

# EASTERN MICHIGAN UNIVERSITY

## Educational Leadership Advance Certificate's/Master's/Specialist Degree Programs Academic Advising Information

Following acceptance in the EDLD master's or specialist degree programs, schedule an appointment with your assigned faculty advisor. The purpose of this meeting is to discuss the following items related to your graduate program.

### **Planned Program of Study**

With the aid of your faculty advisor, develop your planned program of study. The program of study outlines the curriculum developed by the EDLD faculty for your specific program of interest and reflects current accreditation requirements. Elective credits that match your professional goals and interests are added with assistance from your advisor.

Your faculty advisor files your program of study with the Department of Leadership and Counseling, Records and Registration, and the Graduate School. Changes to the planned program can only be completed with approval by your faculty advisor. Note: no more than 12 hours of transfer credit may be applied to your program of study, and must be done with the approval of your advisor. The student completes a Transfer of Credit form available at the Graduate School website:

<http://www.emich.edu/registrar/formslibrary/>

### **EMU Livetext**

Our national accrediting bodies, (NCA, NCATE, ISLLC, and CAS) require the use of current student assessment data to guide program development and measure student learning outcomes. The EMU College of Education adopted the use of LiveText as a tool to collect and report this data. Students are required to purchase the student edition of LiveText when they begin their EDLD master's or specialist degree program. Information on LiveText can be located at:

<http://www.emich.edu/coe/livetext/index.html>

### **Internship/Fieldbased Experience**

All master's and specialist degree programs require an internship/field-based experience. This requirement provides the graduate student the opportunity to apply academic knowledge with practical experience. A manual that outlines the requirements for the internship or field-based experience is located on the Department of Leadership & Counseling website:

<https://www.emich.edu/coe/departments/leadership-counseling/forms-manuals-handbooks.php>

### **Portfolio**

As a culminating experience for the EDLD master's programs, graduate students are required to develop a professional portfolio. Educational artifacts demonstrating learning are posted in LiveText throughout the duration of your EDLD program and beyond. Specific guidelines related to the portfolio requirement are available on the Department of Leadership & Counseling website:

<https://www.emich.edu/coe/departments/leadership-counseling/forms-manuals-handbooks.php>

### **Exit Process**

After completing your portfolio, students are required to schedule an advising appointment with their faculty advisor for an exit interview. During this meeting, your professional portfolio in LiveText is reviewed and your present and future professional goals discussed. You are also asked to provide constructive feedback related to your EDLD program experience.

### **Graduation Audit**

During the first two weeks of the last semester in the EDLD program, students must apply for graduation. Your planned program of study is reviewed and a recommendation for graduation is made. You may now apply for graduation via [My.Emich](#). The graduation application fee will be billed to your student account. For more information go to: <http://www.emich.edu/registrar/graduation/apply.php>

# Advanced Certificates / Degree Advising Program

