

CPCO PQP Masters Dimension Accreditation Handbook



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Catholic Principals' Council | Ontario (CPCO) is proud to partner with a number of universities to provide for Masters Accreditation of the PQP Part 1 and Part 2 courses offered by CPCO. Candidates who choose the Masters Dimension PQP will be awarded [masters level accreditation as identified by each partnering university](#). This guide provides all parties with an understanding of the additional requirements, processes and responsibilities in order to achieve PQP Masters Dimension Accreditation.

What changes within the PQP program with a Masters Dimension Accreditation?

In cooperation with partnering universities, CPCO's PQP Part 1 and 2 have been enhanced to include readings, activities and practicum to a masters level. The core topics, as determined by the Ontario College of Teachers, remain unchanged. The readings have been broadened to ensure that strong theoretical and conceptual understandings frame the practical core of the program. In addition, for those selecting the Masters Dimension Accreditation, modifications to the Leadership Practicum process and final report expectations have been modified to enhance the research base and elevate the academic level of the report.

Specifically, what are the changes to the Leadership Practicum Report in order to achieve a Masters Dimension Accreditation?

The Leadership Practicum requirements for PQP certification are set out in the CPCO PQP Participant Guide, are compliant with OCT guidelines and are reviewed by CPCO PQP Instructors. Additionally, for candidates who select the PQP Masters Dimension Accreditation, a CPCO appointed Masters Dimension Academic Advisor (Academic Advisor) will be assigned to assist the candidate and PQP Part 1 Instructor in the development of the Leadership Practicum Proposal, with an emphasis on extending the literature, research base and the report. The PQP Part 1 Instructor will remain the key lead in the establishment of the practicum; however, the Leadership Practicum Proposal

will be signed off by both the Academic Advisor and the PQP Part 1 Instructor. Candidates selecting the PQP Masters Dimension Accreditation will be required to achieve a level 4 in all areas of the report. Academic Advisors will work with candidates and the PQP Instructors in the preparation of the report.

Leadership Practicum Proposal

The Leadership Practicum is an OCT required component of the CPCO Principal's Qualification Program. It is an educational leadership experience guided by the Catholic School-Level Leadership framework found in the [Ontario Leadership Framework: A School and System Leader's Guide to Putting the Leadership Framework into Action](#). The Leadership Practicum is inquiry based and is intended to provide an opportunity for candidates to act as a member of a school administrative team in a leadership role working with students, staff, parents, and the community. It is a structured leadership and educational experience that involves an observation chronicle and a practical leadership project.

When discussing the planning of the Leadership Practicum, candidates will refer to the Ethical Standards of Practice for School Leaders (care, respect, trust and integrity) to assist them in linking their practicum goals and strategies to its desired outcomes, always in the context of Catholic school leadership.

The Leadership Practicum must apply to a school setting and be mentored by a practicing, qualified Principal or Vice- Principal.

The Leadership Practicum Proposal is to be submitted as a WORD file and address the following:

- Identify the title of the inquiry or problem of practice
- Identify the learning goals (professional and personal) of the practicum

- Objectives and relationship of the Leadership Practicum to the Principal's Qualification Program learning goals and the Ontario Catholic Leadership Framework
- Context of the Leadership Practicum (school, staff, community, etc.)
- The application of theory to practice
 - How will concepts, theories and ideas in PQP Part 1 influence candidates' actions?
 - What legislation, board policies and Ministry guidelines will influence candidates' actions?
 - What additional readings have been identified to support the practicum?
- Identify the inquiry links to the Standards of Practice for the Teaching Profession and The Ethical Standards for the Teaching Profession.
- Brief description of the Leadership Practicum along with the specific plan for execution of the plan.
- Criteria to be used to determine success of the Leadership Practicum (data is to be collected, analyzed, and presented in coherent format).
- Process for identifying and assessing candidates' leadership skills in executing the Leadership Practicum (data is to be collected, analyzed, and presented in coherent format).

Practicum Mentors

Candidates will select a mentor who will agree to work with them throughout the duration of the Leadership Practicum. They will assist the candidate with completion of Forms 1 and 2 (found in Google Classroom) and be involved in dialoguing with the candidate regarding an appropriate practicum proposal. The mentor/candidate relationship will be critical for success. Regular time to meet to discuss the proposal and throughout the implementation/evaluation phase will provide support to the candidate and ensure success.

Leadership Practicum Summative Report

The Leadership Practicum Summative Report is to be submitted as a WORD file, 15 to 20 pages (not including appendices and bibliography), with double spacing and Calibri size 12-font.

The bibliography is to include 6 to 8 substantive references (only 50% may come from PQP course material) and all references listed must be cited within the text.

The Leadership Practicum Summative Report is to include the following:

- Introduction
- Statement of the leadership inquiry question and the theories of action that apply to the Leadership Practicum
- Design and evolution of the Leadership Practicum (cite references and sources of data)
- Literature review related to the content of the Leadership Practicum, legislation, and policies (not an annotated bibliography, rather a review that is guided by the Leadership Practicum)
- Demonstration of theory to practice with the Leadership Practicum (How did the literature influence the Leadership Practicum? What worked? What did not work? How do you know?)
- Findings upon completion of the Leadership Practicum, recommendations as a result of the Leadership Practicum, benefits of the Leadership Practicum
- Connection of the Leadership Practicum to School and Board plans
- Conclusion
- Bibliography

Leadership Practicum Personal Reflections Report

The Leadership Practicum Personal Reflections Report is to be submitted in a WORD file, 10 to 12 pages (exclusive of appendices) with double spacing, and Calibri size 12-font.

The bibliography is to include 6 to 8 substantive references (only 50% may come from PQP course material) and all references listed must be cited within the text.

The Leadership Practicum Personal Reflections Report is to include:

- Introduction
- Identification of candidates' leadership style, its impact on the Leadership Practicum, results of candidates' self-assessments from PQP, feedback from inquiry participants
- Areas of personal strengths and growth (reference OLF, PLRs, and other pieces of evidence within the Leadership Practicum)
- Challenges experienced (how challenges were dealt with, outcomes, learnings, and growth as a result of challenge)
- Inquiry process reflection (what was learned about the inquiry process and the leadership skills required to execute the Leadership Practicum?)
- Relationship between the Leadership Practicum and Standards of Practice for the Teaching Profession and Ethical Standards for the Teaching Profession
- Learnings with respect to the Role of the Principal and/or Vice-Principal
- Personal Philosophy reflection (what did the candidate learn about their leadership philosophy, did it morph/change/shift? If so, why? If not, why not?)
- Conclusion to the Leadership Practicum Personal Reflection Report
- Bibliography

Who are the CPCO Masters Dimension Academic Advisors?

The CPCO Masters Dimension Academic Advisors are senior Ontario educators who possess a doctoral degree or other relevant qualifications and experience and are familiar with the PQP qualification. Once a candidate has registered for the Masters Dimension PQP, the PQP Registrar, or designate, will electronically introduce the Academic Advisor to the candidate.

How to select the PQP Masters Dimension Accreditation of the CPCO Principals' Qualification Program?

Candidates are to complete the PQP Masters Dimension Accreditation Fee Payment Form and submit it to the CPCO office either by mail or email to vkellow@cpco.on.ca

[Click here](#) to access the PQP Masters Dimension Accreditation Fee Payment Form.

What is the additional cost of the PQP Masters Dimension Accreditation?

The additional registration fee is \$500 in total for the two PQP 1 and PQP 2 courses. This covers the additional support of the Academic Advisors and PQP Part 1 Instructor throughout the practicum component and the administration and record keeping by the CPCO.

How does a candidate articulate the PQP Masters Dimension Accreditation into a university degree with one of the partnering universities?

Candidates are responsible for discussing the articulation, requirements, and registration with the specific university partner and CPCO Professional Learning Staff prior to enrolling in CPCO's PQP Masters Dimension Accreditation as each university partnership process varies. [Click here](#) for more information.

What are the candidate's responsibilities?

The candidates are to:

- make the initial contact with the Academic Advisor after the electronic introduction and provide Academic Advisor with contact information
- follow the Practicum Proposal Process Overview and timelines
- ensure the Practicum is a scholarly piece, demonstrating effective writing skills and meeting APA standards
- ensure that leadership research remains clearly connected to a Catholic perspective of education which may include a philosophy of Catholic education, understandings of Catholic community, Catholic social teachings, Christian leadership style, role modelling, and/or Catholic curriculum management-
- adhere to the [Municipal Freedom of Information and Protection of Privacy Act](#) (MFIPPA), school board privacy policies and the Education Act

and do not identify staff or student name(s), school or OEN within the practicum or course work

- establish a bibliography that supports the Practicum
- stay in regular contact with both Academic Advisor and PQP Part 1 Instructor

What are APA Standards?

APA stands for the American Psychological Association. While writing the Practicum, it is always important to give credit and cite sources and acknowledge others' ideas and research that you have used in your Practicum. APA style is one of the most commonly used citation styles used to prevent plagiarism.

There are many APA guides available for purchase to assist with writing the Practicum. A recommended resource is the *Publication Manual of the American Psychology Association* (current edition) available on Amazon.

Leadership Practicum Process Overview

<p>Registration</p>	<ul style="list-style-type: none"> • fee \$500.00 • candidates are encouraged to register for the Masters Dimension Accreditation prior to the start of PQP Part 1 • candidates must be registered prior to starting the Leadership Practicum Proposal • late registration may be granted to accommodate candidates who, over the course of the PQP Program, develops an interest in a masters degree. However, the CPCO Masters Dimension Academic Advisor must be satisfied that candidate will be successful in the Masters Dimension Accreditation. There will be an additional late registration fee of \$75 applied to the usual fee of \$500 • candidates will be introduced via email to CPCO's Academic Advisor shortly after registration and payment
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After Registration	<ul style="list-style-type: none"> • candidates will receive confirmation of registration and fee payment • candidates will receive the name and email contact information of the Academic Advisor
Masters Dimension Academic Advisor	<ul style="list-style-type: none"> • it is the responsibility of candidates to make the initial contact with the Academic Advisor via email
CPCO PQP Instructor	<ul style="list-style-type: none"> • the PQP Part 1 Instructor will be the lead instructor assisting candidates with the Leadership Practicum focus and plan • candidates will also work with the Academic Advisor on the Leadership Practicum focus and plan
Leadership Practicum Proposal	<ul style="list-style-type: none"> • after consulting with the Leadership Practicum Mentor and PQP Part 1 Instructor, candidates will submit the Leadership Practicum Proposal to the Academic Advisor • the Academic Advisor will review and provide feedback for the proposal • If needed, candidates will make modifications to the Leadership Practicum Proposal based on the feedback and resubmit to the Academic Advisor • the Academic Advisor will advise candidates via email when the Leadership Practicum Proposal has been approved • candidates are responsible to ensure that CPCO's PQP Part 1 Instructor and the Practicum Mentor are kept up to date regarding the progress of the Leadership Practicum Proposal and approval. • candidates are to submit the approved Leadership Practicum Proposal, from the Academic Advisor, to the CPCP PQP Part 1 Instructor for approval
Leadership Practicum Proposal Approval	<ul style="list-style-type: none"> • upon approval, the CPCO PQP Part 1 Instructor will complete the assessment form and notify CPCO of the Leadership Practicum Proposal approval
Leadership Practicum	<ul style="list-style-type: none"> • the Academic Advisor will be available for consultation during the execution of the Leadership Practicum

	<ul style="list-style-type: none"> • candidates are advised to update the Academic Advisor throughout the execution of the Leadership Practicum
Preparation of Leadership Practicum Reports	<ul style="list-style-type: none"> • candidates are responsible for reviewing the report criterion prior to completing the report • candidates review the requirements with the Academic Advisor before completing the reports (perhaps submit a draft to the Academic Advisor)
Submission of Leadership Practicum Reports	<ul style="list-style-type: none"> • candidates are to carefully edit reports prior to submission • reports are to be submitted in WORD format to allow Academic Advisor to use 'review' function • only artifacts specifically referenced in the reports are to accompany (usually in the appendices) • upon approval, the Academic Advisor will notify candidates and CPCO via email
Approved Leadership Practicum Reports to CPCO Part 1 Instructor	<ul style="list-style-type: none"> • candidates are to submit the Leadership Practicum Reports to the CPCO PQP Part 1 Instructor along with the email approval from the Academic Advisor • candidates will complete the appropriate sections of the Leadership Practicum Forms and forward to CPCO PQP Part 1 Instructor
Leadership Practicum Confirmation Form	<ul style="list-style-type: none"> • upon receipt of Leadership Practicum Reports and Academic Advisor approval email, CPCO PQP Part 1 Instructor will complete and submit the Leadership Practicum Confirmation Form
Letter of Confirmation	<ul style="list-style-type: none"> • candidates will request a Letter of Confirmation of completion of the Masters Dimension Accreditation from CPCO to be sent to the registered University partner • this Letter of Confirmation will be submitted directly from CPCO to the registered University for accreditation