

Administrative/Supervisory Concentration, Cert

Department: School of Teacher Education and Leadership

College: Emma Eccles Jones College of Education & Human Services

Overview

About This Degree

The Administrative/Supervisory Concentration program is designed to prepare prospective educational leaders to fulfill leadership responsibilities by providing a knowledge base in four areas: leadership, management, special education, and internship experiences. The program has been designed to conform to both the certification requirements adopted by the Utah State Board of Education and the Educational Leadership Policy Standards. Coursework in the concentration program satisfies the requirements for the Administrative License Area of Concentration, which most Utah school districts require when hiring an administrator or supervisor at any level.

Students who already have a master's degree complete eight courses plus an internship, while students without a master's degree can complete the program in conjunction with an [MEd in instructional leadership](#).

Career Options

This program prepares students for careers as supervisors and administrators in school systems.

What it takes

Admissions Requirements

Applicants must meet the following requirements:

- Hold, or be eligible to hold, a Utah Professional Educator Level II license or an equivalent certificate approved by the Utah State Board of Education.
- Meet the admission standards for acceptance to an approved graduate program at Utah State University.
- Be admitted to an approved master's degree program or have completed a master's or higher academic degree from an accredited institution of higher education.
- Must have taught or functioned in a professional school-related role (teacher, school counselor, social worker, etc.) for a minimum of three years.

If the student has a master's degree and is seeking only admittance to the ASC program for licensure, they must submit the following:

- Completed ASC Program application form
- \$50 application fee
- Recent photograph of the applicant
- Copy of the applicant's current educator license
- Three letters of recommendation. One letter should be from a superintendent, one from a principal, and one from a college professor from whom you have taken a course. The letters should address qualifications and/or potential to become an administrator/supervisor in public schools.
- Transcripts from all graduate work completed at any college or university attended.
- Once accepted to the program, applicants will need to submit the readmissions application through USU Undergraduate Admissions, not the School of Graduate Studies.

If the student is seeking a master's degree as well as licensure:

- Complete the [online application](#)
- Pay the \$55 application fee
- Score at or above the 40th percentile on the GRE or MAT
- GPA of 3.0 or higher during most recent 60 semester hours
- Provide curriculum vita or resume
- Provide letter of intent
- Provide transcripts of all undergraduate and graduate credits
- Provide three contacts for letters of recommendation
- Completed ASC Program application form

- \$50 application fee
- Recent photograph of the applicant
- Copy of the applicant's current educator license
- International students have [additional admissions requirements](#).

Admissions Deadlines

The program has the following deadlines:

- Summer semester – March 1
- Fall semester – May 1
- Spring semester – October 1

Financial Assistance

Students who are obtaining the certificate in addition to a master's degree at USU are eligible for financial assistance through their graduate program.

A variety of funding opportunities are available to graduate students, including [fellowships](#), [scholarships](#), [assistantships](#), [tuition awards](#), and [travel support](#). Additionally, students may be eligible for subsidized [health insurance](#) through qualifying assistantships.

Program Requirements

[Click here](#) to see course requirements for the **Certificate (G)**.

In addition to coursework, all students must complete an internship in a school setting with a total of 450 hours.

Contact

Advisor(s)

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Get Involved