



Portland State  
UNIVERSITY

*MA/MS in Education:  
Educational Policy, Foundations  
& Administrative Studies*

## **Educational Leadership**

*A specialty for those interested in developing skills in several leadership areas.*

Portland State University  
Graduate School of Education  
EPFA Department  
PO Box 751  
Portland, OR 97207

[www.pdx.edu/epfa](http://www.pdx.edu/epfa)

**November 2007**

## **EQUAL OPPORTUNITY**

PSU supports equal opportunity in admissions, education, and use of facilities by prohibiting discrimination in those areas based on age, color, disability, gender, marital status, national origin, religion and sexual orientation. This policy implements state and federal law (including Title IX), and inquiries about it should be directed to the Affirmative Action Office, 122 Cramer Hall. A major goal of this program is to provide a diverse pool of qualified applicants for administrative positions in Oregon. Minorities and women are strongly encouraged to apply.

### **Retention of Student Documents**

All documents submitted to PSU become the property of the University and may not be copied or returned to a student. Transcripts from other institutions cannot be copied. (PSU Bulletin 2006-2007 p. 49)

**Master of Arts or Master of Science in Education:  
Educational Policy, Foundations and Administrative Studies  
Specialization: Educational Leadership**

The Department of Educational Policy, Foundations and Administrative Studies (EPFA) offers the MS or MA\* in Education degree with a specialization in Educational Leadership.

*\* The Master of Arts degree requires proficiency in a foreign language. The Department of Foreign Languages and Literatures administers the Master of Arts language examination taken any time prior to one's final term 503-725-3522.*

**Educational Leadership Program Offerings**

The program serves those who wish to have different levels and knowledge in fields within a variety of Leadership positions. Students work with a faculty advisor to develop a program that best fits their situation, choose from six different themes of concentration:

- Educational Foundations
- Educational Policy Analysis
- Educational Research, Evaluation, and Staff Development
- Leadership Studies

**Educational Leadership Curriculum**

Students work with a faculty advisor to develop a **45-credit program** that includes the *EPFA Professional Studies Core* (16 credits), *Thematic Specialization* (20-22 credits), *Electives* (7-9 credits), and *Culminating Experience* (2 credits). Students have considerable flexibility in shaping their thematic specialization and elective course work.

**Professional Studies Core **16 credits required****

Students may complete the professional studies core at any point in their program. **However, it is recommended that students complete the professional core courses, as soon as possible.**

- **Foundations of Education** **4 credits**  
EPFA 551 Social Foundations of Education  
**OR**  
EPFA 554 Philosophy of Education
  
- **Research and Evaluation** **4 credits**  
EPFA 511 Principles of Educational Research and Data Analysis I
  
- **Organizational Systems** **4 credits**  
EPFA 568 Educational Organization and Administration
  
- **Adult Development** **4 credits**  
EPFA 520 Developmental Perspectives on Adult Learning

## Thematic Specializations

**20-28 credits**

The Thematic Specializations are to serve as a learning guide in assisting students with focusing and developing their program. **They are not intended to be prescriptive.** As such, working with their advisor students may choose one theme or combine courses from a variety of themes.

- **EDUCATIONAL FOUNDATIONS THEME**

Students interested in exploring the roots of educational thoughts and practices, and the effects of institutionalized education on individuals, society, and the environment. This theme explores competing concepts of formal education from the view points of philosophy, history, sociology, economics, culture, anthropology and politics.

EPFA 551	Social Foundations of Education	(4)
EPFA 552	History of Education	(3)
EPFA 553	History of American Education	(4)
EPFA 554	Philosophy of Education	(4)
EPFA 555	Gender and Education	(4)
EPFA 556	The Urban School and “At-Risk” Status	(4)
EPFA 557	Cultural Pluralism and Urban Education	(4)

- **EDUCATIONAL POLICY ANALYSIS THEME**

Students interested in studying a particular educational policy or policy issue in depth while under the guidance of a faculty mentor who works closely with the student in planning a combination of readings and field research projects to accomplish the student’s learning objectives.

EPFA 505	Reading and Conference: <i>individual readings arranged with a sponsoring faculty mentor</i>	6 maximum
EPFA 506	Projects: <i>individual projects arranged with a sponsoring faculty mentor</i>	6 maximum
EPFA 569*	Introduction to Educational Administration	(4)
EPFA 581	U.S. and Oregon School Law and Policy	(4)

\*Required course

The policy sequence offered by Urban Studies and Planning is recommended as an area of elective studies: USP 560 Policy Process (3), USP 561 Policy Analysis: Theoretical Foundations (3), USP 562 Policy Implementation (3) and USP 563 Program Evaluation (3).

- **EDUCATIONAL RESEARCH, EVALUATION AND STAFF DEVELOPMENT THEME**

Students interested in developing a career in educational research, assessment, program evaluation and/or staff development in K-12 schools and institutional research in postsecondary institutions.

EPFA 512***	Principles of Ed. Research and Data Analysis II	(4)
EPFA 513*	Adv. Research Designs & Data Analysis in Education	(4)
EPFA 514***	Educational Measurement and Assessment	(4)
EPFA 515	Program Evaluation	(4)
EPFA 521**	Adult Learning	(4)
EPFA 522	Motivating Adult Learners	(4)
EPFA 523	Assessing Adult Learning	(4)
EPFA 560	Supervision and Evaluation of Instruction	(4)
EPFA 561**	Staff Development: Planning, Implementation and Evaluation	(4)

\*Recommended for Research and Evaluation

\*\*Recommended for Staff Development

\*\*\*Recommended for both

- **LEADERSHIP STUDIES THEME**

Students interested in educational leadership, but are not specifically interested in obtaining an administrative license. It provides a solid foundation for understanding educational organizations and developing leadership skills that are valuable in various educational settings.

EPFA 569*	Introduction to Educational Administration	(4)
EPFA 551	Social Foundations of Education	(4)
EPFA 554	Philosophy of Education	(4)
EPFA 557	Cultural Pluralism and Urban Education	(4)
EPFA 560	Supervision and Evaluation of Instruction	(4)
EPFA 562	School and Community Relations	(4)
EPFA 563	Human Relations in Educational Organizations	(4)
EPFA 564	Administration of Curriculum	(4)
EPFA 581	U.S. and Oregon School Law and Policy	(4)

\*Required course

## **Electives**

**9 credit maximum**

Elective credits should be related to the student's overall program and selected in collaboration with an advisor. Students may enroll in graduate-level courses from the Graduate School of Education or other departments within Portland State University. Students may also engage in independent study.

## **Culminating Experience**

**2 credit minimum**

Candidates for the Master's degree with a specialization in Educational Leadership must select, in consultation with their faculty adviser, one of two culminating experiences: *Thesis or Culminating Project*.

- The Thesis option requires enrollment in 6-9 credits of EPFA 503: Thesis. The thesis is likely to require 2-3 quarters of additional work before completion of the program. Thesis also requires the appointment of a 3-member thesis committee, 2 from the EPFA department and one member appointed from the Office of Graduate Studies. Visit the Office of Graduate Studies website for Thesis guidelines, <http://www.gsr.pdx.edu/ogs.html>.

Master's thesis is an opportunity for students to engage in:

- critical analysis of the theme of his/her study
  - review of literature on the topic
  - collaborative ethnographic research with a community partner
- A Culminating Project is a project-based experience that might include a comprehensive report on students' engagement in an applied project such as development of curriculum, instructional materials, video documentary, and collaborative work in the community or a community appraisal. The nature, content and the depth of the culminating project will be decided by the student in consultation with the faculty advisor. The Culminating Project requires enrollment in EPFA 506: Culminating Project during the term in which the student plans to present the Final project.

## Other Programmatic Information

- Students may enroll in courses prior to formal admission into the program. However, students are limited to a 15 credit maximum of pre-admission credits, which are defined as credits taken at any institution, including PSU before the term of formal admission.
- A maximum of 15 credit hours may be transfer hours, which are defined as credits at any institution other than Portland State University. Courses with grades lower than a “B” and those taken for “Pass” are not transferable into the program.
- No credits over 7 years old at the time of graduation can be counted in your program.
- Students must maintain a GPA of 3.00 or better to remain in good academic standing. No more than four credits of “C” are allowed.
- All coursework applied toward the master’s degree must be letter-graded. Thesis and comprehensive examination credits are offer as P/NP only.
- **It is a University requirement that students register and pay for at least one credit in the term they are admitted. Failure to do so will cancel your admission.** Please advise the department secretary if there is a change of term for which you intend to begin classes. If there is a change **after** admission, you must notify the department secretary **and** the Office of Admissions.
- International students must have an official TOEFL score report sent directly to PSU Office of Admission from the Educational Testing Service (ETS). The minimum acceptable score is 575.  
**Mail report to:** PSU, Office of Admissions and Records, P.O. Box 751, Portland, OR 97207
- A personal statement describing your career goals and accomplishments; special experiences, background, skills, and abilities should be noted. Specifically, what would you both gain from and contribute to the program.

## **When to Apply**

Application materials including transcripts, letters of recommendation, personal statement, etc., should be received by the deadlines noted below. A timely admission decision cannot be guaranteed for incomplete applications. However, since the program reviews applications continuously, students should apply as soon as possible even if they missed the original deadline.

<i>Quarter</i>	<i>Priority Application Deadline</i>
WINTER 2008	November 30, 2007
SPRING 2008	March 1, 2008
SUMMER 2008	May 22, 2008
FALL 2008	August 25, 2008

Questions about the admission process or about the status of the EPFA Department application should be directed to the Admissions Assistant, 503-725-4633; questions regarding University admission should be directed to the Office of Admissions and Records, 503-725-3511.

## **Program Faculty**

Ramin Farahmandpur, Ph.D.  
503-725-8271                      rfp@pdx.edu  
Dae Kim, Ph.D.  
503-725-5408                      yeop@pdx.edu  
Michael Smith, Ph.D.  
503-725-9722                      mjsmith@pdx.edu  
Dilafuz Williams, Ph.D.  
503-725-4676                      williamsdi@pdx.edu

## **Advising**

*To schedule an appointment with a faculty advisor, please call the Graduate School of Education receptionist, 1-800-547-8887 ext. 4619 or 725-4619.*

# Admission Requirements

Department  
Application Form

Goal Statement  
*\* see Programmatic  
Information for instructions*

Current Resume

University  
Application Form  
*Available on the EPFA website*

\$50 non-refundable  
Application Fee:  
Portland State University

One **official** transcript  
from each college  
*(except PSU)*

## Two Letters of Recommendation

1. In what capacity have you known this candidate and for how long?
2. What are the candidate's qualifications and capabilities for success in a master's degree program?
3. How would you assess the candidate's interpersonal skills and effectiveness in groups?
4. What specific indicators can you share about the candidate's potential for success as a graduate student?
5. What type of leadership positions do you expect this candidate to be capable of assuming in future?  
On what basis is this judgement made?

Send **ALL** documents to:  
Portland State University  
Graduate School of Education  
EPFA Department  
P.O. Box 751  
Portland, OR 97207

**APPLICATION FOR MA/MS: EDUCATION**  
*Specialty in Educational Leadership*

Degree: MS \_\_\_\_\_ MA \_\_\_\_\_  
(The MA requires proficiency in a foreign language)

TOEFL Score \_\_\_\_\_  
Paper or Computer based? \_\_\_\_\_

**Quarter you will begin courses** \_\_\_\_\_

Name \_\_\_\_\_ Previous Names (If applicable): \_\_\_\_\_

SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ PSU ID# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Number and Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

Ethnicity (optional)		
____ Asian	____ Black, African American/Non-Hispanic	____ White/Caucasian
____ Hispanic	____ Native American	____ Non-resident International
_____ Other		

<u>Colleges/Universities Attended</u>	<u>Dates</u>	<u>Major</u>	<u>Degree</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Professional Experience** (Begin with most recent, list years.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other Work Experience**

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**References**

Request two detailed letters of reference from individuals who can speak to your potential—see flow chart for specific instructions. *Have the letters mailed directly to the EPFA Department.* List names, addresses and telephone numbers of the two references from which letters have been requested.

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

**Send ALL documents to:**

Portland State University  
Graduate School of Education  
EPFA Department  
P.O. Box 751  
Portland, OR 97207

**EPFA Contact Information**

**FAX** 503-725-3200  
**TOLL FREE** (800) 547-8887 ext 4716  
**DEPARTMENT EMAIL** epfa@pdx.edu  
Department Secretary (503) 725-4716  
Admissions Assistant (503) 725-4633