



Principal's Qualification Program (PQP)

Master's Dimension Handbook

Companion document to the Ontario Principals' Council (OPC)
Leadership Inquiry Practicum Handbook

Revised July 2024

Introduction

The Ontario Principals' Council (OPC) has established agreements with universities for accreditation of the Principal's Qualification Program (PQP) Master's Dimension within their respective graduate degrees.

The purpose of the Master's Dimension Handbook is to provide all parties with an understanding of the additional requirements, processes and responsibilities that lead to accreditation.

What are the Differences for PQP Master's Dimension?

1. Academic Rigor

Modifications to the requirements for the Leadership Inquiry Practicum (LIP) proposal and reports have been made to elevate the research base and the Academic level of the reports. The proposal and reports must be scholarly pieces, demonstrating effective writing skills and conventions meeting American Psychological Association (APA) 7th edition standards and linking theory, research, and practice. In addition, the LIP proposal and reports must be assessed at Level 4 in all categories, as set out in the LIP Handbook.

2. Academic Advisor

Master's Dimension candidates will be assigned an Academic Advisor to help meet the standards and assess the proposal and reports. The Academic Advisors are senior educational leaders who hold a doctoral degree.

In guiding candidates, Academic Advisors may provide some direction in terms of theorists, articles and books; however, as is the case for Master's courses, students are ultimately responsible for setting out the bibliography to support their reports.

3. Registration Fee

The cost is \$500, paid in addition to registration in PQP. The fee covers the support of the Academic Advisor, PQP Part-1 facilitator and administration.

4. Leadership Inquiry Practicum (LIP) Proposal

The PQP Part-1 facilitator is the lead person in working with the candidate to establish a focus for the practicum; however, the PQP facilitator and the Academic Advisor must approve the proposal. The structure of the Master's proposal is guided by and must address the following questions.

The proposal should be submitted in a Microsoft Office Word file, appropriately titled with your name included.

1. What is the collaborative inquiry/problem of practice?
2. What are the professional and personal learning goals of the practicum?
3. What is the context of your practicum (e.g., school, staff, community, length of tenure in current role, etc.)?
4. The application of theory to practice is a critical element of the Master's Dimension.
 - a. How will concepts, theories and ideas presented in PQP Part 1 influence your actions?
 - b. What legislation, board policies and Ministry guidelines will guide your leadership practice?
 - c. What additional readings have you identified to support your practicum? Use proper APA 7th edition standards.
5. What are the inquiry links to the Standards of Practice for the Teaching Profession and The Ethical Standards for the Teaching Profession?
6. What is your plan of action? You may use the organizing chart with month, activity and hours.
7. How will you assess the success of your inquiry? Candidates need to collect and analyze data.
8. How will you assess your leadership skills in executing the inquiry? Candidates need to collect and analyze data.
9. To what extent have you received the approval of your OPC facilitator and site mentor?

5. LIP Summative Report

The LIP Summative Report is expected to be 15 to 20 pages, with double spacing and 12-point font, exclusive of appendices (Microsoft Office Word file). The bibliography must include 6 to 8 substantive references (50% may come from PQP course material) and all references listed must be cited within the text.

The structure of the report is guided by the following:

1. Introduction
2. Statement of the collaborative inquiry question and theories of action.
3. Design and evolution of the collaborative inquiry, citing references and sources of data.
4. Review of literature related to the content of the collaborative inquiry, i.e., legislation, policies, information and literature. This is not an annotated bibliography. The structure of the section should be guided by the collaborative question and theories of action.
5. Demonstration of application of theory to practice: How and to what extent did the literature influence your actions? What worked? What did not work? How do you know?
6. Results and recommendations with specific reference to benefits to teaching and learning, the inquiry question and the theories of action.
7. Relationship of LIP to the Ontario Leadership Framework (OLF) – School Level Leadership and the K-12 School Effectiveness Framework (SEF).
8. Relationship of LIP to school and board plans.
9. Conclusion
10. Bibliography

6. LIP Personal Reflections Report

The LIP Personal Reflection Report is expected to be 10 to 12 pages, with double spacing and 12-point font, exclusive of appendices (Microsoft Office Word file). The bibliography must include 6 to 8 substantive references (50% may come from PQP course material) and all references listed must be cited within the text.

The LIP Reflective Journal referenced in the PQP LIP Handbook is a resource for the writing of the Personal Reflections Report. In most cases, the Journal will not meet the requirements of this report. The Personal Reflections Report requires candidates to synthesize the information in the journal, reflect on the entire experience and deepen their reflections by writing an Academic report.

The structure of the report is guided by the following:

1. Introduction
2. Leadership style: What is your leadership style? How does this influence your leadership? How does your style affect those you are leading? – use the results of self-assessments from PQP, literature, feedback from inquiry participants, etc.
3. Strengths and areas for growth – use the literature, OLF (specifically the Personal Leadership Resources) data collected and other evidence from the LIP.
4. Challenges experienced – use the School-Level Leadership Personal Leadership Resources of the OLF.
5. Collaborative Inquiry Process: What did you learn about the process and the leadership required for success?
6. Relationship of your LIP to the Standards of Practice for the Teaching Profession and the Ethical Standards for the Teaching Profession.
7. Role of Principal and/or Vice-principal: What did you learn about the Role?
8. Evolution of a personal philosophy of education: How has this experience affected your philosophy?
9. Conclusion – to the paper Bibliography (6 to 8 substantive references, 50% from PQP)

What are the Anticipated Steps in the Process?

Registration

Fee: \$500

Registration Deadline:

Candidates must register in the Master's Dimension prior to OPC being notified by the OPC facilitator of the completion of PQP Part 1 **and** prior to the approval of the practicum.

The registration deadline is established to ensure candidates receive the full benefit of the Academic Advisor's guidance and support throughout the process. The Academic Advisor will ensure the program requirements are achievable within the context of the LIP Proposal, thereby ensuring overall success.

Upon registration, candidates will receive confirmation from OPC that includes:

- the PQP Master's Dimension Handbook.
- the name and contact information for the assigned Academic Advisor.

Contact with Your Academic Advisor

- Your Academic Advisor will reach out via email to schedule an initial meeting.
- From this point, candidates are encouraged to reach out as needed, outside of any scheduled meetings, for consultation and support as needed.

Working with Your OPC Facilitator

- The PQP facilitator is the lead in working with candidates to establish a LIP focus and plan.
- Candidates should share/explore the LIP focus and plan with their Academic Advisor.

Submission of LIP Proposal to Your Academic Advisor

- After preparing the proposal in consultation with their OPC facilitator and onsite mentor, the LIP Proposal should be emailed to the Academic Advisor.
- The Academic Advisor, in a timely manner, will review, comment and, if necessary, set out changes that are necessary for approval.
- The Academic Advisor will advise candidates when the LIP has met the standards.

Confirmation of LIP Proposal Approval

- Candidates are responsible for informing their OPC facilitator and site mentor of the approval. Upon approval, the OPC facilitator will complete the assessment form and notify OPC of the LIP Proposal approval as part of the Part-1 Recommendation.

Execution of Plan

- The Academic Advisor is available for consultation during execution of the plan.
- Candidates may wish to provide the Academic Advisor with updates on progress.

Preparation of LIP Reports

- Before starting the writing process, candidates should review the requirements for the reports.
- Candidates may wish to review the requirements with the Academic Advisor.
- Candidates may wish to submit to the Academic Advisor draft sections of the report for comment.

Submission of LIP Reports to Academic Advisor

- Candidates need to carefully edit their reports before submission. It is important that APA 7th edition standards are used.
- The reports should be submitted as Microsoft Office Word files to allow the Academic facilitator to provide feedback using the Reviewing features.
- Only artifacts specifically referenced in the reports should be included, most often as appendices.
- Upon approval, the Academic Advisor will notify the candidate and OPC by email.

Submission of Academic Advisor Approved LIP Reports to OPC Facilitator

- The reports then can be forwarded to the OPC facilitator with the email from the Academic Advisor indicating approval.
- Include also the Confirmation Form with appropriate sections completed.

Submission of LIP Confirmation Form

- Upon the Academic Advisor's approval of the reports, the OPC facilitator will complete and submit the LIP Confirmation Form to OPC.

Obtaining a Letter Confirming Completion of Master's Dimension

- With the completion of PQP Part-2, OPC will provide a letter confirming the Master's Dimension. The letter may be submitted to partner universities for advanced standing credit to applicable graduate degree programs.