



We Want Great Things for You

## MASTER OF ARTS IN EDUCATIONAL ADMINISTRATION

**Program Director:** Diane Manica  
**Office:** Reno Hall 239  
McNichols Campus  
**Telephone:** (313) 578-0425  
**Fax:** (313) 578-0507  
**E-mail:** manicadi@udmercy.edu  
**Website:**  
[http://liberalarts.udmercy.edu/education/ma\\_edu\\_administration.php](http://liberalarts.udmercy.edu/education/ma_edu_administration.php)

### Master of Arts in Educational Administration

The Master of Arts degree in Educational Administration is designed for those individuals who are interested in pursuing a professional career in educational administration whether it be as assistant superintendent, principal, assistant principal, or some other administrative position.

#### Admission Requirements

The requirements for admission to graduate study in education are a 3.0 average, fulfillment of requirements for a state teaching certificate or a background of education and experience satisfactory to the department, and three letters of recommendation submitted by persons capable of evaluating your potential for this field. Applicants for programs in administration will be required to give evidence of their fitness to pursue a professional career in the area chosen for study.

#### Degree Requirements (36 cr.)

Thirty-six credit hours that include the following 27 credits of core courses:

EDU 5000	Methods of Educational Research	3 cr.
EDU 5160	Curriculum Construction for Elementary/ Middle Teachers	
or		
EDU 5170	Curriculum Construction for Secondary Teachers	3 cr.
EDU 5730	Administration of Elementary/Middle Schools	
or		
EDU 5740	Administration of Secondary Schools	3 cr.
EDU 5750	School Finance	3 cr.
EDU 5820	School/Community Relations	3 cr.
EDU 5860	Legal Foundations of American Education	3 cr.
EDU 5940	Seminar in Educational Leadership	3 cr.
EDU 5960	Program Planning & Evaluation	3 cr.
EDU 6200	Supervision of Instruction	3 cr.

The master's research paper is required to be completed in conjunction with EDU 594.

Nine credit hours of elective may be selected from:

EDU 5250	Educational Policy Studies	3 cr.
CNS 5400	Testing & Evaluation	3 cr.
EDU 5920	Field Experience in Elementary School Administration & Supervision	3 cr.
or		
EDU 5930	Field Experience in Secondary School Administration & Supervision	3 cr.
EDU 6040	Internship in Central Office Administration	3 cr.
EDU 6090	Advanced Seminar in Curriculum Planning & Administration	3 cr.
PYC 5030	Statistics	3 cr.
MBA 5140	Organizational Behavior: Management & Motivation	3 cr.
MBA 5280	Organizational Behavior: Management Development	3 cr.
MBA 5720	Human Resource Management: Personnel Processes	3 cr.
MBA 5740	Human Resource Management: Labor Management Relations	3 cr.

**For further information, please write, call or e-mail:**

Diane Manica, Program Director  
University of Detroit Mercy  
4001 W. McNichols Rd.  
Detroit, MI 48221-3038  
manicadi@udmercy.edu  
(313) 578-0425

or

Theresa Carson  
Graduate Admissions Counselor  
carsonta@udmercy.edu  
(313) 993-3309

or International Students:

Steven Coddington  
International Admissions Counselor  
coddinism@udmercy.edu  
(313) 993-3310

## Overall Course Descriptions

### **CNS 5400 Testing and Evaluation** 3 cr.

*(Prerequisite: CNS 5120.)* (Formerly: EDU 5400.)

An overview of testing and measurement in counseling and education. The psychometric theories of intelligence, achievement, and personality are explored. In addition, basic statistical methods related to testing are employed. Each student masters basic test administration procedures. (Material fee applies/see class schedule.)

### **EDU 5000 Methods of Educational Research** 3 cr.

The methodology of educational research including the nature of scientific thinking, selection of research techniques, analysis and interpretation of data, formulation of conclusions, and generalizations. Required of all candidates for the Master of Arts degree in Education and Counseling.

### **EDU 5160 Curriculum Construction for Elementary/Middle Teachers** 3 cr.

*(Formerly: EDU 4960.)* An examination of the foundations of curriculum construction focusing on course design. Areas of study include: principles of curricular development; analysis of the process of curricular design and development; evaluation of curriculum and course designs; application of curriculum models to specific situations; issues surrounding curriculum design; preparation of outcomes and selection of content; design approaches, strategies, and techniques. Students redesign an existing course or design a new course to address current needs.

### **EDU 5170 Curriculum Construction for Secondary Teachers** 3 cr.

*(Formerly EDU 4970.)* An examination of the foundations of curriculum construction focusing on course design. Areas of study include: principles of curricular development; analysis of the process of curriculum design and development; evaluation of curriculum and course designs; application of curriculum models to specific situations; issues surrounding curriculum design; preparation of outcomes and selection of context; design approaches, strategies, and techniques. Students redesign an existing course or design a new course to address current needs.

### **EDU 5250 Educational Policy Studies** 3 cr.

Educational policies that affect the contemporary American school. An analysis of the policy development process through conflicting visions with a special emphasis on the role of philosophy of education as a factor driving policy decision-making in education. Students engage in policy decision-making situations required by educational professionals.

### **EDU 5730 Administration of Elementary/Middle Schools** 3 cr.

Introductory course in school administration. Focus is on personal and professional leadership and the changing role of

the school principal in a dynamically changing school environment. Issues and trends.

### **EDU 5740 Administration of Secondary Schools** 3 cr.

Introductory course in school administration. Focus is on personal and professional leadership and the changing role of the school principal in a dynamically changing school environment. Issues and trends.

### **EDU 5750 School Finance and Management of Education Services** 3 cr.

A basic understanding of school finance theory and practice. The focus is on how the nation's schools are financed and how the resources are distributed on a national, state, and local level. Recent changes in Michigan's school financing are studied. Individual school budgets are analyzed.

### **EDU 5820 School/Community Relations** 3 cr.

Understanding, developing, and managing school/community relations. How the "school story" can be effectively communicated to the citizens of a school district. Various methods of collecting data on community attitudes and beliefs. Analysis of school board meetings.

### **EDU 5860 Legal Foundations of American Education** 3 cr.

The structure of American educational law is studied from the Constitution to local rules and regulations. Important case laws, current changes in statutes, rules and regulations, and its effects on school decision making are studied.

### **EDU 5920 Field Experience in Elementary School Administration and Supervision** 2-3 cr.

*(Prerequisite: EDU 5730.)*

Supervised field experience in elementary/middle school administration and supervision including actual job performance in both supervisory and administrative work. Arranged with the program director.

### **EDU 5930 Field Experience in Secondary School Administration and Supervision** 2-3 cr.

*(Prerequisite: EDU 5740.)*

Supervised field experience in secondary school administration and supervision including actual job performance in both supervisory and administrative work. Arranged with the program director.

### **EDU 5940 Seminar in Educational Leadership** 3 cr.

*(Prerequisite: EDU 5000.)*

Research problems in school administration. An opportunity for the student to work in some phase of educational administration according to his/her needs and interests. A master's research paper is completed during this seminar.

**EDU 5960 Program Planning and Evaluation 3 cr.***(Prerequisites: EDU 5160/5170.)*

Strategies for planning, designing, and implementing educational programs. Principles and procedures for assessing the quality and effectiveness of educational programs and materials. Analysis of evaluation models with emphasis on instruments, methods, and practical applications.

**EDU 6040 Internship in Educational Leadership 1-3 cr.***(Prerequisite: consent of advisor arranged at least one semester prior to registration.)*

Placement in a field situation in educational administration under the supervision of a faculty advisor and field preceptor.

**EDU 6090 Advanced Seminar in Curriculum Planning and Administration 3 cr.***(Prerequisites: EDU 5160/5170.)*

Current curriculum issues and problems, educational research findings, practical perspectives, and implications. Emphasis on curriculum leadership roles in the classroom, school, and administration of curricular policy in a school system.

**EDU 6200 Supervision of Instruction 3 cr.**

Evolution and present status of supervision. Methods and techniques of aiding teachers with planning for instruction and for working with children. Problem areas in supervision. In-service education. Evaluation of instruction and supervision.

**MBA 5140 Organizational Behavior: Management and Motivation 3 cr.**

An introduction to models of individual and group motivation and decision making processes and their implications for effectively leading and managing individuals and groups to achieve superior performance in organizations. Effects of variables such as organizational structures and reward systems on members' satisfaction and performance.

**MBA 5280 Organizational Behavior: Management Development 3 cr.***(Prerequisite: MBA 5140.)*

An in depth examination of leadership function within the work organization. Essential skills of effective leaders: goal setting, written and oral presentation and behavioral flexibility. The behavioral dimension and the impact of various skills to explain the necessary leadership role of both technical and non-technical personnel in the work organization.

**MBA 5720 Human Resource Management: Personnel Processes 3 cr.***(Prerequisite: MBA 5140.)*

A treatment of job analysis. HRM planning, selection, training and development, performance, evaluation and compensation processes for the work organization's personnel. Legal and international aspects of HRM.

**MBA 5740 Human Resource Management: Labor Management Relations 3 cr.***(Prerequisite: MBA 5140.)*

An analysis of the collective process, including the history, a conceptual approach to the laws, organizational make-up and process, good faith bargaining and unfair labor practices. Duty of fair representation and collective bargaining techniques and practices.

**PYC 5030 Statistics 3 cr.***(Designed for non-psychology students.)*

Mathematical foundations of statistical methods and their application to research in the behavioral sciences.

## University of Detroit Mercy Master of Arts in Educational Administration

### Admission Recommendation

Name of Applicant \_\_\_\_\_ Social Security Number \_\_\_\_\_

**Applicant:** This form is to be given to three people who are able to comment on your qualifications for graduate study. They may be professors, employers, or supervisors.

My preference regarding confidentiality of this recommendation is as follows:

\_\_\_\_\_ I wish to have access to this letter of recommendation; it will not be confidential and will be incorporated into my application for graduate study.

\_\_\_\_\_ I waive my right of access to this letter of recommendation and request it be incorporated as confidential material into my application for graduate study.

---

(Signature)

(Date)

**Note to Recommender:** The person named above is applying for admission to the graduate program indicated and has requested that your evaluation be included as part of the information in which the faculty will base its decision. Under THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT of 1974, this applicant (if admitted and enrolled) will have access to the information provided unless the statement above has waived the right to such access.

Please indicate how long and how well you have known the applicant, and tell what you can of the person's aptitude, emotional adjustment, oral/written expression, personal appearance, and potential for success. Accordingly, our students must exhibit a high level of emotional and social maturity. If you are aware of any weakness in this applicant's social or emotional adjustment that might hamper his/her function within this field, specify this below. Please feel free to use both sides of this form, or an extra sheet, if necessary.

Name \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return recommendation to:**

**University of Detroit Mercy  
Admissions Office  
4001 West McNichols Rd.  
FAC 100  
Detroit, MI 48221-3038**

**Please photocopy this sheet for additional recommendations.**