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## UNCP Master of School Administration and Add-on Licensure

UNCP's School Executive School Administration Program is designed for professionals in education who seek exceptional opportunities for leadership development, professional networking, and learning the knowledge base and latest advancements in education – all in an accommodating format to meet the challenging professional and personal schedules of educators. This program's online format and in-school internship experience provide not only the flexibility that technology-assisted learning may provide but also the enriching and invaluable educational environment inherent for adult learners. Students engage in a rigorous program of study and field experience and are mentored by experienced educators that build real-world experience and life-long professional relationships with outstanding educational leaders and other leaders in this field. In the online accelerated program, courses are in a 7-week asynchronous format and students can anticipate dedicating 12-15 hours per week per course.

### School Administration Leadership Portfolio

The Educational Leadership Faculty uses a web-based performance assessment system to gather, assess, and analyze program requirements. Candidates seeking licensure must complete six projects that align with the NC Standards for School Executives. These projects are introduced and completed in specific courses \*. Evidence preparation reflects hands-on learning experiences with data collection and analysis, problem-solving, and strategic planning related to school operations, curriculum development, student achievement and development, teacher empowerment, teacher retention, teacher development, family and community engagement, improving school culture and climate, educational laws and policies, and school improvement efforts. Evidence preparation hones the candidate's skills and lends practicality to theories of school leadership and School Administration Candidates expand on Evidence-based projects during their internship year.

**Requirements for Principal Licensure:** With the passage of *Session Law 2024-57*, School Administration candidates will be required to complete the North Carolina Principal Portfolio Assessment (NCPA) for obtaining a principal license. Candidates are required to register for and pay a fee to complete each NCPA task. See [North Carolina Licensure Assessments](#)

### School Administration Internship

The MSA Internship is a year-long structured administrative assignment in an assigned public school. As defined in G.S. 115-287.1(a)(3), a school administrator means a principal, assistant principal, supervisor, or director whose major function includes the supervision of teaching or any other part of the instructional program. Building on authenticity and real-time experiences, the internship is designed to engage the intern in settings and situations that depend on and call for school leadership knowledge and skill sets to include administrative activities and duties. The elements align with the North Carolina Standards for School Executives (NCSSE) and are informed by Professional Standards for Educational Leaders (PSEL). *Prerequisites: Completion of 15 credit hours and program director's approval.*

UNCP students who enroll in the internship courses are considered part-time interns, meaning they must blend the internship responsibilities with their regular working schedules. The time commitment is extensive, yet the experience is designed to ensure students have the capacity to be a highly effective leader the very first day as an administrator (total of 500 hours across the year with a minimum of 12-15 hours dedicated to Educational Leadership Activities per week). Candidates complete a capstone action research project during the internship year.

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## Academic Year 2025-2026

### School Administration and Add-on Licensure Course of Study

#### **Master of School Administration Program**

The master's degree program in School Administration consists of 36 credit hours. This includes a comprehensive 12-credit hour internship spanning an entire year. \* Indicates licensure portfolio course.

#### ***MSA Degree Course Outline***

- EDN5660. Applied Educational Research (3 credits)
- EDNL5700. Introduction to Educational Leadership (3 credits)
- EDNL5030. Engaging our Families, Schools, and Communities\* (3 credits)
- EDNL5730. School Based Management\* (3 credits)
- EDNL5800. Supervision and Instructional Leadership\* (3 credits)
- EDNL5850. Curriculum Leadership\* (3 credits)
- EDNL5860. Legal Aspects of Educational Leadership\* (3 credits)
- EDNL5880. Leading School Improvement and Organizational Change\* (3 credits)
- EDNL5910. Educational Leadership -Internship & Seminar Part I (3 credits)
- EDNL5920. Educational Leadership -Internship & Seminar Part II (3 credits)
- EDNL5930. Educational Leadership -Internship & Seminar Part III (3 credits)
- EDNL5940. Educational Leadership -Internship & Seminar Part IV (3 credits)

#### ***Total Program 36 Credit Hours***

#### **Graduate Certificate in School Administration (Licensure Only)**

For applicants with an "M" level N.C. teaching license and a master's degree in education from an accredited institution, the certificate program consists of 24 credit hours, including a 6-credit hour yearlong internship.

#### ***School Administration Add-on Licensure Course Outline***

- EDNL5730. School Based Management\* (3 credits)
- EDNL5800. Supervision and Instructional Leadership\* (3 credits)
- EDNL5850. Curriculum Leadership\* (3 credits)
- EDNL5860. Legal Aspects of Educational Leadership\* (3 credits)
- EDNL5880. Leading School Improvement and Organizational Change\* (3 credits)
- EDNL5900. Internship and Seminar in Educational Leadership I (3 credits)-Fall Semester
- EDNL5950. Internship and Seminar in Educational Leadership II (3 credits)-Spring Semester

#### ***Total Program 24 Credit Hours***

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## Graduate Certificate in Instructional Coaching

### ***Program Description***

The Instructional Coaching Certificate program at UNC Pembroke is designed for K-12 educators who wish to deepen their knowledge and practice in instructional coaching. This 12-credit graduate certificate program prepares educators to effectively support and empower their colleagues through coaching strategies that enhance teaching and learning across diverse educational settings. The program focuses on evidence-based coaching models, reflective practice, and data-driven decision-making to foster school-wide instructional improvement.

### **School Administration Certificate in Instructional Coaching**

- EDN5660. Applied Educational Research (3 credits)
- EDNL5800. Supervision and Instructional Leadership (3 credits)
- EDNL5850. Curriculum Leadership (3 credits)
- EDNL5000. Foundations of Instructional Coaching (3 credits)

***Total Program 12 Credit Hours***

## Transfer of Credit Request

Candidates who hold a previous master's degree and are enrolled in the full-degree School Administration Program (MSA), may request transfer credit. The request must be completed within one year of admission, even for courses taken previously at UNCP. Coursework over five (5) years old must go through the appeals process. An official copy of the transcript reflecting the credit with a "B" or better earned grade and a copy of the catalog description must be submitted for each course along with the completed Transfer Credit Request Form or Appeals Request Form. A course syllabus may also be required. **Note:** *Evidence-based courses (\*) are not eligible for transfer credit.*

## Contact Information

- Program Director: Dr. Camille L. Goins
- Email: [Camille.goins@uncp.edu](mailto:Camille.goins@uncp.edu)
- Phone: 910-521-6528
- [School Administration Website](#)
- [Graduate Program Admission Requirements](#)
- [UNCP Graduate School Forms](#)

**Master in School Administration (MSA)**  
**Full Degree Program of Study**  
**2-Year Plan**

**Start Date: Fall 2025**

**Graduation/Completion Date: Spring 2027**

Fall Semester		
Term	Course Code	Course Name
I	EDN5660	Applied Educational Research
	EDNL5700	Introduction to Educational Leadership
II	EDNL5880	Leading School Improvement and Organizational Change*
	EDNL5860	Legal Aspects of Educational Leadership*
Spring Semester		
Term	Course Code	Course Name
III	EDNL5730	School Based Management*
	EDNL5800	Supervision & Instructional Leadership*
IV	EDNL5030	Engaging our Families, Schools, and Communities *
	EDNL5850	Curriculum Leadership*
Optional Summer Offerings		
Term	Course Code	Course Name
Summer I	EDNL5860	Legal Aspects of Educational Leadership*
	EDNL5700	Introduction to Educational Leadership
Summer II	EDNL5730	School Based Management*
	EDNL5030	Engaging our Families, Schools, and Communities *
Fall Semester II		
Term	Course Code	Course Name
I	EDNL5910	Educational Leadership-Internship Part I
II	EDNL5920	Educational Leadership-Internship Part II
Spring Semester II		
Term	Course Code	Course Name
III	EDNL5930	Educational Leadership-Internship Part III
IV	EDNL5940	Educational Leadership-Internship Part IV

**Total Program Hours 36**

**Master in School Administration (MSA)**  
**Full Degree Program of Study**  
**15 Month Plan**

**Start Date: Spring 2026**

**Graduation/Completion Date: Spring 2027**

Spring Semester		
Term	Course Code	Course Name
<b>I</b>	EDN5660	Applied Educational Research
	EDNL5700	Introduction to Educational Leadership
<b>II</b>	EDNL5030	Engaging our Families, Schools, and Communities *
	EDNL5850	Curriculum Leadership*
Summer Terms		
Term	Course Code	Course Name
<b>Summer I</b>	EDNL5860	Legal Aspects of Educational Leadership*
<b>Summer II</b>	EDNL5730	School Based Management*
Fall Semester		
Term	Course Code	Course Name
<b>I</b>	EDNL5910	Educational Leadership-Internship Part I
	EDNL5800	Supervision & Instructional Leadership*
<b>II</b>	EDNL5920	Educational Leadership-Internship Part II
	EDNL5880	Leading School Improvement and Organizational Change*
Spring Semester		
Term	Course Code	Course Name
<b>III</b>	EDNL5930	Educational Leadership-Internship Part III
<b>IV</b>	EDNL5940	Educational Leadership-Internship Part IV

**Total Program Hours 36**

**Master in School Administration (MSA)**  
**Full Degree Program of Study**  
**12 Month Plan**

**Start Date: Summer 2026 (May)**

**Graduation/Completion Date: Spring 2027**

Summer Session		
Term	Course Code	Course Name
I	EDN5660	Applied Educational Research
	EDNL5700	Introduction to Educational Leadership
	EDNL5860	Legal Aspects of Educational Leadership*
II	EDNL5730	School Based Management*
	EDNL5030	Engaging our Families, Schools, and Communities *
Fall Terms		
Term	Course Code	Course Name
Term I	EDNL5910	Educational Leadership-Internship Part I
	EDNL5800	Supervision & Instructional Leadership*
Term II	EDNL5920	Educational Leadership-Internship Part II
	EDNL5880	Leading School Improvement and Organizational Change*
Spring Semester		
Term	Course Code	Course Name
III	EDNL5930	Educational Leadership-Internship Part III
IV	EDNL5940	Educational Leadership-Internship Part IV
	EDNL5850	Curriculum Leadership*

**Total Program Hours 36**

**Graduate Certificate in School Administration: Add-on Certificate**  
**Licensure Only Program of Study**  
**2-Year Plan**

**Start Date: Fall 2025**

**Licensure Only Completion Date: Spring 2027**

Fall Semester		
Term	Course Code	Course Name
<b>I</b>	EDNL5800	Supervision & Instructional Leadership*
<b>II</b>	EDNL5860	Legal Aspects of Educational Leadership*
	EDNL5850	Curriculum Leadership*
Spring Semester		
Term	Course Code	Course Name
<b>III</b>	EDNL5730	School Based Management*
	EDNL5880	Leading School Improvement and Organizational Change*
<b>IV</b>	EDNL5030	Engaging our Families, Schools, and Communities *
Optional Summer Offerings		
Term	Course Code	Course Name
<b>Summer I</b>	EDNL5860	Legal Aspects of Educational Leadership*
<b>Summer II</b>	EDNL5730	School Based Management*
	EDNL5030	Engaging our Families, Schools, and Communities *
Fall Semester		
Term	Course Code	Course Name
<b>Semester</b>	EDNL5900	Educational Leadership-Internship I
Spring Semester		
Term	Course Code	Course Name
<b>Semester</b>	EDNL5950	Educational Leadership-Internship II

**Total Program Hours 24**

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**Graduate Certificate in School Administration: Add-on Certificate**  
**Licensure Only Program of Study**  
**15 Month Plan**

**Start Date: Spring 2026**

**Licensure Only Completion Date: Spring 2027**

Spring Semester		
Term	Course Code	Course Name
III	EDNL5880	Leading School Improvement and Organizational Change*
	EDNL5800	Supervision & Instructional Leadership*
IV	EDNL5850	Curriculum Leadership*
	EDNL5030	Engaging our Families, Schools, and Communities *
Summer		
Term	Course Code	Course Name
Summer I	EDNL580	Legal Aspects of Educational Leadership*
Summer II	EDNL5730	School Based Management*
Fall Semester		
Term	Course Code	Course Name
Semester	EDNL5900	Educational Leadership-Internship I
Spring Semester		
Term	Course Code	Course Name
Semester	EDNL5950	Educational Leadership-Internship II

**Total Program Hours 24**



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**Graduate Certificate in School Administration: Add-on Certificate**  
**Licensure Only Program of Study**  
**12 Month Plan**

**Start Date: Summer 2026**

**Licensure Only Completion Date: Spring 2027**

Summer		
Term	Course Code	Course Name
Summer I	EDNL5860	Legal Aspects of Educational Leadership*
Summer II	EDNL5730	School Based Management*
	EDNL5030	Engaging our Families, Schools, and Communities *
Fall Semester		
Term	Course Code	Course Name
Semester	EDNL5900	Educational Leadership-Internship I
I	EDNL5800	Supervision & Instructional Leadership*
II	EDNL5850	Curriculum Leadership*
Spring Semester		
Term	Course Code	Course Name
Semester	EDNL5950	Educational Leadership-Internship II
III	EDNL5880	Leading School Improvement and Organizational Change*

**Total Program Hours 24**

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**Graduate Certificate in Instructional Coaching**  
**Program of Study**  
**10-Month Plan**

**Start Date: Fall 2025; Completion Spring 2026**

Fall Semester		
Term	Course Code	Course Name
I	EDN5660	Applied Educational Research
II	EDNL5000	Foundations of Instructional Coaching
Spring Semester		
III	EDNL5800	Supervision and Instructional Leadership*
IV	EDNL5850	Curriculum Leadership*

**Total Program Hours 12**