

THE DEPARTMENT OF EDUCATION LEADERSHIP, HIGHER EDUCATION AND  
INTERNATIONAL EDUCATION, UNIVERSITY OF MARYLAND, COLLEGE PARK

FROSTBURG STATE UNIVERSITY, COLLEGE OF EDUCATION

THE UNIVERSITY SYSTEM OF MARYLAND AT HAGERSTOWN



**Maryland Program**  
*for*  
**Excellence in**  
**Leadership**  
(MPEL)



COLLEGE OF  
EDUCATION



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## **WELCOME TO THE MPEL DOCTORAL PROGRAM**

### **A Message from the Program Partners**

The Maryland Program for Excellence and Leadership is offered through a partnership among the University of Maryland at College Park's Department of Education Leadership, Higher Education and International Education, The College of Education at Frostburg State University and the University System of Maryland at Hagerstown. We are excited to offer participants this unique opportunity to be part of a program designed to prepare exemplary educational leaders with the ability to integrate theory and practice to achieve success in educating young people.

We encourage participants to partner with us in this endeavor to develop conceptual understandings and professional skills, not as teacher and pupil, but rather as mentor and apprentice – all learners at different stages of our careers. We take seriously our obligation to participants, with the ultimate objective of helping you to earn a doctoral degree.

### **A Message from University of Maryland at College Park's Department of Education Leadership, Higher Education and International Education,:**

We appreciate your interest in this exciting initiative. The MPEL program seeks to develop researchers and scholar practitioners interested in educational leadership, change in educational organizations and policy analysis.

This programmatic aim is consistent with the mission of the Department of Education Leadership, Higher Education and International Education (EDHI) which is to prepare leaders, policy analysts, scholars, administrators, and researchers to improve education within a wide range of settings, formal and non-formal, public and private, and across local, state, regional, national, and international contexts. The goals of the EDHI Department include:

- Conducting theoretically sound practice and research.
- Preparing leaders who can shape and implement policy, lead organizations, and create, direct, and evaluate intervention programs effectively.
- Preparing leaders to meet newly arising challenges at the local, national and international levels.

We look forward to working with and supporting you as you work toward earning your doctoral degree. Again, thank you for your interest in the EDHI Department and in the MPEL program.

### **A Message from the College of Education at Frostburg State University:**

The faculty and staff of the College of Education at FSU are pleased to be partnering with the University of Maryland at College Park's Department of Education Leadership, Higher Education and International Education to bring a high quality

doctoral program to Western Maryland. This doctoral degree will provide many PreK-12 educators serving public education in the western three counties an opportunity for unprecedented professional growth in the local area.

FSU is fully committed to contributing educational resources to this EDHI initiative in order to help you complete challenging and rewarding doctoral work. We are proud to be part of the MPEL program that will help you reach a new level of professional development in educational leadership.

**A Message from the University System of Maryland at Hagerstown:**

The University System of Maryland at Hagerstown (USMH) is the newest regional higher education center in the state. We currently host 21 graduate and undergraduate academic programs, offered by 5 institutions from within the University System of Maryland (USM). The education doctorate program, offered in partnership with the University of Maryland, College Park and Frostburg State University is our latest initiative.

USMH opened its doors in January of 2005. We are conveniently located at 32 West Washington Street in downtown Hagerstown, in close proximity to a parking deck, restaurants and shopping. The 76,000 square foot, state-of-the art facility houses classrooms, computer labs, distance education rooms, nursing labs, and a library media center. Wireless network access is available throughout the building.

We are extremely pleased to be a partner in this exciting new venture. The staff at USMH look forward to meeting with you and providing information to any of the questions you may have.

## VOICES OF CURRENT DOCTORAL STUDENTS

Here is some of what current students had to say about the Ed.D. program:

“I have thoroughly enjoyed being a member of the University of MD Ed.D. cohort program. My colleagues and I have worked together, leaned on one another, supported one another, and grew to appreciate one another's perspectives, interests, and experiences. The Coursework has been relevant and purposeful, with readings, projects, and discussions that were beneficial to all of us as we studied leadership in the field of education.”

“My experience being in the Ed.D. program has been wonderful. Being part of a cohort is truly beneficial and the cohort members have become my second family. We have also had some of the most knowledgeable and experienced professors. The professors go above and beyond and personally care about our education and success. I communicate with former professors on a regular basis and they have been instrumental with my progress thus far. I highly recommend the cohort Ed.D program!”

“A cohort experience with qualified, personable teachers and courses practical to my field of interest has created a solid educational, family-like experience for me. The Ed.D program at the University of Maryland has been advantageous and I look forward to sharing my knowledge with others!”

“Participating in a doctoral program has been a rewarding and exciting experience for me. Meeting weekly for classes and studying with my cohort was very beneficial. The task of writing a dissertation is monumental, however, working with the members of my committee, propelled me to a higher level of scholarly writing for successful completion.”

## OVERVIEW OF THE ED.D. PROGRAM

The Ed.D is designed to prepare educators for major leadership positions. The program is consistent with the standards of the National Policy Board for Educational Administrators (NPBEA), the National Council for Accreditation for Teacher Education (NCATE), and the Maryland State Department of Education (MSDE). Graduates of the program are eligible to apply for superintendent certification in the state of Maryland.

Designed in conjunction with education leaders, including superintendents in Maryland, the program consists of formal coursework, performance assessments, a comprehensive examination, and a dissertation. The program is offered in cohorts and structured to enable students to complete course requirements in four years. Each of the program components is briefly described below.

- **Formal Coursework.** Students will take a minimum of 30 credits hours in courses that focus on aspects of leadership and policy that are most relevant to the improvement of instruction in schools. In addition, students will take a minimum of 9 credit hours in research and analytic methods, a minimum of 6 credits hours in internship/practica, and a minimum of 12 credit hours in dissertation research. Work in these areas is intended to enable students to improve their capacity to collect and analyze data to apply theory and research to practice and to engage in independent research on topics of particular interest to them.
- **Performance Assessments.** The program requires students to demonstrate proficiency in areas defined by the profession and specified in NCATE standards. You will be given information regarding the standards that have to be addressed as well as the procedures for documenting how your coursework, internship and internship/practica may fulfill the performance requirements of the program. This portion of the program will be monitored by the program coordinator.
- **Comprehensive Examination.** The comprehensive exam is designed by faculty to help students progress toward their dissertations. The comprehensive exam will require you to integrate information from courses and independent readings that you and your advisor have identified as critical to the development of your dissertation.
- **Doctoral Dissertation.** You will develop a theoretically anchored, carefully designed study of an important topic in education. You will work with your advisor to identify areas of special interest and to develop a proposal of study. You will work with your advisor and doctoral dissertation committee to complete this study.

## SUMMARY OF MINIMUM CREDIT REQUIREMENTS FOR THE ED.D PROGRAM

*The following minimum credit hour requirements are listed below by areas of concentration. The sequence of these courses will be provided at the outset of the program.*

### Core Courses:

30 credits

Examples:

EDHI 614	Politics of Education
EDHI 621	Policy/Program Evaluation and Organizational Improvement
EDHI 643	Management of Human Resources in Education
EDHI 646	Leading Instructional Excellence
EDHI 647	Context for Teaching and Learning
EDHI 670	Learning Communities
EDHI 742	Leadership, Law and Ethics
EDHI 744	Decision-Making and Organizational Change
EDHI 766	Educational Indicators and Productivity
EDHI 767	Seminar in School District Leadership

### Research and Analytic Methods:

9 credits minimum

EDHI 672	Modes of Inquiry in Education Research (or equivalent)
EDHI 701	Applied Research/Data Based Decision-Making (or equivalent)
EDHI 702	Advanced Seminar in Research Methods (or equivalent)

### Internship/ Practica:

6 credits minimum

EDHI 889	Internship in Education
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### Doctoral Dissertation:

12 credits minimum

\*EDHI 899 Doctoral Dissertation Research

### **TOTAL CREDITS BEYOND A MASTER'S DEGREE:**

57 credits minimum

**Notes:** \*Each Fall and Spring semester after a student has advanced to Candidacy, the Registrar will automatically register the student for 6 credits of 899. Registration for 899 will grant a student full time status and will meet the university's requirement for doctoral candidates to be continuously registered.

Administrator I Certification is not a requirement for admission to this program but it is a requirement for completion if the candidate will be pursuing Superintendent Certification.

## ADMISSION REQUIREMENTS

The following steps are required to apply for admission to the Ed.D. program:

- Complete the **Online Application for Admission**, including payment of the **non-refundable** application processing fee. To access the online application, visit: <http://www.education.umd.edu/EDHI/prstudents/howtoapply.html>
- **Mail official transcripts** from each college or university previously attended to the following address:

University of Maryland College Park,  
Enrollment Services Operations,  
Application for Graduate Admission,  
Rm 0130, Mitchell Building,  
College Park, MD 20742-5121

*Note: Applicants who have graduated from or taken coursework at any University System of Maryland campus other than the University of Maryland, College Park, must supply transcripts. Course work taken at the University of Maryland, College Park, will be retrieved automatically by the Graduate School.*

- The following Supplemental Application Materials must also be submitted:
  - **Three Letters of Recommendation.** These letters should address the following areas: (a) capacity for conducting rigorous graduate study (at least two of your letters should address this area), (b) capacity to provide education leadership, and (c) commitment to addressing the problems and promise of education.
  - **Professional Statement.** In this 3-page statement, applicants should identify professional goals, including career objectives, highlight professional accomplishments and discuss how their professional interests align with the Ed.D. program.
  - **An analytic writing sample.** In this 3-page analytic essay, applicants should identify one critical issue facing education leaders. Applicants should state their position on this issue and build an argument supported by evidence from relevant professional literatures.
  - **Professional Resume or Curriculum Vitae.** Applicants should submit a resume or curriculum vitae that provides a full educational and employment history.
  - **Note:** GRE or MAT scores are not required.

## FREQUENTLY ASKED QUESTIONS

### **Do I need a Master's degree to apply to this program?**

Yes, a Master's degree in Education, or related area, is required.

### **Do I need to have Administrator I certification to apply?**

No. MSDE Administrator I certification is not a requirement for admission to the program, but it is a requirement for graduation from the Ed.D. program. The course credits for MSDE Administrator I certification can be completed concurrently at the University of Maryland or other accredited institutions. Students who enter the program without MSDE Administrator I certification may find that completing these courses increases the length of time it takes to complete the Ed.D. program.

### **What is the application fee?**

Applicants are assessed a \$60 **non-refundable** application processing fee by the UMCP Graduate School.

### **What is the current tuition rate?**

As of fall 2009 tuition for in-state students is \$444 per credit hour; the rate for out-of-state students is \$958 per credit hour.

### **How do I pay for my tuition?**

You may pay by credit card (Master, Visa, Discover). You can access your bill in person or on-line at <http://testudo.umd.edu>

### **What financial assistance is available to students in this Ed.D program?**

You may be eligible for financial support from your school district or through federal or State programs. To obtain information on sources of financial aid, you are encouraged to contact the Office of Student Financial Aid in the Graduate School by calling 301-314-9000 or online at <http://www.financialaid.umd.edu/>

### **Who decides if I am admitted to this program?**

The faculty in the Organization and Leadership and Policy Studies program area (OLPS) of the Department of Education Leadership, Higher Education and International Education (EDHI) make admissions decisions. The recommendations for admission are submitted to the Dean of the Graduate School, who will communicate the University's decision to the applicant.

**Are there any immunization requirements?**

The University of Maryland requires all new students to provide documentation of measles, mumps and rubella and tetanus/diphtheria vaccination. For more information contact the University Health Center at 301-314-8184.

**Will I need a UMCP student ID card?**

Yes, if you wish to use the UMCP library or on-line catalogs and databases.

**How do I obtain a UMCP student ID card?**

After you have been admitted, the department will work with the Outreach Office in the College of Education to prepare your student ID cards.

**How do I register for courses?**

Students must register online at <http://testudo.umd.edu>

The department will give you a special code that will permit you to register for courses online. Information regarding the sequence of courses and registration procedures will be included as part of your orientation program.

**How do I obtain my grades?**

Grade reports are not mailed out to students at the end of the semester. Grades are made available to you on the web at <http://testudo.umd.edu>.

**How do I obtain an official transcript?**

Make your transcript request via the WEB (<http://testudo.umd.edu>). Transcripts will be mailed the day after your request has been received. There is no charge for transcripts.

**When will courses be offered?**

Courses will be offered during the summer, fall and spring semesters. Courses offered during the summer typically meet twice a week but may be offered more frequently based on agreement between the professor and the program participants. Courses scheduled during the fall and spring semesters typically meet once a week. Class sessions are normally three hours. Classes are offered Monday, Tuesday, Wednesday or Thursday. Exact times and locations may vary. You will be notified of specific class schedules each term.

**Since I have administrative experience, why do I have to do internship/practica?**

Internship/practica experiences are required to meet NCATE standards and are designed to be of value even to students who have prior administrative experience.

**How do I ensure that I receive all relevant correspondence about my doctoral program and departmental activities?**

You should make sure that you keep the EDHI department informed of any changes in your home or work address, telephone numbers, or email addresses. Please contact the Coordinator in the EDHI Department (2115 Benjamin Bldg) at 301-405-3590 to notify the department of any changes in your contact information. The Coordinator will relay the updated information to the program coordinator and your academic advisor. You should also update this information on Testudo (<http://testudo.umd.edu>) so that the university's information databases are kept current.

**How will I complete my internship/practica and other activities that are a part of the performance assessments when I am working as a full time administrator?**

The program coordinator will work with you and your school district to develop an appropriate internship/practica and to arrange opportunities for you to complete activities required for your performance assessments.

**Who will be my advisor?**

An EDHI faculty member will serve as your advisor. The faculty member designated as your advisor may work with you to clarify your research interests, to identify a dissertation topic, to develop your comprehensive examinations, and to assist you work to complete the program requirements. Your advisor may serve as your dissertation supervisor. However, that is not always the case. Sometimes your research interests may be more closely aligned with those of another faculty member. In those cases, you will work with your advisor to make arrangements for another faculty member to chair your dissertation.

**How often should I see my advisor?**

You should talk with your advisor at least three times a semester in person, by phone or by email. We recommend that you have regular conversations with your advisor for many reasons, but one of the most important is that you will be working to identify your dissertation topic early in the program.

**Can I change advisors?**

Yes. If you wish to change your advisor, talk to the Program Coordinator, who will explain the process that you should follow.

### **What are the roles of the Program Coordinator?**

The Program Coordinator is responsible for the overall direction of the program and is the initial contact for students in the program. The program coordinator schedules the courses, meets periodically with students to gather information about their experience in the program, develops internship/practica experiences, coordinates the instruction program and serves as key liaison with the school district.

### **When Are Courses Offered?**

Courses will be offered at the facilities of the University System of Maryland at Hagerstown on Monday, Tuesday, Wednesday or Thursday evenings. Courses will also be offered during the summer. Modification to this proposed schedule may be made. Course sequencing has been developed with an awareness of the work demands of the school personnel.

## FOR FURTHER INFORMATION

The program partners are committed to working together to address your concerns and to answer additional questions you may have.

### Admissions:

The Graduate School  
Lee Building  
University of Maryland  
College Park, Maryland 20742  
301-405-0376 (General Information and Admissions)  
301-314-9305 (Fax)  
E-mail [gradschool@umd.edu](mailto:gradschool@umd.edu)

Department of Education Leadership, Higher Education and International Education  
2115 Benjamin Building  
University of Maryland  
College Park, Maryland 20742  
301-405-3590 (Main Department Number)  
301-405-3590 (Clarissa Coughlin, [caa@umd.edu](mailto:caa@umd.edu), Coordinator)  
301-405-3573 (Fax)

### Program Content and Course Offerings:

Department of Education Leadership, Higher Education and International Education  
2115 Benjamin Building  
University of Maryland  
College Park, Maryland 20742  
301-405-3590 (Main Department Number)  
301-405-3580 (Dr. Carol S. Parham, [cparham@umd.edu](mailto:cparham@umd.edu), Program Coordinator)  
301-405-3567 (Dierdre Williams, [dwillia3@umd.edu](mailto:dwillia3@umd.edu), Graduate Assistant)  
301-405-3573 (Fax)

### Program Logistics (e.g. parking, directions, library access):

Erin Harman  
Director of Marketing and Public Information  
University System of Maryland at Hagerstown  
32 West Washington Street  
Hagerstown, Maryland 21740  
240-527-2728  
[eharman@hagerstown.usmd.edu](mailto:eharman@hagerstown.usmd.edu)