606 Ethics and Education
EAPS608 Politics of Education
EAPS610 Organizational Development
EAPS631 Public School Finance
EAPS656 Sociology of Higher Education
EAPS657 History of Education
EAPS658 Politics of Higher Education
EAPS674 Educational Administration in Federal and State Governments
EAPS718 Interprofessional Leadership for School, Family, Community Partnerships
EAPS750 Higher Education Finance
EAPS751 Higher Education and the Law
EAPS771 Educational Policy and Law
EAPS727 Politics of Private and Independent School and College Administration
EAPS745 Advanced Seminar in the Politics of Education
EPHL601 Philosophy of Education

Appropriate courses from other departments or institutions may also fulfill the support disciplines requirement. These courses should support the student's concentration and are not unrestricted choices. They are subject to the approval of the student's advisor and the EAPS Curriculum Committee.

Electives

Elective courses should support the student's concentration and are not unrestricted choices; electives should be selected in consultation with the academic advisor. The student must complete a minimum of 15 credits in this category.

Internship

Note: The internship requirements for the C.A.S. delineated below do not apply to students seeking New York State school leadership certification. Students who seek such certification should be enrolled in one of the EAPS Advanced Graduate Certificate (AGC) programs and participate in the year-long internship course sequence of the AGC program (see separate AGC guide).

While not required, an internship may be included in the C.A.S. program for the purposes of enhancing the student's academic and professional development. The student, the advisor, and the Coordinator of Field Experiences determine the specific internship experience that would be most beneficial for the student's program of study. The student then produces an internship plan which is submitted for approval by the advisor, Coordinator of Field Experiences, and Curriculum Committee. The plan must specify the roles and responsibilities of the intern, dates and hours to be devoted to the internship, and projects to be completed by the intern. The plan must show a minimum of 300 hours.

The student should apply to the Coordinator of Field Experiences at least two months before the opening of the semester during which the internship experience is anticipated. The required internship forms (an application and an internship agreement) are available on the EAPS website or from the department. The Department Coordinator of Field Experiences works with the student and personnel at the internship site to finalize an appropriate internship experience.

The internship normally is arranged after the student has completed at least 27 credits of his or her program, of which a minimum of 15 credits must have been taken in the EAPS department. Students must have a grade point average of "B" or better in the C.A.S. program in order to complete the internship.

Research Requirement

The fulfillment of the research requirement is the culmination of the C.A.S. program.

Each C.A.S. student completes an “applied research” or “policy analysis” paper in the capstone course, EAPS780. Students must have a grade point average of “B” or better in the C.A.S. program in order to enroll in EAPS780.

Prior to engaging in any research involving human participants, the student’s research plan must be approved by the U-Albany Institutional Review Board (IRB). Federal, state, and university regulations require prior approval of all plans for research involving human participants. All research involving human participants (including class projects and dissertations) must be reviewed and approved by IRB prior to conducting the research. Further information and requirements are available from the U-Albany Office for Research.

Transfer Credit and Advanced Standing

Applicants who have completed graduate coursework elsewhere, may apply for admission with advanced standing or transfer credit. A maximum of 30 credits may be awarded in the form of advanced standing or transfer credit.

Upon recommendation of the student's advisor and concurrence of the Curriculum Committee, courses completed outside the Department in which the student receives a grade of “B” or above – and which are directly comparable to Department graduate courses in level, content, requirements, and credit – may be accepted for credit toward the C.A.S. Courses completed more than 10 years prior to the semester in which the student is admitted to the C.A.S. program undergo special scrutiny by the advisor and Curriculum Committee.

Students who wish to apply for credit for graduate courses completed prior to the EAPS C.A.S. program must submit the Advanced Standing or Transfer Credit form to the advisor and Curriculum Committee for approval. “Advanced Standing” refers to graduate courses completed as part of a prior degree that has been received by the student. “Transfer Credit” is awarded for graduate courses completed elsewhere that did not culminate in a degree. Additional information on the advanced standing and transfer credit policies, and the requisite forms, are available on the EAPS website or from the Department.

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Academic Standards

As noted above, students must have a grade point average of “B” or better in the C.A.S. program in order to be eligible to complete the research requirement (EAPS780) and the internship (EAPS895). Moreover, students must have a grade point average of “B” or better in the C.A.S. program in order to receive the C.A.S.

The candidacy of a student who receives a grade of “U” (Unsatisfactory) in EAPS780 or EAPS895 is terminated unless an exception is recommended by the Department. Such students may not register for further study unless they are reinstated.

Statute of Limitations

All requirements for the C.A.S. must be completed within five calendar years from the date of initial registration in the program, unless an extension is granted. This provision applies equally to students who enter with or without advanced standing or transfer credit.