

Soave, Melissa

From: Andrew Zircher <AZircher@ehe.osu.edu>
Sent: Tuesday, April 24, 2012 3:26 PM
To: Smith, Randy; herness.1@gradsch.ohio-state.edu; Wolf, Kay; Soave, Melissa
Cc: jblount@ehe.osu.edu
Subject: Semester Conversion- EHE non degree programs

Dear Dr. Smith, Dr. Herness, Dr. Wolf, and Ms. Soave,

The College of Education and Human Ecology currently offers 21 non degree programs. At the links below, please see the semester conversion proposals for these programs, which have been grouped by the academic unit offering the program. Eighteen of the programs lead to teacher licensure or an endorsement to an existing teacher license. Three others are programs for Teaching and Learning non degree license and endorsement , American Sign Language, Spoken English for International Students, and English as a Second Language Composition.

[Educational Policy and Leadership non degree license and endorsement programs](#)

[Physical Activity and Educational Services non degree license and endorsement programs](#)

[Teaching and Learning non degree license and endorsement , American Sign Language, Spoken English for International Students, and English as a Second Language Composition programs](#)

All of these programs are existing. Twenty of the 21 are being converted with minimal changes, one has been re-envisioned with curricular changes. If you would prefer that these be submitted with a file for each program, let me know, and I will be happy to do that.

Please let me know if you have any questions.

Andy Zircher, MA
Academic Planning Specialist, Curriculum Coordinator
Education and Human Ecology
The Ohio State University
172 Arps Hall
1945 North High Street
Columbus, Ohio 43210
Phone: 614-292-8225
Fax: 614-292-2777
<http://people.ehe.ohio-state.edu/curriculum/>



Office of Academic Affairs
172 Arps Hall, 1945 N. High Street
614 688-4571

Date: April 24, 2012

To: Randy Smith, Vice Provost for Academic Programs
Scott Herness, Associate Dean, Graduate School

From: Jackie Blount, Associate Dean, EHE Academic Affairs

RE: Semester Conversion Package for Non Degree Programs in the College of Education and Human Ecology

I am pleased to present the complete package of semester conversion materials for non-degree programs in the College of Education and Human Ecology. In what follows, I will include tables summarizing the programs and describe any other pertinent considerations. Finally, you will find Dean's level approval.

Three units in the College of Education and Human Ecology offer programs that do not lead to degrees, the School of Teaching and Learning, the School of Educational Policy and Leadership, and the School of Physical Activity and Educational Services. These non-degree programs do not require simultaneous enrollment in a degree granting program the way a minor or specialization would. Eighteen of the College's 21 non-degree programs lead to eligibility for teacher licensure or to an endorsement for an existing teacher license. The other three non-degree programs are the American Sign Language Program, the Spoken English Program for International Students, and the English as a Second Language Composition Program.

All of these semester conversion non-degree program proposals have been reviewed and approved by the college's curriculum committee and council. Some programs were approved in autumn of 2010, and were submitted to the Office of Academic Affairs but are yet to be approved by the Council on Academic Affairs. Others were mistakenly omitted from the College's initial semester conversion work, and are being submitted now for the first time.

Summary Tables

Program	Extent of Change	Approval by EHE Curr. Committee	Approval by EHE College Council
Superintendent Licensure	Converted	Nov. 19, '10	Dec. 3, '10
Principal Licensure	Converted	Nov. 19, '10	Dec. 3, '10
Computer/Technology Endorsement	Converted	Apr. 4, '12	Apr. 6, '12

Adapted Physical Education Endorsement	Re-envisioned	Apr. 4, '12	Apr. 6, '12
Business Education Teacher Education	Converted	Apr. 4, '12	Apr. 6, '12
Career Based Intervention Endorsement	Converted	Apr. 4, '12	Apr. 6, '12
Career and Technical Education Licensure	Converted	Apr. 4, '12	Apr. 6, '12
Family & Consumer Sciences Education	Converted	Apr. 4, '12	Apr. 6, '12
Pre-Kindergarten Special Needs Endorsement	Converted	Dec. 9, '10	Jan. 4, '11
School Nurse Licensure	Converted	Nov. 30, '10	Dec. 3, '10
Special Education- Early Childhood Intervention Specialist Licensure	Converted	Apr. 4, '12	Apr. 6, '12
Special Education- Mild/Moderate Intervention Specialist Licensure	Converted	Apr. 4, '12	Apr. 6, '12
Special Education- Moderate/Intensive Intervention Specialist Licensure	Converted	Apr. 4, '12	Apr. 6, '12
Early Childhood Generalist Endorsement	Converted	Dec. 9, '10	Jan. 4, '11
Middle Childhood Generalist Endorsement	Converted	Dec. 9, '10	Jan. 4, '11
P-6 Mathematics Specialist Endorsement	Converted	Dec. 9, '10	Jan. 4, '11
Reading Endorsement	Converted	Dec. 9, '10	Jan. 4, '11
TESOL Endorsement	Converted	Dec. 9, '10	Jan. 4, '11
American Sign Language Program	Converted	Dec. 9, '10	Jan. 4, '11
Spoken English Program for International Students	Converted	Dec. 9, '10	Jan. 4, '11
English as a Second Language Composition Program	Converted	Dec. 9, '10	Jan. 4, '11

College Approval

I have carefully reviewed all semester conversion materials for the College of Education and Human Ecology's non-degree programs, having done so conjointly with the EHE Curriculum Committee.



September 21, 2010

Curriculum Committee
College of Education and Human Ecology
The Ohio State University
Columbus, OH 43210

Dear Committee Members:

I am pleased to provide this letter in support of the licensure programs Educational Policy and Leadership. This will be the primary route for students in the School of Educational Policy and Leadership to obtain school superintendent and principal licensure. Licensure programs have existed for many years within the School. This proposal aligns our programs with current practices, and with semester conversion requirements.

Current programs in the School include the Master of Arts (M.A.) and Doctor of Philosophy (Ph.D. programs, as well as licensure programs for the school superintendency and school principalships. . After semester conversion is complete, the following programs will be offered in the School:

- M.A. in Educational Policy and Leadership (including sub-programs)
- Ed.D. in Educational Leadership
- Interdisciplinary Specializations in College Teaching, Quantitative Methods, and Teaching in Virtual Environments
- Educational Administration Licensure (Superintendency and Principalship).

The unit-level review process has included the following steps:

1. Dr. Bryan Warnick was appointed as coordinator of semester conversion for the School.
2. Dr. Warnick summarized all current course information.
3. Information sessions were held with all section heads to discuss procedures.
4. Sections conducted individual reviews of their own programs. Although several new courses were added, overall the School eliminated many courses, and combined others. Sections developed new programs which conformed to having approximately two-thirds the number of required credit hours, compared to the programs offered under the quarter system. In addition, several new courses were developed; these new courses in particular were created as a means of consolidating larger numbers of courses that had been offered under the quarter system (i.e., synthesizing two quarter courses into one semester course).
5. Section heads compiled information for each section.
6. Course and program information were reviewed with section heads.

7. Course numbers were assigned in a systematic manner.
8. Course and program information were entered into OSU Program and Course system.
9. Courses and programs were reviewed by Graduate Studies Committee Chair (Scott Sweetland), Bryan Warnick, and Deborah Zabloudil (Director of Student Services).
10. Courses and programs were reviewed and approved by School Director (Eric Anderman).

As Interim Director of the School of Educational Policy and Leadership, I recommend approval of these programs. Our faculty have carefully developed a licensure program that maintains high standards of academic excellence, that focuses on training students as top-level school administrators, and that consists of high quality courses and experiences. I recommend this program for approval without hesitation.

Please feel free to contact me if I can provide you with any additional information.

Sincerely,

A handwritten signature in black ink that reads "Eric M. Anderman". The signature is written in a cursive style with a large, sweeping flourish at the end of the name.

Eric M. Anderman, Ph.D.
Interim Director and Professor

September 20, 2010

Dear Semester Review committees,

Enclosed in this packet are two licensure programs from the School of Educational Policy and Leadership. Because the conversion system does not include room for programs that are non-degree granting, we have been asked by Academic Affairs to provide a modified template for your review.

Please let me know if you have any questions.

Sincerely,

Eric Anderman
Interim Director

Enclosed:
Superintendent Licensure Program
School Principal Licensure Program

Quarter to Semester Conversion: Superintendent Licensure Program- Non-degree

GENERAL PROGRAM INFORMATION

1. Fiscal Unit / Academic Organization: **School of Educational Policy and Leadership – D1280**
2. Administering College / Academic Group: **Education and Human Ecology**
3. Co-administering College / Academic Group, if applicable: **Not applicable.**
4. Semester conversion designation
 - c. **Converted with minimal changes to program goals and/or curricular requirements**
5. Program / Plan name (current and proposed names, if different)
Superintendent Licensure Program
6. Type of Program / Plan
Graduate non-degree Licensure
7. Program / Plan code abbreviation
8. Degree Title (current and proposed names, if different): **Not applicable**
9. Does this program have associated Specializations / Sub-plans? **No**

PROGRAM REQUIREMENTS

10. Program Learning Goals

To provide a standards-based program that will prepare school district leaders to:

- a. establish a district vision and expectations for continuous improvement, including a focused plan to achieve district goals;
- b. develop effective processes for communication and collaboration;
- c. work with the board of education to set policies and procedures to help all students succeed;
- d. lead the development of instructional systems aimed at high student achievement;
- e. manage and organize the district's resources to accomplish district goals.

11. List of semester courses (department, title, credit hours) and categories of courses that constitute the requirements of the program.

Semester Course	Sem Hrs	Quarter Course	Qtr Hrs
EDUPL 7362 Board Relations	3	EDUPL 962	3
EDUPL 7360 Portfolio Development	2	EDUPL 896	2
EDUPL 7189.30 Planned Field Experience	2	EDUPL 884.30	4
EDUPL 7366 Equity, Learning, and the Individual in a Standards-Based Era	3	EDUPL 7366	3
EDUPL 7364 Local School District Finance	3	EDUPL 7364	3
EDUPL 7897.30 Special Topics: Educational Administration	2	EDU PL 727.32	3

12. Program Rationale.

Recognizing that professional education for school district executive leaders extends beyond the classroom, we offer a unique accelerated licensure program for superintendents based on three primary propositions:

- Individuals with leadership responsibility and experience can be educated and developed as executives.
- Thoughtful reflection on experience through the lens of relevant theory and research advances executive learning.
- The next generation of superintendents must learn from and be mentored by the best of the current generation of superintendents.

This program has no significant changes

13. Quarters curriculum advising sheet of requirements for the program, formatted to meet the unit's standards (only required if an existing program / plan).

See licensure sheet attached.

14. Semesters curriculum advising sheet of requirements for the program, formatted to meet the unit's standards. *(Notes: This information is only required for undergraduate degrees, majors, and minors. If the program has multiple specializations / sub-plans, multiple advising sheets may be attached.)*

See licensure sheet attached.

15. Curricular Map that shows how, and at what level (e.g., beginning, intermediate, advanced), the program's courses facilitate students' attainment of program learning goals. A table format is recommended.

Not applicable

CREDIT HOUR EXPLANATION

Program credit hour requirements		A) Number of credit hours in current program (Quarter credit hours)	B) Calculated result for 2/3rds of current (Semester credit hours)	C) Number of credit hours required for proposed program (Semester credit hours)	D) Change in credit hours
Total minimum credit hours required for completion of program		21	13.9	15	1.1
Required credit hours offered by the unit	Min	21	13.9	15	1.1
	Max	21	13.9	15	1.1
Required credit hours offered outside of the unit	Min				
	Max				
Required prerequisite credit hours not included above	Min				
	Max				

19. Transition Policy

Most candidates in the Accelerated Licensure Program complete the program in one year. They are unlikely to encounter any problems in the transition. Self-paced program candidates will be counseled throughout the transition so that they avoid incurring extra costs and additional time to complete the licensure program. Faculty will assist any candidates who started under the quarter system to insure they do not repeat course content. Faculty will develop independent study components to supplement courses taken under the quarter system to meet the semester credit hour requirements.

20. Assessment

Candidates qualify for licensure through meeting ongoing assessment requirements beginning with qualifying for admission into licensure preparation. Each licensure course includes assessments that reflect the standards the course addresses. The program's culminating field experience involves assessment by both a field-based and a program supervisor. Representative assessments are archived for external review by accrediting organizations.

1. Is this a degree program (undergraduate, graduate, or professional) or major? **Not applicable**

ATTACHMENTS

2. Letter from program-offering unit (e.g., department, school, center) to the Office of Academic Affairs that:
3. Letter from the college to the Office of Academic Affairs that:
4. Co-administering letter: **Not applicable**
5. Support / concurrence letters: **Not applicable**
6. Additional documentation for Ohio Board of Regents review, if appropriate: **Not applicable**

Quarter Advising Sheet

**THE OHIO STATE UNIVERSITY
COLLEGE OF EDUCATION AND HUMAN ECOLOGY**

ADMINISTRATIVE LICENSURE PLANNING FORM

Superintendent (with Principal's License)

Date: _____

Student Name: _____ **Name.#** _____

Home Address: _____

Work Address: _____

Home Phone # _____ **Work Phone #** _____

Email address: _____

Undergrad Information: Institution Degree Date Cum. GPA

Completion of MA Degree (Required before Licensure)

Year _____ **Institution** _____

Administrative Experience

When you have acquired the Ohio Department of Education's requirement of three years administrative experience under a standard administrative certificate or license, please check the box and fill out the requested information below.

<u>District</u>	<u>Position</u>	<u>Dates of Service</u>

General Instructions

1. This planning form is completed by the candidate and the advisor, early in the candidate's program. Both candidate and the advisor sign the form.
2. The signed planning form, along with documentation of any alternative coursework, is submitted to the Licensure Committee for approval.
3. A candidate who has met all requirements for licensure, including all coursework on the approved planning form, may apply to be recommended for licensing by the Licensure Committee.

****PLEASE READ**** Instructions For Completing Planning Form

For each required course, column A, B, or C should be marked. If the course has been completed, indicate the year and quarter in column A. If the course is yet to be taken, mark an "X" in column B. If alternative coursework is substituted for the requirement, mark an "X" in column C, write the name and number of the course on the line below the required course, and attach documentation.

Superintendent Planning Form

A principal's license is required and then the following courses:

		(A)	(B)	(C)
		Year and	To Be	Alternative
		Quarter	Taken	course
		Taken		
18.	Edu P&L 843 Administrative Responsibilities and Perspectives: Equity Learning, and the Individual (3 hours)			
19.	Edu P&L 962 Board Relations (3 hours)			
20.	Edu P&L 884.30 Planned Field Experience: Superintendent (4 hours) <i>(Copy of evaluation letter completed by the field supervisor should be sent to 122 Ramseyer)</i>			
21.	Edu P&L 896 Educational Leadership Portfolio Development: Superintendents(2 hours)			
22.	Edu P&L 724 Local School District Finance (3 hours)			
23.	Edu P&L 725 Local School District Politics and Public Relations (3 hours)			
24.	Edu P&L 727.30 Special Topics in Educational Administration (3 hours)			

Student Signature _____ Date _____ Advisor Signature _____ Date _____

PLAN APPROVAL

If a program plan is not approved, a new form must be submitted showing the required modifications. This must be submitted again to the Licensure Committee for review and approval. A copy of the approved form must accompany a student's application for this licensing.

COMMITTEE REPRESENTATIVE _____ Date _____

SURVEY - To be completed for your final licensure application approval

Name _____

Email address (after graduation/permanent) _____

Date of Program Completion/Graduation (Quarter/Year of Degree) _____

Received: _____ Superintendent's License

Current Employment:

Employer Position

Address City State Zip

Job title after graduation _____

Place of employment after graduation

Employer

Address City State Zip

LICENSURE APPROVAL

All courses and other requirements specified by the State Board of Education, the Division of Teacher Education and Licensure, and the approved plan described above have been met. The applicant is recommended for the appropriate license.

COMMITTEE REPRESENTATIVE _____ Date _____

<u>OK for LICENSE</u>	
License Area	Qtr/yr of program completion
<u>Pending</u>	<u>Final OK</u>
Initials/date	Initials/date#

**APPENDI
X C
THE
OHIO
STATE**

Semester Advising Sheet

COLLEGE OF EDUCATION AND HUMAN ECOLOGY

ADMINISTRATIVE LICENSURE PLANNING FORM

Superintendent (with Principal's License)

Date: _____

Student Name: _____ Name.# _____

Home Address: _____

Work Address: _____

Home Phone # _____ Work Phone # _____

Email address: _____

Undergrad Information: Institution Degree Date Cum. GPA

Completion of MA Degree (Required before Licensure)

Year _____ Institution _____

Administrative Experience

When you have acquired the Ohio Department of Education's requirement of three years administrative experience under a standard administrative certificate or license, please check the box and fill out the requested information below.

District

Position

Dates of Service

General Instructions

1. This planning form is completed by the candidate and the advisor, early in the candidate's program. Both candidate and the advisor sign the form.
2. The signed planning form, along with documentation of any alternative coursework, is submitted to the Licensure Committee for approval.
4. A candidate who has met all requirements for licensure, including all coursework on the approved planning form, may apply to be recommended for licensing by the Licensure Committee.

****PLEASE READ** Instructions For Completing Planning Form**

For each required course, column A, B, or C should be marked. If the course has been completed, indicate the year and quarter in column A. If the course is yet to be taken, mark an "X" in column B. If alternative coursework is substituted for the requirement, mark an "X" in column C, write the name and number of the course on the line below the required course, and attach documentation.

PLAN APPROVAL

If a program plan is not approved, a new form must be submitted showing the required modifications. This must be submitted again to the Licensure Committee for review and approval. A copy of the approved form must accompany a student's application for this licensing.

COMMITTEE REPRESENTATIVE

Date

SURVEY - To be completed for your final licensure application approval

Name _____

Email address (after graduation/permanent) _____

Date of Program Completion/Graduation (Semester/Year of Degree) _____

Received: _____ Superintendent's License

Current Employment:

Employer Position

Address City State Zip

Job title after graduation _____

Place of employment after graduation

Employer

Address City State Zip

LICENSURE APPROVAL

All courses and other requirements specified by the State Board of Education, the Division of Teacher Education and Licensure, and the approved plan described above have been met. The applicant is recommended for the appropriate license.

COMMITTEE REPRESENTATIVE _____ Date _____

<u>OK for LICENSE</u>		#
License Area	Qtr/yr of program completion	#
<u>Pending</u>	<u>Final OK</u>	
Initials/date	Initials/date#	

Quarter to Semester Conversion: School Principal Licensure Program (Ages 3-14 and Ages 8-21)- Non-degree

GENERAL PROGRAM INFORMATION

1. Fiscal Unit / Academic Organization: **School of Educational Policy and Leadership – D1280**

2. Administering College / Academic Group: **Education and Human Ecology**

3. Co-administering College / Academic Group, if applicable: **Not applicable.**

4. Semester conversion designation

c. Converted with minimal changes to program goals and/or curricular requirements

5. Program / Plan name (current and proposed names, if different): **School Principle Licensure Program**

6. Type of Program / Plan

Graduate non-degree Licensure

7. Program / Plan code abbreviation

8. Degree Title (current and proposed names, if different): **Not applicable**

9. Does this program have associated Specializations / Sub-plans? **No**

10. Program Learning Goals

a. To prepare candidates for public school leadership through a standards-based curriculum that includes directed field experiences

b. To cultivate the knowledge, skills, and dispositions that public school leadership entails

c. To develop school leaders who will contribute to the development, implementation, and assessment of educational policy

11. List of semester courses (department, title, credit hours) and categories of courses that constitute the requirements of the program.

Semester Course	Sem Hrs	Quarter Course	Qtr Hrs
EDUPL 6350 Introduction to Educational Leadership	3	EDUPL 846	3
EDUPL 6356 School-Community Relations and Politics	3	EDUPL 952	3
EDUPL 6362 Strategic Human Capital Management in P-12 Education	3	EDUPL 955	3
EDUPL 6366 Finance and Business Management of Schools	3	EDUPL 956	3
EDUPL 6356 Legal Aspects of School Administration	3	EDUPL 952	3
EDUPL 7356 Instructional Leadership and Supervision	3	EDUPL 891.01	4
EDUPL 7350 Leading, Learning, Teaching: Early Childhood	3	EDUPL 885.01	4
EDUPL 7351 Leading, Learning, Teaching: Adolescence to Young Adult	3	EDUPL 885.02	4
EDUPL 7392 Learning, Culture, and Technology	3	EDUPL 892	3
EDUPL 6625 Introduction to Inquiry I (QREM)	3	EDUPL 785	3
EDUPL 6661 Introduction to Measurement (QREM)	3	EDUPL 744	3
EDUPL 7359 Educational Leadership, Inquiry, and Ethics	3	EDUPL 891.02	4
EDUPL 6372 Technology for School Leaders	3	EDUPL 707	3
EDUPL 6189 Planned Field Experience and Leadership Portfolio Development#	3	EDUPL 884.30	
EDUPL 7354 Leadership, Organizational Dynamics, School Culture#	3	EDUPL 886	4
EDUPL 8317 Legal Aspects of Special Education Administration#	3	EDUPL 963	3
EDUPL 8310 Educational Change#	3	EDUPL 726	

EDUPL 8312 Politics and Political Leadership#	3	EDUPL 845	3
EDUPL 7368 Educational Facility Planning#	3	EDUPL 958	3
EDUPL 6354 Collective Bargaining#	3	EDUPL 949	3
EDUPL 8316 Business Administration of Schools#	3	EDUPL 957	3

12. Program Rationale.

Through the theory, research and practice integrated into the curriculum, the administrative licensure program seeks to prepare principals to work with their local communities in developing educational environments as sites of excellence in teaching and learning. Recognizing the need for school leaders to be accountable for results, the program emphasizes responsiveness to data, equitable and effective best practices in school organization and instruction, and technology as an educational resource.

This program has no significant changes

13. Quarters curriculum advising sheet of requirements for the program, formatted to meet the unit's standards (only required if an existing program / plan).

See below

14. Semesters curriculum advising sheet of requirements for the program, formatted to meet the unit's standards. *(Notes: This information is only required for undergraduate degrees, majors, and minors. If the program has multiple specializations / sub-plans, multiple advising sheets may be attached.)*

See below

15. Curricular Map that shows how, and at what level (e.g., beginning, intermediate, advanced), the program's courses facilitate students' attainment of program learning goals. A table format is recommended

Not required – graduate program

16. Credit Hour Explanation

CREDIT HOUR EXPLANATION

Program credit hour requirements		A) Number of credit hours in current program (Quarter credit hours)	B) Calculated result for 2/3rds of current (Semester credit hours)	C) Number of credit hours required for proposed program (Semester credit hours)	D) Change in credit hours
Total minimum credit hours required for completion of program		55	36.3	36	.3
Required credit hours offered by the unit	Min	55	36.3	36	.3
	Max	55	36.3	36	.3
Required credit hours offered outside of the unit	Min	0	0	0	0
	Max	0	0	0	0
Required prerequisite credit hours not included above	Min				
	Max				

16. Transition Policy

Candidates will be counseled throughout the transition so that they avoid incurring extra costs and additional time to complete the licensure program. Because candidates have the responsibility to obtain and use the guidance necessary to progress through the program, they will meet with their advisors once they are admitted. To guide their course selection, candidates will be advised of the courses that will combine in semesters and the courses that will expand. Faculty will assist those students who started under the quarter system to insure they do not repeat course content. Faculty will develop independent study components to supplement courses taken under the quarter system to meet the semester credit hour requirements.

ASSESSMENT CONVERSION

17. Assessment

Candidates qualify for licensure through meeting ongoing assessment requirements beginning with qualifying for admission into licensure preparation. Each licensure course includes assessments that reflect the standards the course addresses. The program's culminating field experience involves assessment by both a field-based and a program supervisor. Prior to licensure, candidates must also pass the Praxis II examination. Representative assessments are archived for external review by accrediting organizations.

Is this a degree program (undergraduate, graduate, or professional) or major? **Not applicable**

ATTACHMENTS

1. Letter from program-offering unit (e.g., department, school, center) to the Office of Academic Affairs that:
2. Letter from the college to the Office of Academic Affairs that:
3. Co-administering letter: **Not applicable**
4. Support / concurrence letters: **Not applicable**
5. Additional documentation for Ohio Board of Regents review, if appropriate: **Not applicable**

Semester Advising Sheet (Ages 3-14)

**THE OHIO STATE UNIVERSITY COLLEGE OF EDUCATION AND HUMAN ECOLOGY
ADMINISTRATIVE LICENSURE PLANNING FORM**

Principalship: Ages 3-14

Date: _____

Student Name: _____ **Name.#** _____

Home Address: _____

Work Address: _____

Home Phone # _____ **Work Phone #** _____

Email _____

Undergrad Information: Institution Degree Date Cum. GPA

Completion of MA Degree *Required before Licensure

Year _____ **Institution** _____

Teaching Experience

When you have met the Ohio Department of Education requirements of **three years teaching experience in which at least two of those years have been at the level you are seeking a license**, please check box and fill out the requested information below.

Please note: We have been approved by the Ohio Department of Education to offer two academic programs leading to licensure: ages 3-14 and 8-21. ODE grants licenses based on grades: PK-6, 4-9, and 5-12.

<u>District</u>	<u>Subject and Level</u>	<u>Dates of Service</u>

General Instructions

1. This planning form is completed by the candidate and the advisor, early in the candidate's program. Both candidate and the advisor sign the form.
2. The signed planning form, along with documentation of any alternative coursework, is submitted to the Licensure Committee for approval.
3. A candidate who has met all requirements for licensure, including all coursework on the approved planning form, may apply to be recommended for licensing by the Licensure Committee.

****PLEASE READ****

Instructions For Completing Planning Form

For each required course, column A, B, or C should be marked. If the course has been completed, indicate the year and quarter or semester in column A. If the course is yet to be taken, mark an "X" in column B. **If alternative coursework is substituted for the requirement, mark an "X" in column C, write the name and number of the course on the line below the required course, and attach documentation.**

Principalship Ages 3-14

		(A) Year and Quarter/Semester Taken	(B) To Be Taken	(C) Alternative course
1.	EDPL 6350 Introduction to Educational Leadership (3 hours)			
2.	EDPL 6362 Strategic Human Capital Management in P-12 Education (3 hours)			
3.	EDPL 6366 Finance and Business Management of Schools (3 hours)			
4.	EDPL 6356 Legal Aspects of School Administration (3 hours)			
5.	EDPL 6360 School Community Relations and Politics (3 hours)			
6.	EDPL 6661 Introduction to Measurement (3 hours) or EDPL 6625 Introduction to Inquiry I (3 hours)			

7.	EDPL 7356	Instructional Leadership and Supervision (3 hours)		
8.	EDPL 7350	Educational Leadership, Learning, Teaching: Early Childhood (3 hours)		
	EDPL 7392	Learning Culture and Technology (3 Hours)		
9.	EDPL 7359	Educational Leadership, Inquiry, and Ethics (3 hours)		

Principalship Ages 3-14
Continued

		(A)	(B)	(C)
		Year and Quarter/Semester Taken	To Be Taken	Alternative course
10. EDPL 6372	Technology for School Leaders (3 hours)			
11. EDPL 6189	Planned Field Experience and Leadership Portfolio Development (3 hours)			
<u>ELECTIVES: SELECT ONE</u>				
12a. EDPL 7354	Leadership, Organizational Dynamics, School Culture (3 hours)			
12b. EDPL 8317	Legal Aspects of Special Education Administration (3 hours)			
12c. EDPL 8310	Educational Change (3 hours)			
12d. EDPL 8312	Politics and Political Leadership (3 hours)			
12e. EDPL 7368	Educational Facility Planning (3 hours)			
12f. EDPL 6354	Collective Bargaining and Contract Administration (3 hours)			

12g. EDPL 8316	Business Administration of Schools (3 hours)			
12h. EDPL 7350	Educational Leadership, Learning, Teaching: Adolescence (3 hours)			
12i. EDPL 7392	Learning Culture and Technology (3 Hours)			

Principalship Ages 3-14

Continued

_____	_____	_____	_____
Student Signature	Date	Advisor Signature	Date

PLAN APPROVAL

#

If a program plan is not approved, a new form must be submitted showing the required modifications. This must be submitted again to the Licensure Committee for review and approval. A copy of the approved form must accompany a student's application for this licensing.

_____	_____
COMMITTEE REPRESENTATIVE	Date

SURVEY - To be completed for your final licensure application approval

Name _____

Email address (after graduation/permanent) _____

Date of Program Completion/Graduation (Quarter/Year of Degree) _____

Received: _____ Master's Degree _____ Principal's License/8-21
 _____ Principal's License/3-14 _____ Superintendent's License

Current Employment:

_____ Phone No.

(Employer)

_____ City State Zip

(Address)

Job title after graduation _____

Place of employment after graduation

(Name, address, and Phone No.)

LICENSURE APPROVAL

All courses and other requirements specified by the State Board of Education, the Division of Teacher Education and Licensure, and the approved plan described above have been met. The applicant is recommended for the appropriate license.

COMMITTEE REPRESENTATIVE

Date

<u>OK for LICENSE</u>		#
<hr/>		
License Area	Sm/yr of program completion	
<u>Pending</u>		
<hr/>		
Initials/date		
<u>Final OK</u>		
<hr/>		
Initials/date#		

Semester Advising Sheet (Ages 8-21)

**COLLEGE OF EDUCATION AND HUMAN ECOLOGY
ADMINISTRATIVE LICENSURE PLANNING FORM**

Principalship: Ages 8 - 21

Date: _____

Student Name: _____ **Name.#** _____

Home Address: _____

Work Address: _____

Home Phone # _____ **Work Phone #** _____

Email _____

Undergrad Information: Institution Degree Date Cum. GPA

Completion of MA Degree *Required before Licensure

Year _____ **Institution** _____

Teaching Experience

When you have met the Ohio Department of Education requirements of **three years teaching experience in which at least two of those years have been at the level you are seeking a license**, please check box and fill out the requested information below.

Please note: We have been approved by the Ohio Department of Education to offer two academic programs leading to licensure: ages 3-14 and 8-21. ODE grants licenses based on grades: PK-6, 4-9, and 5-12.

<u>District</u>	<u>Subject and Level</u>	<u>Dates of Service</u>

General Instructions

1. This planning form is completed by the candidate and the advisor, early in the candidate's program. Both candidate and the advisor sign the form.
2. The signed planning form, along with documentation of any alternative coursework, is submitted to the Licensure Committee for approval.
4. A candidate who has met all requirements for licensure, including all coursework on the approved planning form, may apply to be recommended for licensing by the Licensure Committee.

****PLEASE READ****

Instructions For Completing Planning Form

For each required course, column A, B, or C should be marked. If the course has been completed, indicate the year and quarter or semester in column A. If the course is yet to be taken, mark an "X" in column B. **If alternative coursework is substituted for the requirement, mark an "X" in column C, write the name and number of the course on the line below the required course, and attach documentation.**

Principalship Ages 8-21

		(A) Year and Quarter/Semester Taken	(B) To Be Taken	(C) Alternative course
1.	EDPL 6350 Introduction to Educational Leadership (3 hours)			
2.	EDPL 6362 Strategic Human Capital Management in P-12 Education (3 hours)			
3.	EDPL 6366 Finance and Business Management of Schools (3 hours)			
4.	EDPL 6356 Legal Aspects of School Administration (3 hours)			
5.	EDPL 6360 School Community Relations and Politics (3 hours)			
6.	EDPL 6661 Introduction to Measurement (3 hours) or EDPL 6625 Introduction to Inquiry I (3 hours)			

7.	EDPL 7356	Instructional Leadership and Supervision (3 hours)		
8.	EDPL 7351	Educational Leadership, Learning, Teaching: Adolescence to Young Adulthood (3 hours)		
	EDPL 7392	or Learning Culture and Technology (3 Hours)		
9.	EDPL 7359	Educational Leadership, Inquiry, and Ethics (3 hours)		

Principalship Ages 8-21
Continued

		(A)	(B)	(C)
		Year and Quarter/Semester Taken	To Be Taken	Alternative course
10. EDPL 6372	Technology for School Leaders (3 hours)			
11. EDPL 6189	Planned Field Experience and Leadership Portfolio Development (3 hours)			
<u>ELECTIVES: SELECT ONE</u>				
12a. EDPL 7354	Leadership, Organizational Dynamics, School Culture (3 hours)			
12b. EDPL 8317	Legal Aspects of Special Education Administration (3 hours)			
12c. EDPL 8310	Educational Change (3 hours)			
12d. EDPL 8312	Politics and Political Leadership (3 hours)			
12e. EDPL 7368	Educational Facility Planning (3 hours)			
12f. EDPL 6354	Collective Bargaining and Contract Administration (3 hours)			

12g. EDPL 8316	Business Administration of Schools (3 hours)			
12h. EDPL 7350	Educational Leadership, Learning, Teaching: Early Childhood (3 hours)			
12i. EDPL 7392	Learning Culture and Technology (3 Hours)			

Principalship Ages 8-21

Continued

Student Signature	Date	Advisor Signature	Date
-------------------	------	-------------------	------

PLAN APPROVAL

#

If a program plan is not approved, a new form must be submitted showing the required modifications. This must be submitted again to the Licensure Committee for review and approval. A copy of the approved form must accompany a student's application for this licensing.

COMMITTEE REPRESENTATIVE	Date
--------------------------	------

SURVEY - To be completed for your final licensure application approval

Name _____

Email address (after graduation/permanent) _____

Date of Program Completion/Graduation (Quarter/Year of Degree) _____

Received: _____ Master's Degree _____ Principal's License/8-21
 _____ Principal's License/3-14 _____ Superintendent's License

Current Employment:

_____ Phone No.

(Employer)

_____ City State Zip

(Address)

Job title after graduation _____

Place of employment after graduation

(Name, address, and Phone No.)

LICENSURE APPROVAL

All courses and other requirements specified by the State Board of Education, the Division of Teacher Education and Licensure, and the approved plan described above have been met. The applicant is recommended for the appropriate license.

COMMITTEE REPRESENTATIVE

Date

<u>OK for LICENSE</u>		#
<hr/>		
License Area	Qtr/yr of program completion	
 <u>Pending</u>		
<hr/>		
Initials/date		
 <u>Final OK</u>		
<hr/>		
Initials/date#		

Quarter Advising Sheet (3-14)

COLLEGE OF EDUCATION AND HUMAN ECOLOGY
ADMINISTRATIVE LICENSURE PLANNING FORM

Principalship, Ages 3-14

Date: _____

Student Name: _____ **Name.#** _____

Home Address: _____

Work Address: _____

Home Phone # _____ **Work Phone #** _____

Email Address: _____

Undergrad Information: Institution Degree Date Cum. GPA

Completion of MA Degree *Required before Licensure

Year _____ **Institution** _____

Teaching Experience

When you have met the Ohio Department of Education requirements of **three years teaching experience in which at least two of those years have been at the level you are seeking a license**, please check box and fill out the requested information below.

Please note: We have been approved by the Ohio Department of Education to offer two academic programs leading to licensure: ages 3-14 and 8-21. ODE grants licenses based on grades: PK-6, 4-9, and 5-12.

<u>District</u>	<u>Subject and Level</u>	<u>Dates of Service</u>

General Instructions

1. This planning form is completed by the candidate and the advisor, as the first step in the candidate's program. Both candidate and the advisor must sign the form.
2. The signed planning form, along with documentation of any alternative coursework, is submitted to the Licensure Committee for approval.
3. A candidate who has met all requirements for licensure, including all coursework on the approved planning form, may apply to be recommended for licensing by the Licensure Committee.

Instructions For Completing Planning Form

For each required course, column A, B, or C should be marked. If the course has been completed, indicate the year and quarter in column A. If the course is yet to be taken, mark an "X" in column B. **If alternative coursework is substituted for the requirement, mark an "X" in column C, write the name and number of the course on the line below the required course, and attach documentation.**

Principalship Ages 3-14

(A)	(B)	(C)
Year and		
Quarter	To Be	Alternative
Taken	Taken	Course

ADMINISTRATIVE DYNAMICS

1.	Edu P&L 846 Introduction to Educational Administration (3 hours)		

2.	Edu P&L 845	Politics and Political Leadership in American Education (3 hours)		
3.	Edu P&L 726	Educational Change (3 hours)		
4.	Edu P&L 949	Collective Bargaining and Contract Administration in Education (3 hours)		
5.	Edu P&L 955	Staff Personnel Administration (3 hours)		
6.	Edu P&L 956	School Finance (3 hours)		
7.	Edu P&L 957	Business Administration of Schools (3 hours)		
8.	Edu P&L 952	Legal Aspects of School Administration (3 hours)		
9.	Edu P&L 963	Legal Aspects of Special Education Administration (3 hours)		
10.	Edu P&L 953	School Community Relations (3 hours)		
11.	Edu P&L 958	Educational Facility Planning (3 hours)		

Principalship Ages 3-14

(Continued)

(A)	(B)	(C)
Year and Quarter Taken	To Be Taken	Alternative course

LEADERSHIP SEMINARS

12. Edu P&L 885.01	Educational Leadership, Learning and Teaching: Early Childhood (4 hours)		
<hr/>			
<hr/>			

13. Edu P&L 886	Educational Leadership, Organizational Dynamics and School Culture (4 hours)		
<hr/>			
<hr/>			

14. Edu P&L 891.01	Instructional Leadership and Supervision (4 hours)		
<hr/>			
<hr/>			

15. Edu P&L 891.02	Educational Leadership Inquiry and Ethics (4 hours)		
<hr/>			
<hr/>			

PLANNED FIELD EXPERIENCE AND PORTFOLIO DEVELOPMENT

16. Edu P&L 884.30	Planned Field Experience (4 hours) (An evaluation letter completed by your field supervisor should be sent to 122 Ramseyer)		
<hr/>			
<hr/>			

17. Edu P&L 896	Educational Leadership Portfolio Development (2 hours)		
-----------------	--	--	--

--	--

Student Signature _____ Date _____ Advisor Signature _____ Date _____

PLAN APPROVAL

If a program plan is not approved, a new form must be submitted showing the required modifications. This must be submitted again to the Licensure Committee for review and approval. A copy of the approved form must accompany a student's application for this licensing.

Committee Representative: _____
Date _____

SURVEY - To be completed for your final licensure application approval

Name _____

Email address (after graduation/permanent) _____

Date of Program Completion/Graduation (Quarter/Year of Degree) _____

Received: _____ Master's Degree _____ Principal's License/8-21
 _____ Principal's License/3-14 _____ Superintendent's License

Job title after graduation

Place of employment after graduation

 (Company) Phone No.

 (Address) City State Zip

LICENSURE APPROVAL

All courses and other requirements specified by the State Board of Education, the Division of Teacher Education and Licensure, and the approved plan described above have been met. The applicant is recommended for the appropriate license.

Committee Representative: _____

Date

<u>OK for LICENSE</u>	

License Area	Qtr/yr of program completion
<u>Pending</u>	
Initials/date	
<u>Final OK</u>	
Initials/date#	

Quarter Advising Sheet (Ages 8-21)

COLLEGE OF EDUCATION AND HUMAN ECOLOGY
ADMINISTRATIVE LICENSURE PLANNING FORM

Principalship, Ages 8-21

Date: _____

Student Name: _____ **Name.#** _____

Home Address: _____

Work Address: _____

Home Phone # _____ **Work Phone #** _____

Email _____

Undergrad Information: Institution Degree Date Cum. GPA

Completion of MA Degree *Required before Licensure

Year _____ **Institution** _____

Teaching Experience

When you have met the Ohio Department of Education requirements of **three years teaching experience in which at least two of those years have been at the level you are seeking a license**, please check box and fill out the requested information below.

Please note: We have been approved by the Ohio Department of Education to offer two academic programs leading to licensure: ages 3-14 and 8-21. ODE grants licenses based on grades: PK-6, 4-9, and 5-12.

<u>District</u>	<u>Subject and Level</u>	<u>Dates of Service</u>

General Instructions

1. This planning form is completed by the candidate and the advisor, early in the candidate's program. Both candidate and the advisor sign the form.
2. The signed planning form, along with documentation of any alternative coursework, is submitted to the Licensure Committee for approval.
5. A candidate who has met all requirements for licensure, including all coursework on the approved planning form, may apply to be recommended for licensing by the Licensure Committee.

****PLEASE READ** Instructions For Completing Planning Form**

For each required course, column A, B, or C should be marked. If the course has been completed, indicate the year and quarter in column A. If the course is yet to be taken, mark an "X" in column B. **If alternative coursework is substituted for the requirement, mark an "X" in column C, write the name and number of the course on the line below the required course, and attach documentation.**

Principalship Ages 8-21

	(A)	(B)	(C)
	Year and Quarter Taken	To Be Taken	Alternative course

ADMINISTRATIVE DYNAMICS

1. Edu P&L 846	Introduction to Educational Administration (3 hours)		
2. Edu P&L 845	Politics and Political Leadership in American Education (3 hours)		
3. Edu P&L 726	Educational Change (3 hours)		
4. Edu P&L 949	Collective Bargaining and Contract Administration in Education (3 hours)		
5. Edu P&L 955	Staff Personnel Administration (3 hours)		
6. Edu P&L 956	School Finance (3 hours)		
7. Edu P&L 957	Business Administration of Schools (3 hours)		

8.	Edu P&L 952	Legal Aspects of School Administration (3 hours)		
9.	Edu P&L 963	Legal Aspects of Special Education Administration (3 hours)		
10.	Edu P&L 953	School Community Relations (3 hours)		
11.	Edu P&L 958	Educational Facility Planning (3 hours)		

Principalship Ages 8-21
Continued

	(A)	(B)	(C)
	Year and Quarter Taken	To Be Taken	Alternative course

LEADERSHIP SEMINARS

12. Edu P&L 885.02	Educational Leadership, Learning and Teaching: Middle Childhood Adolescence to Young Adulthood (4 hours)		
13. Edu P&L 886	Educational Leadership, Organizational Dynamics and School Culture (4 hours)		
14. Edu P&L 891.01	Instructional Leadership and Supervision (4 hours)		
15. Edu P&L 891.02	Educational Leadership Inquiry and Ethics (4 hours)		

#

PLANNED FIELD EXPERIENCE AND PORTFOLIO DEVELOPMENT

16. Edu P&L 884.30	Planned Field Experience (4 hours) <i>(Copy of evaluation letter completed by the field supervisor should be sent to 122 Ramseyer)</i>		
17. Edu P&L 896	Educational Leadership Portfolio Development (2 hours)		

Student Signature _____ Date _____

Advisor Signature _____ Date _____

PLAN APPROVAL

#

If a program plan is not approved, a new form must be submitted showing the required modifications. This must be submitted again to the Licensure Committee for review and approval. A copy of the approved form must accompany a student's application for this licensing.

COMMITTEE REPRESENTATIVE Date

SURVEY - To be completed for your final licensure application approval

=====
Name _____

Email address (after graduation/permanent) _____

Date of Program Completion/Graduation (Quarter/Year of Degree) _____

Received: _____ Master's Degree _____ Principal's License/8-21
 _____ Principal's License/3-14 _____ Superintendent's License

Current Employment:

(Employer) Phone No.

(Address) City State Zip

Job title after graduation _____

Place of employment after graduation

(Name, address, and Phone No.)

=====
LICENSURE APPROVAL

All courses and other requirements specified by the State Board of Education, the Division of Teacher Education and Licensure, and the approved plan described above have been met. The applicant is recommended for the appropriate license.

COMMITTEE REPRESENTATIVE

Date

<u>OK for LICENSE</u>	

License Area	Qtr/yr of program completion

Initials/date	

Initials/date#	

#



College of Education & Human Ecology

School of Educational Policy and Leadership
Office of the Director
121 Ramseyer Hall
29 West Woodruff Avenue
Columbus, OH 43210

Phone (614) 688-5721
Fax (614) 688-3415

April 3, 2012

Council on Academic Affairs
Office of Academic Affairs
203 Bricker Hall
190 North Oval Mall
The Ohio State University
Columbus, OH 43210-1358

Dear Council Members:

As Director of the School of Educational Policy and Leadership in the College of Education and Human Ecology, I am pleased to offer my full support for the non-degree Computer Technology endorsement, to be offered by the technology education faculty in our unit. The program is in line with our strategic plan, and fits well with the teaching and research expertise of our faculty. I agree to commit the necessary resources to support this program in the future.

Please feel free to contact me if I can provide you with any additional information.

Sincerely,

A handwritten signature in black ink that reads 'Eric M. Anderman'. The signature is written in a cursive style with a large, sweeping flourish at the end.

Eric M. Anderman
Director

Quarter to Semester Conversion: Computer/Technology Endorsement - Non-degree

GENERAL PROGRAM INFORMATION

1. Fiscal Unit / Academic Organization: **School of Educational Policy and Leadership- D1280**
2. Administering College: **Education and Human Ecology**
3. Semester conversion designation:
 4. **Converted** with minimal changes to program goals and/or curricular requirements (*e.g., program name changes, changes in electives and/or prerequisites, minimal changes in overall structure of program, minimal or no changes in program goals or content*)
5. Program / Plan name: **Computer/Technology Endorsement – Non-degree**
6. Type of Program / Plan: **Graduate non-degree endorsement**
7. Program / Plan code abbreviation:
8. Degree Title (current and proposed names, if different): **Not applicable**
9. Does this program have associated Specializations / Sub-plans? **No**

PROGRAM REQUIREMENTS

10. Program Learning Goals (i.e., knowledge, skills, and attitudes / perspectives) to be attained by students at time of completion of the program.
 - Evaluate the learning potential, implementation requirements, and ongoing support needs for existing and emerging educational technologies.
 - Teach in fully online and hybrid learning contexts
 - Align learning goals for students with a variety of technology interventions.
 - Understand the various social and cultural factors that influence how students learn with technology.
 - Plan, implement, and evaluate classroom, school, district, and state educational technology efforts.
 - Utilize technology-based assessment to support authentic assessment of student learning.
 - Apply Technological Pedagogical Content Knowledge (TPCK), in a variety of settings.
 - Assess and develop an ongoing plan to improve their technical skills.

11. List of semester courses (department, title, credit hours) and categories of courses that constitute the requirements of the program. *(Notes: If this is a proposal for a graduate program, list any requirements beyond those stipulated by the Graduate School.)*

Semester Course	Sem Hrs	Quarter Course	Qtr Hrs
Required Courses			
EDU PL 6373- Improving Professional Practice of Teaching with Technology	3	EDU PL 673	4
EDU PL 8295- Applied Instructional Design	3	EDU PL 895- Fundamentals of Instruction Materials and Media	3
EDU PL 6372-Educational Technology Leadership and Supervision	3	EDU PL 707	3
EDU PL 7289- Practicum in Educational Technology	3	EDU PL 889- Practicum in Instructional Design and Technology	5

12. Program Rationale. Statement for proposed program changes (either significant or minimal) and a description of how the changes will benefit students and enhance program quality. Include date of last significant program revision. If a new program, give rationale. [Word limit: 750 suggested]

The OSU Computer/Technology Endorsement is a fully online four-course program for certified or licensed educators who wish to develop their capacity to better plan for and utilize a variety of technologies to improve student learning. Appropriate for classroom teachers, school administrators and district personnel, this endorsement is designed to provide education professionals with the skills and knowledge necessary to assume school, district, and state positions in support of educational technology initiatives.

The endorsement is appropriate for:

- Classroom teachers who wish to develop their practice to support students in mastering 21st century tools and skills.
- Educators who plan to assume technology support positions including curriculum integration specialists at the school and district level.
- School administrators who are committed to leading their schools in better supporting student academic achievement using technology.
- District personal who aspire to plan, implement, manage, and assess educational technology efforts across multiple schools.

13. Quarters curriculum advising sheet of requirements for the program, formatted to meet the unit's standards (only required if an existing program / plan). **See attached.**

14. Semesters curriculum advising sheet of requirements for the program, formatted to meet the unit's standards. **See attached.**

15. Curricular Map that shows how, and at what level (e.g., beginning, intermediate, advanced), the program's courses facilitate students' attainment of program learning goals. A table format is recommended (*see example below*). (Notes: This information is only required for undergraduate degrees and majors. If the program has multiple specializations / sub-plans, multiple maps may be attached.): **Not required for non-degree program**

16. Will this program have an associated pre-major or area of interest? **Not applicable**

CREDIT HOUR EXPLANATION

17. Provide a table to aid the Council on Academic Affairs reviewers as they check for credit hour changes. The table should include the following information:

Program credit hour requirements		A) Number of credit hours in current program (Quarter credit hours)	B) Calculated result for 2/3rds of current (Semester credit hours)	C) Number of credit hours required for proposed program (Semester credit hours)	D) Change in credit hours
Total minimum credit hours required for completion of program		13	8.6	12	3.4
Required credit hours offered by the unit	Min	13	8.6	12	3.4
	Max	13	8.6	12	3.4
Required credit hours offered outside of the unit	Min				
	Max				
Required prerequisite credit hours not included above	Min				
	Max				

18. If the difference (column D) is more than 4 semester credit hours between the values listed in columns B and C for any row in the table above, provide a rationale for the change in credit hours. **Not applicable.**

TRANSITION POLICY

19. Transition policy statement that assures those students who began their degree under quarters that the transition to semesters will not delay their graduation nor disrupt progress toward a degree. This may include a description of a preliminary program transition plan, how individual transition advising plans will be developed, and possible use of bridge courses. It should address students in the program and students taking service courses offered by the department / unit.

Students will not be harmed due to the university switch to semester. Students will progress normally towards completion of the program as long as they consult with Educational Technology faculty through the transition, enroll in sufficient credits each term to make progress in the program, and not encounter any academic difficulties.

Three quarter courses in the curriculum (EDU PL 8295, 6372, 728) have a direct equivalents will be counted in semesters as such. Students who have completed the endorsement version of EDU PL 671 as prescribed in the quarter curriculum will be able to use that course in place of EDU PL 6273 in the semester curriculum.

ASSESSMENT CONVERSION

20. Is this a degree program (undergraduate, graduate, or professional) or major? **Not applicable**

ATTACHMENTS

21. Letter from program-offering unit (e.g., department, school, center) to the Office of Academic Affairs

22. Letter from the college to the Office of Academic Affairs

23. Co-administering letter: **Not applicable**

24. Support / concurrence letters: **Not applicable**

25. Additional documentation for Ohio Board of Regents review, if appropriate: **Not applicable**

Computer/ Technology Endorsement Program Sheet

Student's Name: _____ OSU email: _____

The endorsement consists of four courses. An instructor who will be available to answer student questions, facilitate student interactions, and assess student work will support each course. The instructor will hold regular synchronous office hours and facilitate a regular synchronous session between the students. Guest lecturers will be invited to help students with specific projects. Students are expected to complete the four Technology courses listed below with an overall 3.0 GPA and at least a "C" in each course. *Unless otherwise approved by faculty, all coursework must be completed within five years of applying for the Technology Endorsement.*

The four courses cover all the ISTE Technology Leadership standards within the following topics:

- **Course 1 – EDUPL 6273: Improving Professional Practice of Teaching with Technology** (Foundations; Technology Self Assessment; History of Technology in the Schools; Instructional Design; Legal, Ethical and Human Issues; Technology and Students with Special Needs
- **Course 2 – EDUPL 8295: Applied Instructional Design** (Infrastructure and Integration; Integration and Assessment; Design the Computer Infrastructure for a School;)
- **Course 3 – EDUPL 6372: Educational Technology Leadership and Supervision** (Research on Professional Development; Safe Use of Computers; Ethical Use of Computers; District Technology Implementation;)
- **Course 4 – EDUPL 889: Practicum in Educational Technology** (Conference Presentation; Refine and Present Electronic Portfolio)

<i>Required:</i>	<i>Sem/Yr</i>	<i>Hours</i>	<i>Grade</i>
EDUPL 6273 Improving Professional Practice of Teaching with Technology (3 hrs)	_____	_____	_____
EDUPL 8295 Applied Instructional Design (3 hrs)	_____	_____	_____
EDUPL 6372 Educational Technology Leadership and Supervision (3 hrs)	_____	_____	_____
EDUPL 7289 Practicum in Educational Technology (3-5 hrs)	_____	_____	_____
Total content hours (minimum 12 semester hours)		_____	
Average GPA (minimum 3.0)			_____

Student Signature	Date	Technology Faculty Signature	Date

To be completed by the Office of Student Services & Graduate Studies

OK to add Computer/Technology Endorsement to _____ Ohio license

Final Clearance _____
Initials/Date

Current Teaching License Attached _____
Initials/Date

Technology Endorsement Program Sheet

Student's Name: _____ OSU email: _____

The endorsement consists of four courses. An instructor who will be available to answer student questions, facilitate student interactions, and assess student work will support each course. The instructor will hold regular synchronous office hours and facilitate a regular synchronous session between the students. Guest lecturers will be invited to help students with specific projects. Students are expected to complete the four Technology courses listed below with an overall 3.0 GPA and at least a "C" in each course. *Unless otherwise approved by faculty, all coursework must be completed within five years of applying for the Technology Endorsement.*

The four courses cover all the ISTE Technology Leadership standards within the following topics:

- **Course 1 – EDUPL 671: Computer Applications in Education** (Foundations; Technology Self Assessment; History of Technology in the Schools; Instructional Design; Legal, Ethical and Human Issues; Technology and Students with Special Needs)
- **Course 2 – EDUPL 895: Fundamentals of Instructional Materials and Media** (Infrastructure and Integration; Integration and Assessment; Design the Computer Infrastructure for a School;)
- **Course 3 – EDUPL 707: Educational Technology Leadership and Supervision** (Research on Professional Development; Safe Use of Computers; Ethical Use of Computers; District Technology Implementation;)
- **Course 4 – EDUPL 889: Practicum in Instructional Design and Technology** (Conference Presentation; Refine and Present Electronic Portfolio)

Required:

		<u>Qtr/Yr</u>	<u>Hours</u>	<u>Grade</u>
EDUPL 671	Computer Applications in Education (4 hrs)	_____	_____	_____
EDUPL 895	Fundamentals of Instructional Material and Media (3 hrs)	_____	_____	_____
EDUPL 707	Educational Technology Leadership and Supervision (3 hrs)	_____	_____	_____
EDUPL 889	Practicum in Instructional Design and Technology (3-5 hrs)	_____	_____	_____
Total content hours (minimum 15 quarter hours)			_____	
Average GPA (minimum 3.0)				_____

Student Signature	Date	Technology Faculty Signature	Date
--------------------------	-------------	-------------------------------------	-------------

To be completed by the Office of Student Services & Graduate Studies

OK to add Computer/Technology Endorsement to _____ **Ohio license**

Final Clearance		Current Teaching License Attached
Initials/Date		Initials/Date