



MA School Administration

PROGRAM HANDBOOK

**Notre Dame de Namur University
1500 Ralston Avenue
Belmont, California 94002
www.ndnu.edu**

FOR STUDENTS AND SUPERVISORS

Handbook Signature Page

I _____ (print candidate's name)
attest that I have received an electronic copy of this handbook.

I understand that the contents of this handbook are my responsibility
to adhere to and understand.

Student Signature: _____

Date: _____

NOTE: When you have read the MA School Administration Handbook and completed this signature page, please email a copy to the Program Director and retain a copy in your personal file.

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FOREWORD

This Handbook has been compiled to serve as a guide and source of information for MA School Administration Program students. Through our exclusive partnership with San Mateo County Office of Education (SMCOE), NDNU provides an accelerated pathway for Preliminary Administrative Services Credential (pASC) program completers to transfer up to 19 units to NDNU — fast-tracking their path to a master's degree and leadership advancement. Students then complete an additional 11 semester units at NDNU to be awarded an MA in School Administration.

It is the role of the Program Director to advise and assist the students so that these requirements and needs are met, which will then enable students to become confident, productive, reflective, and effective educational therapists.

The MA School Administration Program is a cohort program with students admitted in fall and completing the program in 2-semesters.

INTRODUCTION to NDNU

A. Mission Statement

Founded upon the values of the Sisters of Notre Dame de Namur and rooted in the Catholic tradition, Notre Dame de Namur University serves its students and the community by providing excellent professional and liberal arts programs in which community engagement and the values of social justice and global peace are integral to the learning experience. NDNU is a diverse and inclusive learning community that challenges each member to consciously apply values and ethics in his or her personal, professional, and public life.

B. Vision Statement

Notre Dame de Namur University will be recognized in the San Francisco Bay Area as a leader in integrating community engagement into high quality academic programs. NDNU's programs will be widely known for their innovative synthesis of liberal arts learning, professionally- oriented learning, and core values.

C. Core Values

Notre Dame de Namur University was founded by the Sisters of Notre Dame de Namur and the values espoused by the Sisters continue to inspire the University. The Core Values expressed here are closely linked to the Hallmarks of a Notre Dame de Namur Learning Community developed by the Sisters in collaboration with NDNU and other SND learning communities. These values should be considered in the context of the Hallmarks.

The Core Values are listed in alphabetical order. There is no ranking implied. Commitments following each value elaborate rather than define the values.

Community

- A commitment to build a diverse, collaborative, open, and student-centered community that holds itself and its members accountable to learn, serve, work, and grow together in partnership.
- A commitment to share the responsibility of governance and to create transparency and accountability in our decision-making.

Diversity

- A commitment to celebrate, embrace, value and learn from the voices, perspectives, and experiences of all our community members.
- A commitment to ensure that the University offers its students, faculty, and staff of diverse backgrounds opportunities that are accessible and fair to all constituents. · A commitment to seek and respect diverse points of view in the academic arena.

Excellence

- A commitment to excellence in every academic and professional pursuit.

Integrity

- A commitment to honor the sacredness and dignity of each person and the development of the whole person through our collaborative practices.
- A commitment to match our actions and our words.

Justice

- A commitment to enhance the application of ethics, justice, and peace at the personal, community, and global levels.

Learning

- A commitment to innovative learning of what is necessary for life, both as a directed process and as a lifelong practice.
- A commitment to the search for truth, knowledge, and meaning.

Service

- A commitment to community-based learning and other forms of service.

D. NDNU Hallmarks

1. We proclaim by our lives even more than by our words that God is good.
2. We honor the dignity and sacredness of each person.
3. We educate for and act on behalf of justice, peace and care for all creation.
4. We commit ourselves to community service.
5. We embrace the gift of diversity.

6. We create community among those with whom we work and with those we serve.
7. We develop holistic learning communities which educate for life.

E. Land Acknowledgement website

<https://www.ndnu.edu/about-ndnu/land-acknowledgement.html>

We acknowledge that Notre Dame de Namur University sits on the unceded ancestral homeland of the Ramaytush peoples, the original peoples of the San Francisco Peninsula. We recognize that we benefit from living and working on their traditional homeland, and we affirm their sovereign rights as First Peoples. Our values, rooted in the Hallmarks of a Notre Dame Learning Community, guide this acknowledgment and our commitments that follow.

As a learning community committed to educating for and acting on behalf of justice, we understand that academic institutions, indeed the nation-state itself, were founded upon and continue to enact exclusions and erasures of Indigenous Peoples. This acknowledgment demonstrates a commitment to beginning the process of working to dismantle the ongoing injustices of colonialism.

Therefore, we affirm that honoring the dignity and sacredness of the Ramaytush peoples requires us to move beyond recognition to concrete action. We commit to actively working to reform the unjust structures that perpetuate the ongoing harms of colonialism through our curriculum and institutional practices, supporting the enduring presence and traditional stewardship of the Ramaytush community, past, present, and future.

As faculty...

We view the teaching-learning process as student-centered, cooperative, and transactional. Learning, accomplished by the learner, must be active. Teaching is a multifaceted role – that of observed, model, encourager, facilitator, presenter of direct instruction, among others. Teaching and learning are integrative, utilizing the variety of resources which surround us, personal, cultural, and technological. Finally, assessment reflects as much as possible the use to which learning is put in the world outside school.

In keeping with Notre Dame de Namur University's Mission Statement and Hallmarks, we commit ourselves to building a student-centered environment, which references the richness of diversity in the human population. We value each student as a person, respect each student as a learner, and appreciate each student as a rich resource for other learners. As teachers and educational therapists, we will ensure the right to equal access to challenging learning opportunities.

Admission to the MA School Administration Program

Admission Requirements

Candidates applying to the MA School Administration Program will have:

- Successfully complete the full 21 semester units of the SMCOE pASC program, with a start date not more than 6 years prior to application to NDNU's MA in School Administration Program.
- Be in good standing with SMCOE.
- Submit an application packet to NDNU with the following:
 - NDNU application
 - Original transcripts from all colleges attended
 - Two letters of recommendation
 - A copy of the student's pASC *Candidate Completion Record* verifying that the student has successfully completed all pASC credential courses and is in good standing at SMCOE,
 - Verification of passing the CalAPA.
- Interview with Administrative Services Program Director

OFFICE HOURS AND ACADEMIC ADVISING

The School of Education office can be reached by contacting the Executive Administrative Assistant to the Dean at 650-508-3430 or at schoolofeducation@ndnu.edu.

Academic advising is provided by the MA School Administration Program Coordinator and Faculty:

Caryl Hodges
Email: chodges@ndnu.edu
Cell Phone: 415-518-5541

Susan Charles
Email: scharles@ndnu.edu

MA School Administration Program Overview

Learning Outcomes

- Develop a shared vision of learning
- Promote a culture of teaching and understanding
- Effectively manage a school on the service of teaching and learning
- Work effectively with diverse families and communities
- Demonstrate personal ethics and leadership capacity
- Demonstrate political, social, economic, legal, and cultural understanding of education

Course Requirements

EDU 4700 - Trends in Curriculum Development (3 units)

This course considers curriculum development and leadership and the factors affecting and influencing both. Current and historical factors are explored, taking an in-depth look at The Story of American Public Education. Integral instructional leadership roles in curricular planning and decision-making processes are emphasized. Additionally, the concept of the integration of subject matter and multicultural perspectives and resources, critical thinking and communication skills with technological resources is woven throughout the course.

EDU 4703 - Educational Assessment/Evaluation (3 units)

This course applies the basic principles of measurement and evaluation to the classroom, the school, and the district. In addition, it addresses the practical problems and concerns facing teachers and schools in dealing with data-driven decision-making and evaluation. Course readings, discussions, and activities center around standardized, standards-based, norm referenced, criterion-referenced, performance assessment, and formative assessment. Finally, the course explores issues surrounding the California Accountability Dashboard.

EDU 4886-01 SPTP: Financial Management for TK-12 Administrators (2 unit)

This course provides an in-depth review of the impact and challenges of current federal, state and local legislation, laws, and policies on the management of finances in public schools in California. Course readings, discussions, and presentations will focus on exploring essential questions, then identifying practical applications for planning district and/or school budgets to support requirements for providing equitable student learning outcomes across California's diverse student population.

EDU 4881 – Action Research/Capstone (3 units)

The Action Research/Capstone Course in the Administrative Services Program at Notre Dame de Namur University reflects the Program's intent to prepare educational leaders who are innovative thinkers equipped with 21st Century skills whose reflective thinking and resultant action is tied to the continual improvement of student achievement. The action research focus of the course establishes a forum for students to engage in and apply real-time problem-centered research that allows for the active integration and application of the knowledge base established during the duration of the Administrative Services Program.

Course Sequence

Fall Semester

EDU 4700 - Trends in Curriculum Development (3 units)

EDU 4886 (we need a permanent course number here) Financial Management (2 units)

Spring Semester

EDU 4703 - Educational Assessment/Evaluation (3 units)

EDU 4881 - Research Capstone (3 units)

Online Learning and Teaching Context

All courses in the NDNU MA Educational Therapy program are delivered in an online modality. Teacher candidates should understand that this format is integral to both course learning and the student/intern teaching experience. Online components are designed to:

- **Support instructional goals** through interactive and flexible learning opportunities.
- **Foster engagement** using digital tools, discussion forums, and collaborative activities.
- **Reflect current practices** in virtual and blended learning environments.

Expectations for MA School Administration Candidates

- **Active Participation:** Candidates are expected to engage fully in all online activities, including discussions, assignments, and collaborative projects. Cameras should always be on and microphones and speakers in good working condition. Candidates should be in a location free from distractions so that they can fully participate in the learning experience.
- **Technology Integration:** Candidates should demonstrate proficiency in using digital platforms and tools for instruction, assessment, and communication.
- **Adaptability:** Candidates must be prepared to apply strategies for effective teaching in virtual and blended settings, as these skills are essential for modern classrooms.

Best Practices for Success

- **Maintain Consistent Communication:** Check course announcements and NDNU email daily.
- **Create a Structured Schedule:** Allocate dedicated time for online coursework and teaching responsibilities.
- **Engage Professionally Online:** Use respectful, clear, and constructive communication in all digital interactions.
- **Leverage Resources:** Utilize provided tutorials, tech support, and instructional materials to enhance your online teaching and learning skills.

NDNU POLICIES AND PROCEDURES

ACADEMIC INTEGRITY

NDNU's core values include learning and integrity; values we live out in all areas of our learning community. Academic integrity means you are able to demonstrate your own knowledge and skills and receive feedback on your learning that can help you improve. If any words or ideas used in an assignment submission do not represent your original words or ideas, you must cite all relevant sources and make clear the extent to which such sources were used. Words or ideas that require citation include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source. By taking responsibility for your own work and avoiding actions that could give you an unfair advantage over others, you are contributing to the NDNU learning community and developing professional skills and values that will serve you well into the future. Academic integrity is one of the most important values of a university community, and breaches of this trust have serious consequences. Please see the [Student Handbook](#) for a detailed discussion of Academic Conduct expectations.

COURSE EVALUATION

Students are expected to complete and submit course evaluations, which will allow NDNU to improve the learning experience for students in each course and to maintain the quality of our academic programs. Each course evaluation will be available online through Campus Portal beginning two weeks prior to the end of the term and will close the Wednesday following the end of the term. Note: Course evaluation survey results are anonymous (do not identify individual student respondents) and will not be available to the instructor until after they have posted their grades.

Directions: To access, please enable pop-ups in your browser (*uncheck pop-up blocker*), then in Campus Portal look for the "You have an active survey" link in the left sidebar. Click that link to open the Course Evaluation Surveys page, which has a link to a survey for each course in which you're enrolled. Your feedback is very important! Please complete your evaluations for all your courses promptly.

EMAIL COMMUNICATIONS

In accordance with the Family Education Rights and Privacy Act (FERPA) your instructors and the university will only send messages to students through your NDNU student email account, once that account has been established. Students must regularly check their student email account for important information from the university as well as information about class meetings and assignments. Issues with NDNU email accounts should be directed to the OIT Help Desk at helpdesk@ndnu.edu or (650) 508-3555.

NETIQUETTE

All students are responsible for conducting themselves in all class communication modalities for the course (e.g., email, chat groups, blog posts, discussion forums, text messages, etc.) in a manner that facilitates the productive, respectful, and thoughtful exchange of ideas. You are encouraged to comment, question, or critique an idea but never to attack an individual. While varied perspectives and disagreements are encouraged, they should be rooted in fact or experience and never in bias. Be cognizant of cultural and linguistic backgrounds as well as different political and religious beliefs. All opinions and experiences, no matter how different or controversial they may be perceived, must be respected in the tolerant spirit of academic discourse. The standard for how you conduct yourself online should be one of promoting a safe, engaging, respectful, and collaborative environment where diversity of opinion is valued.

RECORDING OF CLASS

No student may record any classroom activity without first obtaining express consent from the instructor. If you have (or think you may have) a disability such that you need to record classroom activities, you should contact NDNU's Disability Resource Center to request appropriate accommodations.

PRIVACY AND CONFIDENTIALITY:

One of the highlights of the NDNU academic experience is that credential candidates use real-world examples in class discussions and in their written work. However, candidates should be careful to not share information they hear in seminar that is confidential, privileged, or proprietary.

REPEAT POLICY

A student must maintain a 3.0 cumulative GPA in graduate courses in order to remain in good standing. A course with less than a grade of "C" (2.0) must be repeated. Check with advisor or program director regarding grading standards/criteria in your department/program. With the exception of research courses, all courses taken to improve the GPA may be repeated only once. All grades, whether repeated or not, will appear on the student's transcript, but only the higher grade will be used to compute the GPA. Courses that are transferred into a graduate program or courses with a prefix of 6000 are not computed in the cumulative GPA

NOTRE DAME DE NAMUR UNIVERSITY'S SEXUAL HARASSMENT POLICY

Notre Dame de Namur University is committed to maintaining a community in which its members live, work, and learn in a safe and respectful environment that is free from all forms of sex- and gender-based discrimination. The university prohibits the following forms of sexual or related misconduct: sex and gender discrimination, sexual assault, sexual harassment, stalking, dating violence, domestic violence, prohibited consensual relationships, sexual exploitation and other sexual misconduct, and intimidation and/or retaliation. Please refer to the NDNU catalog, <https://www.ndnu.edu/wp-content/uploads/23-24-Graduate-Catalog-Final-1.pdf>

ACADEMIC HONESTY

Academic honesty is a cornerstone of our values at NDNU. If any words or ideas used in an assignment submission do not represent your original words or ideas, you must cite all relevant sources and make clear the extent to which such sources were used. Plagiarism, defined as the act of stealing or using as one's own the ideas or writings of another, is not permitted in college or university work or in any published writing. "Plagiarism may take the form of repeating another's sentences as your own, adopting a particular apt phrase as your own, paraphrasing someone else's argument as your own, or even presenting someone else's line of thinking in the development of an idea as though it were your own." (Modern Language Association Handbook, New York: MLA, 1977, p. 4).

Whenever you quote from, make references to, or use ideas attributable to others in your writing, you must identify these sources in citations or bibliography, or both. Words or ideas that require citation include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source. If you do not, whether deliberately or accidentally, you have committed plagiarism. The sanctions for plagiarism range from reprimands and counseling to expulsion from the University. Consult the NDNU catalog regarding consequences of misrepresenting your work: <https://www.ndnu.edu/wp-content/uploads/23-24-Graduate-Catalog-Final-1.pdf>

PROCEDURES FOR HANDLING ACADEMIC, BEHAVIORAL AND PROFESSIONAL MISCONDUCT

Any member of the campus or wider community may report alleged student misconduct. 'Student misconduct' is any form of student behavior that violates the Student Conduct Code or any University policy applicable to students. Reports can be made about the behavior of an individual student, groups of students, or a student organization. Conduct reports should be made as soon as possible after the incident. Consult the NDNU catalog for directions on how to report student conduct issues: <https://www.ndnu.edu/wp-content/uploads/23-24-Graduate-Catalog-Final-1.pdf>

GRIEVANCE PROCESS RELATED TO STUDENT, FACULTY, STAFF, OR ADMINISTRATORS

Grievance Process Related to Student Faculty, Staff, or Administrators

A student may file a grievance related to the conduct of another student, faculty, staff, or administrative member of the campus community. Please refer to the Student Grievance Policy and Process in the NDNU catalog: <https://www.ndnu.edu/wp-content/uploads/23-24-Graduate-Catalog-Final-1.pdf>

EDUCATION COMMITTEE

The Education Committee is a group of experienced faculty members who meet regularly to review the progress of candidates in credential and master's degree programs and to recommend next steps for those who have been identified as having trouble successfully meeting requirements for a credential, certificate or degree. The Committee is composed of directors of the credential programs, the directors of master's degree programs, the credential analyst, one part-time education faculty member. The Chair of the Education Committee is a faculty member from the School of Education. Candidates are recommended to the Committee by the program director, advisor, course instructor or supervisor for the intern/student teaching experience.

Any candidate demonstrating difficulty in student or intern teaching must be referred to the Committee by the university supervisor in consultation with the program director. Additionally, the chair of the Committee polls instructors of all foundation courses each semester for names of students whose progress and/or social skills in class indicate that they may have difficulty succeeding in the teaching profession. Other students may be referred to the Committee by any faculty member including university field supervisors or by the Dean of the School of Education after consultation with the student's advisor and program director. The Education Committee keeps in mind two goals in its discussion of such referrals:

1. Early identification of students who need extra help in succeeding in the program
2. Early identification of individuals who, in spite of academic success in classes, may not be able to succeed in the teaching profession

On rare occasions, the Committee may make any of the following recommendations:

- Require that a student successfully complete a third semester of supervised field experience (intern or student teaching)
- Require that an intern be dropped from the internship and complete the supervised field experience through student teaching
- Disqualify a student from the credential program (see possible reasons for disqualification below)

Any candidate who has been referred to the Education Committee will receive a letter detailing the recommendations of the Committee. Decisions of the Committee are final unless appealed to the Dean of the School of Education within fourteen (14) calendar days. The decision of the Dean is final. A student may have recourse to the University

Grievance process as detailed in the NDNU catalog: <https://www.ndnu.edu/wp-content/uploads/23-24-Graduate-Catalog-Final-1.pdf>

ACADEMIC SUPPORT CENTER

The Academic Success Center (ASC) is your one-stop learning hub. The ASC provides online and in-person services and resources to help you achieve academic and professional success.

All ASC services are included with your tuition, and you can even access them after graduation. Access all services through [the ASC's Canvas page](#).

Writing Support

[One-to-one](#) and [group consultations](#); guides and tutorials on various writing topics, from APA style to punctuation; citation and reference support; and support for all writing projects and job application materials

Research Support

[Personalized research support with a librarian](#); [access to physical and digital library assets](#) including peer-reviewed journal articles; and tips and tricks for improving reading comprehension, information and media literacy, and citations.

Subject Tutoring

[Access to Pear Deck Tutoring](#) for 24/7, subject-specific support; best for credential students studying for credential exams (search for tutors by subject and grade level rather than by test name)

Career Services

[Access to Handshake](#), the #1 career platform for students; access to Career Coach for data-driven career and academic exploration; [one-to-one support](#) for the job search and application process including writing the application materials

Academic Advising and Success Coaching

[Individualized academic advising](#) to complete your degree in a timely manner; [success coaching](#) to support you in developing academic skills such as time management, focus, digital literacy, and communicating with peers and professors

The ASC is here to help you achieve your academic and professional goals. Access Handshake, NDNU's official job and internship portal, through the ASC. Thousands of employers are hiring students on Handshake. Once you fill in your career interests, you'll get personalized recommendations for jobs and events and direct outreach from

employers interested in students like you - 80% of students with a complete Handshake profile get messaged by employers.

DISABILITY RESOURCE CENTER

Students with disabilities, whether physical, learning, or psychological, who believe that they may need accommodations in this class are encouraged to contact the Disability Resource Center as soon as possible to ensure that such accommodations are implemented in a timely fashion. Students who are experiencing conditions that are temporarily disabling (i.e., scheduled surgeries, hospitalizations, injuries, etc.) are strongly encouraged to contact the DRC. Our desire is to assist you with managing the impact of these circumstances. Please meet with the DRC staff through a virtual meeting to verify your eligibility for any classroom accommodations, and for academic assistance related to your disability. Accommodations are not provided retroactively. The DRC can be reached by email at DRC@ndnu.edu

[Catalog](#)

[COVID 19](#)

[Office of Information Technology](#)

Link to NDNU Student Handbook: [Student Handbook](#)