

## FACULTY



**Natalie Becker**, Assistant Professor  
Ph.D. University of Wisconsin,  
Madison  
Impact of schools on families,  
migrant education



**Steven T. Bossert**, Dean and  
Professor  
Ph.D., University of Chicago  
Sociology of education,  
instructional leadership,  
organizational change,  
qualitative methods.



**John S. Levin**, Professor  
Ed.D, University of British  
Columbia  
Organizational behaviors in  
higher education institutions,  
particularly in community  
colleges.



**Douglas E. Mitchell**, Professor  
Ph.D. Claremont Graduate School  
Educational Policy, Social Science  
Theory, School Politics



**Robert K. Ream**, Assistant  
Professor  
Ph.D., University of California,  
Santa Barbara  
Educational Policy, School Reform,  
Race Relations



**Jane Zykowski**, Lecturer  
Ph.D., University of California,  
Riverside  
Administration and leadership of the  
school, the superintendency, and  
organizational change



## To Contact Us

Elizabeth Reynolds  
Director, Graduate Student Affairs  
Graduate School of Education  
Univ. of California, Riverside  
1124 Sproul Hall  
Riverside, CA 92521-0128  
(951) 827-6362 or  
(951) 827-5225  
FAX: (951) 827-3942

### E-mail address

[edgrad@ucr.edu](mailto:edgrad@ucr.edu)

### Web address

[www.education.ucr.edu](http://www.education.ucr.edu)

Graduate School of  
Education

Preliminary  
Administrative  
Services  
And  
Intern  
Credentials

# Graduate School of Education

## Preliminary Administrative Services Credential and Intern

### ADMISSION

Applicants must submit formal on line application to the Graduate Division and include a statement of purpose, transcripts, copy of a valid teaching credential, CBEST verification, and three letters of recommendation, including one from a field administrator recommending potential for administration and ability to complete the UCR program.

### PROGRAM

The University of California, Riverside, Graduate School of Education, Institutional Leadership and Policy Studies has designed a 40 quarter unit course of study for the Preliminary Administrative Service Credential & Intern. This Course of study may be taken as credential preparation only or combined with the M.A. or Ph.D. in Education. The combined approach is particularly appropriate for candidates seeking to combine professional certification with a broad knowledge of school problems.

### INTRODUCTION

Introduction to Educational Administration, Management and Policy (4 quarter units)

EDUC 354A: Orientation to Educational Administration and Policy

*The University of California is a world-class institution in pursuit of quality education. The UCR Graduate School of Education Administrative Services Credential and Intern Programs are a respected part of this tradition.*

### CTC PREREQUISITE

EDUCATION 116 (or functional equivalent): The Exceptional Child

### CORE CONTENT

Direct Instruction in Seven Required Courses (28 quarter units)

EDUC 204: The School as a Social System  
EDUC 206A: Politics of Education  
EDUC 208: Legislative Action and Educational Policy  
  
EDUC 224: Organization and Administration of the School  
  
EDUC 225: School Finance  
EDUC 228: [Human Resources Administration in Education \(M.Ed. Students\)](#)  
  
EDUC 230A: Curriculum and Instruction  
EDUC 229: [Leadership in School Organization \(M.Ed. Students\)](#)  
  
EDUC 271: The School Principal: Tools for Managerial Problems  
  
EDUC 218: [Problems in Evaluation \(M.Ed. Students\)](#)

#### Functional Equivalents:

EDUC 232: Teaching Strategies  
EDUC 233: School Learning Environment  
EDUC 275: Teaching and Learning (Ph.D. only)  
EDUC 236: School and Society (Ph.D. only)

### SKILLS APPLICATION

One Required Course (4 quarter units)

EDUC 355: Fieldwork Experience in Educational Administration

### INTEGRATION

Evaluation of Candidate Competence (4 qtr units)  
EDUC 354B: Competence in School Administration and Policy

### COMPLETION

Upon successful completion of the stated requirements, the student will be recommended for the credential by the Graduate School of Education to the Commission for Teacher Credentialing. Students initiate application for the credential through the Credential Analyst. The application form must provide (1) verification of successful full-time teaching experience in public or private schools or equivalent status or three years in the fields of pupil personnel, health or library services, or a combination of the above, (2) a CBEST certificate, (3) proof of completion of the mainstreaming requirement, (4) a valid teaching credential, (5) evidence of completion of the State approved Preliminary Administrative Services Credential and Intern Program; and (6) official transcripts verifying completion of the Preliminary Administrative Services Credential and Intern Programs.

### APEAL

An appeal process questioning decisions regarding admissions, grading or recommendation for a credential is built into the program. This process begins with a written request to the Dean of the Graduate School of Education. Specific subsequent processes vary depending on the nature of the appeal. All appeal processes are administered in a manner consistent with University policy.