

Educational Leadership and Human Development

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Chair

Administration Programs

The Department of Educational Leadership and Human Development offers two administration programs leading to the Master of Arts degree: leadership in educational administration and leadership in human service administration. The programs develop qualities associated with leadership and informed decision making through coursework that engages students in “making the connections” that are fundamental to success as an administrator. Coursework focuses on establishing connections between theory and practice, and culminates in a supervised field experience.

Leadership in Educational Administration Master’s Degree Program

Accredited by the National Council for the Accreditation of Teacher Education (NCATE) and the Educational Leadership Constituent Council (ELCC).

The Leadership in Educational Administration Program is a 36-hour program accredited by NCATE, approved by the Illinois State Board of Education, and satisfying requirements for a Type 75 certificate with the general administrative endorsement necessary for entry level school administrators. The ISBE certification requirements include a teaching certificate and two years of teaching experience.

In addition, the department offers a Type 75 certification program sequence for a person with a master’s degree who wishes to obtain a Type 75 certificate with the general administrative endorsement. The number of hours required will normally vary from 18 to 30, depending upon how the educational background of the student fulfills requirements of the college core and the other required courses. Upon receipt of an application, each student’s transcript is evaluated and required courses established.

For unconditional admission to the program, a student must have an undergraduate overall and cumulative major gradepoint average of 3.0 or higher on a 4.0 scale. Conditional admission requires an undergraduate overall cumulative gradepoint average of 2.75 or higher.

In addition to the GPA requirement, the screening process requires three letters of recommendation that address leadership, ethical behaviors, and professional competencies. One letter of recommendation must be written by a current supervisor. Students are required to come to campus to write an essay on their leadership and ethical behaviors, as well as professional competencies. The writing requirement may be modified for international students.

Graduate Core 9 hrs.
ELH 604 Research Methodology & Applications...3 hrs.
ELH 605 Legal and Social Change 3 hrs.
ELH 606 Interpersonal & Organizational Behavior 3 hrs.

Departmental Required Courses 24 hrs.
ELH 673 Leadership Perspectives 3 hrs.
ELH 611 Instructional Leadership 3 hrs.
ELH 669 Special Education Law1 hr.
ELH 670 Human Resource Management..... 3 hrs.
ELH 662 Community Relations 2 hrs.
ELH 677 Educational Finance 2 hrs.
ELH 678 United States Public School Law 3 hrs.
ELH 676 The School Principalship..... 3 hrs.
ELH 686 Field Experiences in Administration 4 hrs.

Suggested Electives 3 hrs.
ELH 510 Statistical Procedures 3 hrs.
ELH 550 Independent Study 3 hrs.
ELH 586 Counseling Diverse Populations..... 3 hrs.
ELH 612 Institutional Planning and Evaluation ... 3 hrs.
ELH 620 Human Development Counseling..... 3 hrs.
ELH 651 Community Counseling 3 hrs.
ELH 661 Couples and Family Counseling..... 3 hrs.
ELH 681 Seminar in Educational Administration . 3 hrs.
ELH 699 Thesis..... 3-6 hrs.

Total Program Semester Hours

36 hrs.

Leadership in Human Service Administration Master’s Degree Program

The leadership in human service administration program requires 36 hours and is intended for persons seeking administrative positions in human service agencies. The fundamental goal of the Department of Educational Leadership and Human Development is to provide its students with quality professional programs and an environment that will aid them in preparing for leadership roles in human service professions. The courses in this program provide a human development foundation and integrate a human relations orientation with conceptual and technical skills required for effective administration in a variety of human service organizations.

For unconditional admission to the program, a student must have an undergraduate overall and cumulative major gradepoint average of 3.0 or higher on a 4.0 scale. Conditional admission requires an undergraduate overall cumulative gradepoint average of 2.75 or higher.

In addition to the GPA requirement, the screening process requires three letters of recommendation that address leadership, ethical behaviors, and professional competencies. One letter of recommendation must be written by a current supervisor. Students are required to come to campus to write an essay on their leadership and ethical behaviors, as well as professional competencies. The writing requirement may be modified for international students.

College Core Required Courses 9 hrs.
 ELH 604 Research Methodology & Applications ... 3 hrs.
 ELH 605 Legal and Social Change 3 hrs.
 ELH 606 Interpersonal & Organizational Behavior.. 3 hrs.

Departmental Required Courses 19 hrs.
 ELH 580 Financial Leadership in Human Service Administration 3 hrs.
 ELH 610 Survey in Human Service Administration . 3 hrs.
 ELH 612 Institutional Planning & Evaluation 3 hrs.
 ELH 662 Community Relations 2 hrs.
 ELH 673 Leadership Perspectives 3 hrs.
 ELH 682 Seminar in Human Service Administration..... 2 hrs.
 ELH 686 Field Experience in Administration 3-6 hrs.

Elective Courses 8 hours
 ATG 505 Accounting Principles Financial 2 hrs.
 ATG 506 Accounting Principles Managerial 2 hrs.
 BMA 542 Legal Environment of Business 2 hrs.
 ELH 540 Human Growth and Development..... 3 hrs.
 ELH 582 Grant Writing in Human Service Administration 2 hrs.
 ELH 586 Counseling Diverse Populations..... 3 hrs.
 ELH 620 Human Development Counseling..... 3 hrs.
 ELH 641 Appraisal of the Individual 3 hrs.
 ELH 651 Community Counseling 3 hrs.
 ELH 670 Human Resource Management..... 3 hrs.
 ELH 678 United States Public School Law 3 hrs.
 ELH 681 Seminar in Educational Administration1-6 hrs.
 ELH 699 Thesis..... 3-6 hrs.

Human Development Counseling

Accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) and the National Council for the Accreditation of Teacher Education (NCATE).

The human development counseling program is designed to prepare students for positions as counselors in a variety of settings. The counselor education faculty believes that the work of the professional counselor is to promote the positive growth and development of the clients with whom the counselor interacts.

The human development counseling model for preparing counselors recognizes the profound interactive effect of people and human systems. We believe there is a need for social science translators—people who are in touch with the best in theory and research—who can translate this knowledge into effective programs, and who can evaluate these programs. Because we believe that counselors should experience personal growth and development as persons and as professionals, all courses are designed to provide both cognitive and experiential learning.

The program utilizes a Screening and Retention Policy to assist in determining the suitability of an individual for a career in counseling, as well as to monitor progress through the program. A detailed description of the Screening and Retention Policy and procedures is available in the Human Development Counseling Handbook. Continuance in the program is reviewed if at any time a student fails to demonstrate appropriate professional behaviors; or other circumstances

occur which would make an HDC degree candidate uncertifiable as a professional counselor.

Areas of specialization are offered in community and agency counseling and school counseling (NCATE accredited and ISBE approved). The program prepares the student to sit for the exam for certification as a National Certified Counselor or for Illinois Type 73 certification in school guidance and personnel services. Both areas are CACREP accredited. In addition, courses of continuing professional education are offered to practicing counselors who wish to increase competencies to meet emerging needs of the profession.

Program of Study

The program in human development counseling requires 51 semester hours of graduate work at the master's level for completion. The program consists of a graduate core of nine semester hours and a program core of 27 semester hours of study required of all candidates. In addition, students take an additional 15 semester hours of specialty area course work that may, in concert with the internship and practicum work required in the core program, permit them to develop a specialty area consistent with plans for future employment. Areas of study include, but are not limited to, school counseling and community and agency counseling. All students should consult with their advisor to determine specific courses that will meet their professional goals.

Graduate Core 9 hrs.
 ELH 604 Research Methodology & Applications ... 3 hrs.
 ELH 605 Legal and Social Change 3 hrs.
 ELH 606 Interpersonal & Organizational Behavior.. 3 hrs.

Program Core..... 27 hrs.
 ELH 540 Human Growth and Development..... 3 hrs.
 ELH 620 Human Development Counseling..... 3 hrs.
 ELH 621 Career & Life Planning Across Life Span3 hrs.
 ELH 623 Pre-Practicum in Counseling..... 3 hrs.
 ELH 624 Theories and Techniques of Counseling 3 hrs.
 ELH 625 Principles of Group Counseling 3 hrs.
 ELH 641 Appraisal of the Individual 3 hrs.
 ELH 690 Practicum (appropriate to specialty)..... 3 hrs.
 ELH 691 Internship (appropriate to specialty)..... 3 hrs.

Specialty Area 15 hrs.
 Students should use the remainder of the program to structure course work around a special area of interest from among those possibilities listed below. These specialties should be consistent with and support activities in the student's proposed internship placement. Other areas unique to a student's interests may be designed in consultation with members of the department.

I. School Counseling 15 hrs.
 Intended to prepare students for positions as guidance specialists or student personnel workers in elementary and/or secondary schools. Degree requirements satisfy ISBE guidelines for certification as a school counselor.

Required 12 hrs.
 ELH 551 Substance Abuse Counseling 3 hrs.
 ELH 586 Counseling Diverse Populations..... 3 hrs.
 ELH 652 Foundations of School Guidance 3 hrs.
 ELH 654 Consultation in the Helping Professions ... 3 hrs.

Electives 3 hrs.

II. Community & Agency Counseling 15 hrs.
Intended for students working or planning to work as clinical mental health counselors in community mental health centers, human service agencies, and not-for-profit community support programs, and for those interested in providing counseling services to employees and their families within the context of business or industrial settings.

Required 12 hrs.

ELH 586 Counseling Diverse Populations.....3

ELH 651 Community Counseling3

ELH 661 Couples & Family Counseling.....3

ELH 663 Counseling and Dynamics of Aging.....3

Electives 3 hrs.

Course Descriptions

ELH 510 Statistical Procedures

3 hrs.

Principles and procedures for statistical interpretation of data. Study of measures of central tendency, variability, correlation, and introductory predictive and inferential statistics.

ELH 540 Human Growth and Development

3 hrs.

Cognitive and experiential learning in human growth and development. Cognitive learning through reading and research into developmental patterns of humans through the various developmental stages: birth; infancy; early childhood; primary, middle, and high school years; adulthood; geriatrics. Experiential activities emphasize personal contact and on-site work with people of different ages and stages of physical and psychological development. (Area C)

ELH 550 Independent Study

Master's Level 1-6 hrs; Post Master's 1-9 hrs.

Independent study in a selected area related to educational goals. Prerequisites: approval of appropriate department chair and the dean of the College of Education and Health Sciences.

ELH 551 Substance Abuse Counseling

3 hrs.

Basic counseling interventions for prevention, remediation, and treatment of substance abuse.

ELH 580 Financial Leadership in Human Service Administration

3 hrs.

Provides students with a comprehensive overview of financial management related to human service organizations. Topics include various budgeting systems and other financial management tools; service costing and the linking of costs to performance measures; fee setting; and government contracting.

ELH 582 Grant Writing in Human Service Administration

2 hrs.

This course is designed to provide an introduction to grant writing and methods for writing grant proposals. Students will learn to critique, research, and write grant proposals. Emphasis will be placed upon organization of a grant writing campaign and preparation of a complete proposal package.

ELH 584 Topics in Human Development Counseling

1-6 hrs.

Topics of special interest which may vary each time course is offered. Topic stated in current Schedule of Classes. May be repeated under different topics for a maximum of six hours credit.

ELH 586 Counseling Diverse Populations

3 hrs.

Value systems in diverse groups; the use of philosophies and models of diversity in establishing an effective, helping relationship.

ELH 604 Research Methodology and Applications

3 hrs.

Focus on quantitative and qualitative methods of research utilized in the areas of education and social science. Examination of sources of information for research, various designs, basic statistics, interviewing strategies, and observational techniques. Students will learn to critique and write research proposals in their areas of study. Prerequisite: graduate standing.

ELH 605 Legal and Social Change

3 hrs.

Analysis of the effects of legal and social change on lives of young people and on the work of educators and other helping professionals; focus on selected issues of legal and social change with diverse populations. Prerequisite: graduate standing.

ELH 606 Interpersonal and Organizational Behavior

3 hrs.

Skills related to interpersonal communication, organizational behavior, and leadership values clarification with diverse populations. Extensive opportunities for practicing and evaluating personal communication skills. Prerequisite: graduate standing.

ELH 610 Survey In Human Service Administration

3 hrs.

An introduction to the roles and responsibilities of administrators in human service organizations. Trends in human service delivery, including organizational leadership and culture, human resource management, financial management, strategic planning, working with boards, marketing and public relations, social service partnership and collaboration.

ELH 611 Instructional Leadership

3 hrs.

Problem solving approach to general curriculum development from an administrative perspective, focusing on basic curriculum decisions, processes of change associated with curriculum planning, and contemporary issues and trends at state and national levels.

ELH 612 Institutional Planning and Evaluation

3 hrs.

Identification, analysis, and application of techniques and tools of institutional planning and evaluation. Program, personnel, financial, facility, and institutional planning. Prerequisite: ELH 610.

ELH 620 Human Development Counseling

3 hrs.

Counseling as the promotion of human development. Historical development of the counseling field; survey of relevant skills, client populations, and settings; review of standards for ethical and professional practice in counseling.

ELH 621 Career & Life Planning Across the Life Span
3 hrs.

Basic counseling skills for career planning, exploration, and decision-making. Vocational guidance and career development of elementary and high school students; roles of women entering the work force; physically handicapped workers; inner city youth; adult workers making vocational changes in middle life; older workers preparing for retirement. Practical experience in interviewing, vocational assessment, career information gathering and distribution; labor market research. (Area e)

ELH 623 Pre-Practicum in Counseling
3 hrs.

Instruction, demonstration, practice, and evaluation in basic interviewing and response skills. Emphasis on practice and skill development. (Area d) Prerequisite: ELH 620 or concurrent enrollment.

ELH 624 Theories and Techniques of Counseling
3 hrs.

Study and evaluation of major theories of counseling toward developing a working theory of counseling and understanding of dynamics of human behavior. (Area d) Prerequisite: ELH 623 or concurrent enrollment; consent of instructor.

ELH 625 Principles of Group Counseling
3 hrs.

Group theory and dynamics as applied in group counseling. Group practices, methods, procedures, and group leader facilitation skills. Supervised practice and experience in group counseling as leader and participant. Prerequisites: ELH 624; consent of instructor.

ELH 641 Appraisal of the Individual
3 hrs.

Development of a framework for understanding the individual. Methods of data gathering and interpretation, individual and group testing, case study approaches, and study of individual differences—ethnic, cultural, and sex factors. (Area b)

ELH 651 Community Counseling
3 hrs.

How communities and community agencies can work to promote human development. Role of the counselor as a change agent and client advocate within the network of community agencies. Prerequisite: ELH 620 or consent of instructor.

ELH 652 Foundations of School Guidance
3 hrs.

Elementary and secondary school guidance programs; cognitive and experiential skills. History and development of school guidance; elementary and secondary school guidance programs (similarities and differences); group and individual counseling; the counselor's role in school testing; career planning and exploration. Practical experiences. (Area d) Prerequisite: ELH 620 or consent of instructor.

ELH 654 Consultation in the Helping Professions
3 hrs.

A conceptual understanding of effective consultation and its relevance to the helping professional. Demonstration of knowledge and skills necessary to deliver effective consultative services within the client setting. Prerequisites: ELH 620 and foundational concentration course (ELH 651 or 652); consent of instructor.

ELH 661 Couples and Family Counseling
3 hrs.

Theories and techniques of couples and family counseling. Emphasis is on working with couples, families, and children to promote human development, including the role of the family counselor within the network of school and community agencies. Prerequisite: ELH 651 or 652.

ELH 662 Community Relations
2 hrs.

Developing effective community relations through a four-step process involving two-way communication and researching, planning, communicating, and evaluating.

ELH 663 Counseling and the Dynamics of Aging
3 hrs.

The mental health dynamics of aging and its impact on the human service professions. Practical skills of gerontological counseling and their relationship to the concerns of aging.

ELH 669 Special Education Law
1 hr.

Statutory provisions of IDEA, Section 504, and ADA. Special education process including classification, identification and evaluation, related services, least restrictive environment, and due process proceedings.

ELH 670 Human Resource Management
3 hrs.

Survey of the major approaches to supervision and evaluation in K-12 education; examination of the relationship between evaluation practices, professional development, and the improvement of instruction; and exercises to develop skills of classroom observation and conferencing.

ELH 673 Leadership Perspectives
3 hrs.

Concepts of leadership, organizational theory, and decision making presented from multiple perspectives; focus on the practice of educational and human service administration. Prerequisite: ELH 606 or consent of instructor.

ELH 676 The School Principalship
3 hrs.

Various components, background, and training for an entry-level elementary or secondary school principal. Prerequisite: ELH 673 or consent of instructor.

ELH 677 Educational Finance
2 hrs.

Theory and practice; historical and present sources of revenue and allocation of funds.

ELH 678 United States Public School Law
3 hrs.

Legal aspects of education. Constitutional, statute, and administrative laws related to public and private education.

ELH 681 Seminar in Educational Administration
1-6 hrs.

Special problems, areas, or current issues in student's chosen field within educational administration/supervision. Maximum of three hours may be taken under a single topic.

ELH 682 Seminar in Human Service Administration**1-6 hrs.**

Special problems, area, or current issues in human service administration.

ELH 684 Seminar in Personnel Services**2-6 hrs.**

Seminar for students specializing in counseling who desire to concentrate on special problems or areas.

A variable credit course that may be taken more than once to a maximum of 6 credits.

ELH 686 Field Experiences in Administration**3-6 hrs.**

A culminating experience to give the student the opportunity to work with a practicing administrator in the application of theoretical knowledge from previous coursework to administrative tasks. Accompanying seminars focus on selected topics associated with leadership and administration. Requires 150 hours of supervised activity for three hours of credit. Prerequisite: consent of instructor.

ELH 690 Practicum**3 hrs.**

Supervised counseling experience with individuals and groups in student's area of interest. (Area d) Prerequisite: ELH 625; consent of instructor.

ELH 691, 692 Internship**3 hrs. each**

Supervised post-practicum work experience appropriate to student's career goals. Prerequisite: ELH 690; consent of instructor.

ELH 699 Thesis**3-6 hrs.**