

MASTER OF ARTS

# EDUCATIONAL ADMINISTRATION

WITH PRELIMINARY ADMINISTRATIVE SERVICES CREDENTIAL



COLLEGE OF  
EDUCATION



## PROGRAM OBJECTIVES

- ▶ The Master of Arts Degree in Educational Administration is designed for Educators seeking a master's degree which may apply to a variety of administrative and support positions in schools, colleges, and other educational institutions.
- ▶ Education leaders will facilitate learning and growth for all students, and will manage the organization to cultivate a safe, collaborative, and productive learning and working environment.
- ▶ The program will equip candidates to make decisions, model, and behave in ways that demonstrate professionalism, integrity, as well as influence political, social, and cultural contexts affecting education to improve education policies and practices.
- ▶ California students who complete the Master of Arts Degree in Educational Administration may also qualify to receive the Preliminary Administrative Services Credential.

## CAREER OPPORTUNITIES

Students who earn a Master of Arts in Educational Administration with a Administrative Services Credential are able to work in a variety of settings. Various Career opportunities include:

- Principal K-12  
Public & Private Schools
- Assistant Principal K-12  
Public & Private Schools
- Director of Preschool
- Director of Charter  
Schools
- School Board Member  
or Trustee
- Superintendent
- College or University  
Administrators
- Program Specialist



**Total Units:** 30



**Courses:** Online



**Student / Teacher Ratio:** 13:1



*HIU is an exceptional school that supports and uplifts each student individually. The curriculum allowed me to look deeper into the world of education. We discussed all the important aspects of becoming an administrator and the reality of what the title entails during current events. This was not a completely theory based, rather it offered real-world experiences and challenges were to address. During my time in the program, I was required to submit three portfolios to the state in the time span of one year. HIU offered resources, classes, counselors, and supervisors to guide us through the process. If I had questions regarding the portfolio or any of the classes, they would offer not only answers, but resources to support their statements.*

**- Samantha Squieri**  
Administrative Services Credential Graduate



**WASC**



# M.A. EDUCATIONAL ADMINISTRATION WITH PRELIMINARY ADMINISTRATIVE SERVICES CREDENTIAL

PLEASE SEE CURRENT CATALOG FOR ADDITIONAL COURSE OPTIONS.

## PROGRAM CURRICULUM

### CORE COURSES

Educational Administration .....	3
Instructional Leadership.....	3
School & Community Relations in a Diverse Society.....	3
Financial Aspects of Education.....	3
Legal Aspects of Education .....	3
Education Policy & Governance.....	3
Directed Administrative Field Experience A*.....	1
Directed Administrative Field Experience B*.....	1
Directed Administrative Field Experience C*.....	1

**TOTAL UNITS: 21**

\* Students pursuing M.A. only will take a 3-unit Elective in lieu of Directed Administrative Field Experiences.

### CAPSTONE PROJECT

Choose one of the following projects:

Action Research or Thesis

### ACTION RESEARCH

Action Research A: Understanding Inquiry & Data .....	2
Action Research B: Understanding Program	
Design & Evaluation .....	2
Action Research C: Master's Project .....	2
Choose one course:	
Contemporary Issues in Education.....	3
Education Research for Effective Teaching & Learning .....	3

**TOTAL UNITS: 9**

**OR**

### THESIS

Data Analysis .....	3
Introduction to Research & Evaluation .....	3
Thesis .....	3
<b>TOTAL UNITS: 9</b>	

**TOTAL UNITS: 30**

**FOR MORE INFO**  
SCHEDULE A 1-ON-1 APPOINTMENT WITH OUR  
GRADUATE EDUCATION ACADEMIC COACH



# APPLICATION GUIDE



If you have any questions while completing your Admissions Portfolio, please contact your Academic Coach.

## STEP 1: APPLY ONLINE

### Go to [hiu.edu/apply](https://hiu.edu/apply)

Along with your name and email, select your Student Type (Graduate) to be directed to the application for your program.

You may complete your application in one sitting or save your progress and complete the form at a later date. If saving, be sure to note your username and password.

### Pay your \$50 application fee

Pay online at [hiu.edu/apply/grad/thankyou/](https://hiu.edu/apply/grad/thankyou/)

## STEP 2: REQUEST OFFICIAL TRANSCRIPTS

### Send Official Transcripts from all previously attended college or universities

#### Electronic Transcript

Transcripts are only considered official if ordered through a third-party transcript service such as Parchment or Clearinghouse. Please choose HIU on the portal or send to [hiuadmissions@hiu.edu](mailto:hiuadmissions@hiu.edu).

#### Paper Transcript

Mailed to:

Attn: GRAD Admissions  
Hope International University  
2500 East Nutwood Ave.  
Fullerton, CA 92831

Transcripts must remain sealed and marked as "official" from the institution.

Bachelor's degree must be from a regionally accredited university.

**\*Teaching Credential Applicants Only:** Provide evidence of progress to meet the Basic Skills Requirement (BSR) and Subject Matter Requirement (SMR) by:

- Exam (CBEST or CSET)

Coursework Evaluation upon acceptance into program  
Combination of above

## STEP 3: SUBMIT REFERENCES

### Have references completed

Have references completed, preferably one academic, and one spiritual. If you do not have one of the two available, it can be replaced with a professional reference.

<https://admissions.hiu.edu/f/gradreferencecontacts>

## STEP 4: STATEMENT OF PURPOSE

### Compose a statement of purpose

Your statement should be 250-500 words, double spaced, responding to the questions below. Once completed, submit your SOP through this portal:

<https://admissions.hiu.edu/f/purposestatement>

## STEP 5: FINANCIAL OPTIONS GUIDE

### Complete the Financial Options Guide

This will be provided and explained by your Academic Coach.

## STEP 6: CHECK YOUR PROGRESS

### Review the Admission Checklist

You can access the Admission Checklist portal to see if HIU has received all your documents.

<https://admissions.hiu.edu/f/applicationchecklist>



Email Documents to [hiuadmissions@hiu.edu](mailto:hiuadmissions@hiu.edu)



Questions? Contact the Graduate & Online Admissions Office at:  
(888) 352-HOPE or [hiuadmissions@hiu.edu](mailto:hiuadmissions@hiu.edu)

MASTER OF ARTS

# FINANCIAL INVESTMENT 26-27

WITH ADMINISTRATIVE SERVICES CREDENTIAL PROGRAM



## MA & CREDENTIAL PROGRAM INVESTMENT

30 Units @ \$705/Unit .....	\$21,150*
Estimated Investment in Books .....	\$1,500

## ADDITIONAL FEES

Student Service Fee .....	\$1,000**
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**Total Investment for 1.5 Year Program .....** **\$23,650**

\* Tuition and Fees are subject to increase between 2-6% on any given year

\*\* Student Service Fee is \$500/year. This amount listed will vary depending on the length of your program

## PAYMENT OPTIONS

**Single Payment Plan:** The Single Payment Plan requires payment for the entire term (trimester or semester) before the start of the term.

**Third Party Plan:** If your company or church is covering your tuition charges, you may qualify for this plan.

**Monthly Payment Plan:** A monthly payment option is available for students who would like to have their balance divided into equal monthly payments.

**Military Benefits:** Tuition Assistance, Post 9/11 & Montgomery GI Bill®, Chapter (30, 31, 35, 1606).

**Loans:** Department of Education through FAFSA.

## GET YOUR MONEY'S WORTH



**001252** FAFSA  
CODE