



M.Ed. in Educational Policy and Leadership Program Handbook

Welcome

Mission Statement(s)

The Educational Policy & Leadership program is designed to develop educational leaders who understand the urban environment and the community in which schools exist. Program participants receive a firm foundation of knowledge and skills in order to meet the demands and expectations of school administrators - all within a systems approach for transforming schools within an urban community.

Purpose

The purpose of this handbook is to provide program specific information that is not found in the UNLV Graduate Catalog. Students are responsible for understanding and following the policies and procedures delineated in this document and the UNLV Graduate Catalog, as well as the NSHE Code, UNLV Bylaws, and the UNLV Student Conduct Code. Questions about policies should be directed to the Graduate College: valarie.burke@unlv.edu or gradassociatedean@unlv.edu

Department Graduate Faculty

A current listing of the graduate faculty can be found in the UNLV Graduate Catalog. For up-to-date information regarding graduate faculty status in your department, visit the [Graduate Faculty status web page](#).

Program Information

M.Ed. in Educational Leadership

Contact Information

<http://education.unlv.edu/ephe/programs/med-education-policy-leadership/>

Coordinator

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Program Requirements

Program requirements regarding admission, coursework, and culminating experience are found in the [graduate catalog](#).

Degree Program Benchmarks

Field-based, performance benchmarks include the following:

1. Field Experience (over one full academic year): ULD students will work at their school site, under the guidance of their site administrator and university supervisor, to identify a targeted group of students and provide leadership for teachers, parents, and other stakeholders to develop a plan and implement strategies directed at increasing achievement for these students.
2. Capstone Seminar & Poster Presentation: Students will complete a Capstone Seminar (ULD 780) for 2 credits and complete a poster presentation as a culminating degree experience. The poster presentation will serve as a portfolio and oral comprehensive examination. This presentation will demonstrate candidates' proficiency in meeting program standards and connecting theory to practice.

Sample Program Timeline (Please see the [Catalog](#) for official program requirements)

Professional Code of Ethics/Discipline Guidelines

UNLV Graduate College policy regarding academic integrity can be found in the [graduate catalog](#).

Annual Mandatory Individual Development Plan

Each winter break and early spring term, graduate students are required to complete the Graduate Student Individual Development Plan (IDP) form [Formerly known as the Student Annual Review]. The review covers the prior calendar year and assesses student progress, and it establishes reasonable goals for the year ahead. Faculty Advisors/Graduate Coordinators have the option to provide feedback to each students' submitted IDP and provide acknowledgement that they have reviewed the IDP. Reported student data is shared with students' graduate coordinators and advisors to foster opportunities for discussion about students' strengths and weaknesses, accomplishments and next requirements, and mentoring plans so that students know what they need to do in order to progress successfully through their programs in a timely manner. Students who are graduating are also required to complete the form to record their achievements since the data is also used to track UNLV metrics related to the annual productivity of all students Additional Program Information.

The M.Ed. in Educational Policy and Leadership meets the requirements for the Nevada Endorsement as Administrator of a School and the Nevada Endorsement as Administrator of a Program.

Program Features:

Integrated Field Experiences: Field-based experiences are central to the program, offering participants the opportunity to immediately apply course-based knowledge and skills to real-world situations. During the third and fourth semesters, aspiring educational leaders will be engaged in the real work of leading school improvement. Aspiring leaders will work at their school sites, under the guidance of their site administrators and university supervisor, to identify a targeted group of students and provide leadership for teachers, parents, and other stakeholders to develop a plan and implement strategies directed at increasing achievement for these students. In addition, aspiring leaders will participate in shadowing experiences at two schools other than their own.

Mentoring/Coaching: In addition to working with the site-based supervisor, each student will be assigned an experienced school leader who will serve as mentor and coach. UNLV is working with Clark County School District (CCSD) to identify mentors for their teachers admitted to this program. In addition, UNLV and CCSD are working together regarding additional leadership development for program participants relative to the specific district requirements of leadership. For participants employed in schools outside CCSD, university faculty will work with administrators in their schools to develop similar mentoring opportunities.

Cohort Approach: The program is designed so that students participate in a sequence of classes in which students stay together as a cohort. The cohort approach provides a system of support and network for students as well as other school and district personnel involved in the program.

Standards-Based: The specialization in educational leadership was developed based on the newly adopted Nevada Educator Performance Framework and standards for school administrators. Thus, program participants will be learning the content and skills that will be expected of their performance as entry-level school administrators and upon which they will be evaluated.

Scheduling Designed for the Working Professional: The educational leadership specialization has been designed for professionals currently employed as teachers or other school professionals. The program is designed around four modules (one per semester) starting in a spring semester with continuous course work in the subsequent summer, fall, and final spring semesters. Thus, students will complete the program in less than 18 months. Classes will be offered one evening per week and some weekends (no more than once/month). Each major course will meet for eight weeks, thus allowing students to focus on one course at a time. In addition, some one-credit courses addressing specific topics will be offered as weekend seminars.

Discipline Resources

Professional Organizations:

National Association of Secondary School Principals (<http://www.nassp.org/>)

National Association of Elementary School Principals(<http://www.naesp.org/>)

American Association of School Administrators (<http://www.aasa.org/>)
Association for Middle Level Education (<http://www.amle.org/>)
Association for Supervision and Curriculum Development (<http://www.ascd.org/>) Learning
Forward: The Professional Learning Organization (<http://learningforward.org/>) University
Council of Educational Administration (<http://www.ucea.org/>)

Journals:

Educational Administration Quarterly
Journal of School Leadership
Journal of Cases in Educational Leadership
Journal of Research on Leadership Education

Style Sheet:

Publication Manual of the American Psychological Association (APA), 6th edition.

University Resources

Leadership and Professional Development Academy

The goal of the Professional Development Academy is to serve as a virtual resource providing support and many professional opportunities to UNLV graduate students. The Academy offers information about events and services such as graduate certificate programs, workshops, training sessions and career services. You can follow Academy activities via social media or look for regular updates on the website.

Academic Success Center

The goal of the Academic Success Center is to help students do well academically and complete their studies on time. They offer or will refer you to such programs and resources as tutoring, advising, skills testing, career exploration and more. They guide students every step of the way to the many established resources created to ensure they complete their educational goals. Learn more about the programs and services the center currently offers.

Alumni Association

With an alumni base 120,000 strong, the UNLV Alumni Association offers a variety of services and opportunities in support of alumni and their families. UNLV alumni are encouraged to support the values of higher learning through advocacy, involvement, and giving.

Commencement Office

Located in the UNLV Office of the Registrar, the commencement office is the last step in the graduation process. Please check with the commencement office for information on the commencement ceremony and your diploma; for all other information about graduate student degree completion and graduation, including thesis/dissertation requirements and doctoral hooding, please contact the Graduate College. It is the students' responsibility to ensure they apply for [graduation on time](#) and submit all required forms to the Graduate College. Questions regarding thesis/dissertation should be directed to the Graduate College [Student Services Team](#) and questions regarding required forms should be directed to the Graduate College [RPC Team](#)

Office of Diversity Initiatives

The vision of the Office of Diversity Initiatives is to advocate, promote, and support the advancement of equity, inclusiveness, and empowerment of a continuously changing collegiate and global community. The mission of the Office of Diversity Initiatives is to provide leadership and support for UNLV's diversity mission: *to nurture equity, diversity, and inclusiveness that promotes respect, support, and empowerment*. This Office also handles UNLV Title IX questions, inquiries, and reporting.

Disability Resource Center (DRC)

The DRC is committed to supporting students with disabilities at UNLV through the appropriate use of advocacy, accommodations, and supportive services to ensure access to campus courses, services, and activities. The DRC is the university-designated office that determines and facilitates reasonable accommodations in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the

Rehabilitation Act of 1973. Graduate students with disabilities must disclose to the DRC to receive appropriate accommodations.

Office of International Student and Scholars

International Students and Scholars (ISS) ensures compliance with both SEVIS (Student and Exchange Visitor Information System) and federal law, so that the university can continue to be authorized by the U.S. federal government to enroll international students; host and hire international scholars; assist and advise employment eligibility and authorization relating to international students and scholars, and visa, travel, and immigration issues; provide critical and specialized services to the international students and scholars of the UNLV community; and facilitate their transition to the campus and the U.S.

Jean Nidetch Women's Center

The Jean Nidetch Women's Center is committed to creating a supportive and inclusive environment for all genders through programming, services, and advocacy for the UNLV community. The Women's Center has informational resources, brochures, and flyers for a variety of on and off campus organizations to help empower and protect yourself and learn about your options. They also provide free tampons, pads, and condoms.

The Intersection

The Intersection is a one-stop resource for UNLV's highly diverse student body — a comprehensive multicultural center grounded in the academic life of our students. As an intersecting campus resource, the Intersection helps ensure students, particularly first-generation and students of color, successfully navigate their academic careers. Here, all members of campus can discuss their differences, discover their similarities, and build a shared sense of belonging.

UNLV Libraries

UNLV Libraries has always been more than books; they are about encouraging students and creating quality programs that elevate growth and learning. Please visit their website for important information about the services they offer to graduate students.

Graduate & Professional Student Association (GPSA)

The Graduate & Professional Student Association serves all currently enrolled University of Nevada, Las Vegas graduate and professional students. The GPSA maintains the Graduate Student Commons located in the Lied Library room 2141 and Gateway Building PDAC Room. The facility a working office equipped with a copier, fax, flatbed scanners, color laser printer, office supplies, and computers with printers and a small kitchen area. The GPSA is the graduate student governance body at UNLV; the GPSA Council consists of one graduate student representative from each graduate department, and they meet monthly. The GPSA also provides volunteer opportunities, sponsors social events, and supports graduate student research through the graduate research and travel grants program.

Office of Student Conduct

The Office of Student Conduct is a student-centered, service-oriented office located within the Division of Student Affairs. The Office of Student Conduct collaborates with the UNLV community to provide an inclusive system through enforcement of the *UNLV Student Code of Conduct* by:

- Promoting awareness of student rights and responsibilities.
- Establishing accountability for student choices.
- Creating opportunities for involvement in the process; and
- Striving to uphold the values and ethics that advance the common good.

Military and Veteran Services Center

The Military and Veteran Service Center is staffed with veterans and GI Bill-experienced staff to assist more than 1,000 veterans, dependents, active-duty service members, National Guard members, and reservists. Their mission is to develop a welcoming, veteran-friendly campus environment that fosters academic and personal success.

[The Financial Aid & Scholarships Office](#)

The Financial Aid & Scholarships Office supports higher-education access and persistence by providing financial aid to eligible students. The office partners with student organizations, the UNLV Foundation, the Graduate College, and other external constituents to provide financial aid learning opportunities and scholarship support for graduate students.

[Writing Center](#)

This is a free service to UNLV students to help you with any writing project, from papers to creative writing, to resumes, and we can work with you at any stage of the writing process. The center can help you brainstorm, make an outline, work on your drafts, or just be a soundboard for your ideas. The center staff can assist you in person, or via the Online Writing Lab (OWL) page.

University Policies and Procedures

Graduate students are responsible for knowing and acting in accordance with UNLV Policies and Procedures. To view the most commonly referenced campus policies and procedures, you can refer to the [Graduate Student Handbook](#), and following websites:

- [Academic Integrity](#)
- [Activation for Military Service](#)
- [Change of Address](#)
- [FERPA/Privacy Rights](#)
- [Health Insurance - Mandatory](#)
- [Jean Clery Campus Safety and Security Report](#)
- [Proof of Immunization](#)
- [Policies and Procedures on the Protection of Research Subjects](#)
- [Rebelmail Policy](#)
- [Student Conduct Code](#)
- [Student Computer Use Policy](#)
- [Title IX](#)

UNLV does not discriminate in its employment practices or in its educational programs or activities, including admissions, on the basis of sex/gender pursuant to Title IX, or on the basis of any other legally protected category as is set forth in NSHE Handbook Title 4, Chapter 8, Section 13. Reports of discriminatory misconduct, questions regarding Title IX, and/or concerns about noncompliance with Title IX or any other anti-discrimination laws or policies should be directed to UNLV's Title IX Coordinator Michelle Sposito.

The Title IX Coordinator can be reached through the online reporting form at [Title IX Reporting Form](#), by email at titleixcoordinator@unlv.edu, by phone at (702) 895-4055, by mail at 4505 S. Maryland Parkway, Box 451062, Las Vegas, NV, 89154-1062, or in person at Frank and Estella Beam Hall (BEH), Room 555.

To ensure compliance with Graduate College policies and procedures, please review the relevant sections of the [Graduate Student Handbook](#):

- [Academic Calendar](#)
- [Academic Policies](#)
- [Admission and Registration Information](#)
- [Progression and Completion Policies \(listed alphabetically\)](#)

In addition, the [Graduate College website](#) contains additional information regarding policies and procedures.

Nothing in this handbook supersedes any NSHE, UNLV, or Graduate College policy.

Handbook Information

Last revised	Revised by	Changes summary
Mar 22, 2022	Miguel Gonzales	Contact Information