

**School of Education
Department of Curriculum, Teaching, and Educational Leadership
Application for the Instructional Leadership Program
M.Ed. in Instructional Leadership**

General Requirements/Checklist for Admission to M.Ed. in Instructional Leadership

Items 1-8 must be submitted to Dr. Davis in the Department of Curriculum, Teaching and Ed. Leadership in Carver Complex North room 203 or 207.

In order to be considered for admission to the Instructional Leadership Program, you must obtain a minimum cumulative score of 80% on the portfolio, interview, and writing assessment (Combined Score).

Admission Portfolio that must contain:

******* All students applying for the Master's in Instructional Leadership Program must first and foremost apply and meet the requirements for admission to Graduate School (GPA,GRE).*******

1. _____ Copy of an earned baccalaureate-level professional educator certificate in a teaching field.

OR

2. _____ Copy of an earned master's-level professional educator's certificate in a teaching field or instructional support area.

3. _____ Verification of three (3) years of successful teaching experience. **(Form: EXP; to be picked at your Central Office and signed by the appropriate personnel)**

4. _____ three (3) letters of recommendation to include one from applicant's principal or supervisor; and two additional letters from professors, employers, colleagues, friends or clergy.

5. _____ Completed copy (all forms) of most recent performance appraisal to include professional development component.

6. _____ Evidence of leadership and management potential, including evidence of most recent accomplishments in the area of educational leadership(2 examples)

7. _____Evidence of ability to improve student achievement (2 examples).
8. _____Summary of candidate's reason for pursuing educational administration certification.
9. _____Summary of what the candidate expects from the preparation program.
10. Pass an interview conducted by the Program Admission Committee.
Date of Interview _____
11. Perform a writing assessment to be evaluated by the Program Admission Committee _____

(All interviews will be scheduled and conducted during a two day period designated by the Committee)

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*******Note: It is imperative that candidates submit required materials by the deadlines listed. Otherwise, you will not be considered for this cohort. Further, you will not be allowed a conditional admittance.**

*******Make sure to submit your best work or evidence of the required documents. *****The selection of candidates for this program will be very competitive*******