October 12, 2012

Katherine Stafford, Chair
EHE Curriculum Committee of College Council

Dear Dr. Stafford:

During the past several months representatives from Educational Administration (EDAD), the School of Educational Policy and Leadership and The Ohio State University at Newark (OSU Newark) have met to discuss a mutual interest in offering our existing principal licensure/master’s degree program at the Newark campus beginning with the summer of 2013.

A signed Memorandum of Understanding (MOU) between the School of Educational Policy and Leadership and OSU Newark is attached and outlines the agreed upon operating parameters for offering the program at the Newark campus. This proposal was reviewed and received support from the Graduate Studies Committee at its May 16th, 2012 meeting.

As indicated in the MOU, the curriculum leading to the license/master’s degree will be the same as that offered currently for students enrolled in the program at the Columbus campus. In addition, faculty from EDAD will review and approve of faculty hires at the Newark campus, and will assign M or P status faculty to advise these licensure and licensure-master’s degree students. Students must meet the same admissions criteria as students enrolled at Columbus campus meet and issues related to graduate studies (petitions, etc.) will still flow through the Graduate Studies Committee.

Melissa Conrath, who is serving as a senior lecturer faculty member in EDAD, will be coordinating this effort. She will be working closely with the representatives from EDAD, the Director of the School of Educational Policy and Leadership as well as OSU Newark to ensure successful implementation.

Attached is a document outlining the accelerated licensure/master’s degree curriculum scope and sequence under semester course requirements for principals.

Sincerely,

[Signature]
Eric Anderman, Director
School of Educational Policy and Leadership

[Signature]
Ray Calabrese, Section Head
Educational Administration

[Signature]
Melissa Conrath, Senior Lecturer
Educational Administration
MEMORANDUM OF UNDERSTANDING

The School of Educational Policy and Leadership, College of Education and Human Ecology and The Ohio State University at Newark (Ohio State Newark) have agreed to offer the principal licensure/master’s degree program at the Newark Campus beginning summer term, 2013. This memorandum details the arrangements agreed upon by both parties to implement the program.

Marketing and Recruitment
1. Materials used to describe and market the program, including print and electronic (web) format, will be developed by the School of Educational Policy and Leadership in cooperation with Ohio State Newark.
2. Ohio State Newark will establish a web page describing the program and the School of Educational Policy and Leadership will establish a link to that page on their website.
3. The School of Educational Policy and Leadership and Ohio State Newark will work jointly to distribute and communicate information about the program.
4. Cost for the initial development, production and distribution of materials will be jointly shared.
5. Beginning fall of 2013, Ohio State Newark will be responsible for the cost of marketing materials.
6. During the 2012-13 academic year, the School of Educational Policy and Leadership, with support and involvement of Ohio State Newark, will take the primary responsibility for the identification and recruitment of potential students.
7. Beginning fall of 2013, Ohio State Newark, with support from the School of Educational Policy and Leadership, will take the primary responsibility for student recruitment.

Admission of Students
1. Criteria for admission to the program at Ohio State Newark will be the same criteria that are used on the Columbus Campus.
2. Students who do not meet the admissions criteria and seek exceptions for admission at Ohio State Newark will be processed through the Office of Student Services, School of Educational Policy and Leadership.
3. All applications will be reviewed by the School of Educational Policy and Leadership licensure and master’s degree committees for admission decisions.
4. During the first year of the program (2013-14) the Office of Student Services, School of Educational Policy and Leadership, will assume the primary responsibility for processing applications through the Educational Administration Section’s licensure or master’s degree committees and notify students of the decision.
5. Beginning with the second year of the program (2014-15) Ohio State Newark will designate staff to work with the Office of Student Services to process applications.

Coursework

1. Ohio State Newark will offer the courses required to obtain a principal license/master’s degree. Initially, courses offered at Ohio State Newark will be scheduled to support the Accelerated Licensure format currently offered at the Columbus Campus. Ohio State Newark will determine if sufficient enrollment exists to offer a course. Typically the minimum required enrollment will be 8 students and a maximum enrollment will be limited to 25 students.

2. The School of Educational Policy and Leadership and Ohio State Newark will work together in the sequencing and scheduling of courses. An effort will be made to offer courses that use a blended instructional format as well as consider taking advantage of distance learning capabilities between campuses.

Staffing

1. Ohio State Newark will be responsible for the hiring, compensation, assignment and supervision of faculty. If requested, the Educational Administration Section of the School of Educational Policy and Leadership will assist the Newark Campus in identifying qualified faculty. Before initial hire, faculty will be approved by the Educational Administration Section, School of Educational Policy and Leadership. Faculty who fail to meet expectations of the Educational Administration Section and/or Ohio State Newark will not be rehired to teach future classes in the program. During the first year of the program the Office of Student Services, School of Educational Policy and Leadership will take the primary responsibility for the registration and orientation of students. During the first year, the Ohio State Newark will designate staff to work with the Office of Student Services to develop an understanding of the process.

2. Beginning with the second year of the program (2013-14) Ohio State Newark will designate staff to be responsible for the registration and orientation of students, with the assistance of the Office of Student Services, School of Educational Policy and Leadership.

3. Faculty from the Educational Administration Section, School of Educational Policy and Leadership, who have “M” status, will serve as faculty advisors for the students enrolled in either the licensure and master’s program at Ohio State Newark. This will continue unless or until Ohio State Newark hires faculty with “M” status who can assume these duties.

Funding

1. Ohio State Newark will retain tuition and subsidies for students enrolled in Newark campus classes. Should Newark students in this program opt to take any Columbus campus classes, Columbus campus will retain subsidy for such offerings and may also retain tuition in situations where 50 percent or more of the student’s hours in a given term are at Columbus campus.
2. Ohio State Newark will be responsible for paying faculty and staff salaries for Newark campus classes in the program.
3. Ohio State Newark agrees to pay an administrative service fee to the School of Educational Policy and Leadership. Prior to the start of each fiscal year, both parties agree to collaboratively determine the amount of this fee.

Duration of Agreement
1. This agreement will last for two academic years, through the 2014-15 school year. No later than January 31, 2015 both parties will meet to renegotiate the terms and conditions.
2. In order for this program to successfully develop, strong communication and collaboration must exist between The School of Educational Policy and Leadership and Ohio State Newark. Both parties understand and are committed to such.

Signatures

Signature Date
Dr. Eric M. Anderman, Director
The School of Educational Policy and Leadership
College of Education and Human Ecology

Signature Date
Dr. William MacDonald, Dean
The Ohio State University at Newark

Signature Date
Dr. Cheryl Achterberg, Dean
College of Education and Human Ecology
## Accelerated Licensure Program for Principals

**The Ohio State University, Department of Educational Studies**  
**College of Education and Human Ecology**

<table>
<thead>
<tr>
<th>Summer 1</th>
<th>Semester Credit Hours</th>
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<tbody>
<tr>
<td>EDUPL 6350</td>
<td>Introduction to Educational Administration (3)</td>
</tr>
<tr>
<td>EDUPL 6372</td>
<td>Ed Technology Leadership &amp; Administration (3)</td>
</tr>
<tr>
<td>EDUPL 6360</td>
<td>School Community Relations and Politics (3)</td>
</tr>
<tr>
<td>EDUPL 6189</td>
<td>Planned Field Exp. &amp; Portfolio Development (1)</td>
</tr>
</tbody>
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### Autumn

| EDUPL 6356 | Legal Aspects of School Administration (3) | Hybrid – 3 wks |
| EDUPL 6362 | Strategic Human Capitol Mgt. for P12 Admin. (3) | Hybrid – 3 wks |
| EDUPL 7356 | Instructional Leadership & Supervision (3) | Hybrid – 3 wks |

### Spring

| EDUPL 6366 | School Finance & Business Administration (3) | Hybrid – 3 wks |
| EDUPL 7359 | Ed Leadership, Inquiry & Ethics (3) | Hybrid – 3 wks |
| EDUPL 8312 | Politics & Political Leadership in Am Ed (3) | Hybrid – 3 wks |

### May Session

| EDUPL 6189 | Planned Field Exp. & Portfolio Development (1) | Arranged |

### Summer 2

| EDUPL 6661* | Introduction to Educational Measurement (3) | |
| EDUPL 7350/7351+ | Ed Leadership, Learning and Teaching (3) | |
| EDUPL 6189 | Planned Field Exp. & Portfolio Development (1) | Arranged |

*Or basis measurement course adapted to the needs of school leaders. Please consult with your advisor for the most appropriate selection.

+ Students should choose the course that applies to their licensure age range level (ages 3-14 for grade PK-8 licensure or ages 8-21 for grades 4-12 licensure. Students who wish to receive both licenses must complete two field experiences (total of 6 hours) and must also complete the assessments for EDUPL 7350 and EDUPL 7351.

Students must complete a minimum of 36 hours to be eligible for their degree and/or administrative license.