

**Certificate of Advanced Study: School Building Leadership  
PROGRAM REQUIREMENTS**

<b>Requirements</b>	<b>Credit Hours</b>
<b>Courses (24 credits)</b>	
EDU 614 Principles of School Administration and Leadership	3
EDU 615 School Building Leader	3
EDU 616 Supervision I: Theory and Practice	3
EDU 617 Supervision II: Supervision to Improve Instruction	3
EDU 620 Public School Finance	3
EDU 624 Contemporary Problems in School Leadership	3
EDU 626 Public School Law	3
EDU 630 Creating Safe and Productive Schools	3
<b>Internships (6 credits) (+600 clock hours internship)</b>	
EDU 618 Internship I: Educational Leadership	3
EDU 619 Internship II: Educational Leadership	3
<b>Exit Total credit hours</b>	<b>30</b>
Portfolio Review	
Oral Examination	
NYSTE Exams	

It is the candidate's responsibility to be aware of program transition points with their required grades for passing (a grade of B or higher).

First transition: Advancement to the Internship: successful completion of the four core courses (EDU 614, 615, 616, 617) and an additional three credit course in school building leadership (one of EDU 620, 624, 626, or 630).

Second transition: Internship Proposal Approved: completion of EDU 618 and 619 including mentor evaluations and portfolio review.

Graduation Audit includes completion of 30 credit hours as noted above and successful completion of the oral examination. Successful completion of the New York State School Building Leader Exam is required to receive NYS SBL Certification.

**Two year Completion**

**Fall 1 (2x3=6)**

EDU 614 Principles of School  
Administration and Leadership

EDU 615 School Building Leader

**Summer 1 (1x3=3)**

EDU 620 Public School Finance

**Fall 2 (2x3=6)**

EDU 618 Internship I: Educational  
Leadership

EDU 626 Public School Law

**Spring 1 (2x3=6)**

EDU 616 Supervision I: Theory and  
Practice

EDU 617 Supervision II: Supervision to  
Improve Instruction

**Summer 2 (year 1) (1x3=3)**

EDU 624 Contemporary Problems in  
School Leadership

**Spring 2 (2x3=6)**

EDU 619 Internship II: Educational  
Leadership

EDU 630 Creating Safe & Productive Schools