

Department of Educational Leadership & Policy Studies

**APPLICATION FOR THE
MASTER OF ARTS IN EDUCATION: HIGHER ED LEADERSHIP****A. Requirements for Admission**

1. **Students MUST make formal application to the University prior to the departmental application deadline.** University application forms may be obtained from the Department office, (916) 278-5388, Eureka Hall #437.
2. Candidates must hold a bachelor's degree from an accredited institution, have attained a grade point average of at least 2.5 (on a 4-point scale) in the last 60 semester (90 quarter) units attempted, and have been in good standing at the last college attended.
3. All applicants are required to appear for an interview with a faculty team from the Department. Interviews will be scheduled during a two-week period soon after the close of the application period. The interview will focus on the applicant's academic capacities, leadership potential, and humanistic sensitivity.
4. Successful completion of the University requirement for proficiency in written English (WPG). Master's candidates must pass the WPG ***before*** they are advanced to candidacy. Effective Fall 1996 students admitted to the university may not use CBEST or the English Diagnostic Test as a waiver for the Writing Proficiency exam for Graduates.

B. Application Materials

The deadline for the submission of all application materials is the end of the sixth week of instruction of the semester prior to the one in which the applicant wishes to begin graduate studies. This date usually occurs in early March for Fall applications, and early October for Spring applications. (See application form for actual date.) The following items must be received in the Department office by the application closing date:

___ Completed **Application Form** and **Self-Assessment Scale** (enclosed).

___ **Two reference forms**; one completed by your present supervisor and a second one from an individual (non-family member) who has sufficient knowledge of you as an individual (forms enclosed).

___ **Typewritten resume**, including previous positions held, locations, job functions, educational background and professional accomplishments.

___ **A statement of purpose**. Why are you interested in this Graduate Program, what are your career goals, and how motivated and passionate are you about the field? This must be a minimum of two typewritten double-spaced pages.

___ One set of unofficial **transcripts** (for the department). This is in addition to the University application requirement of submitting **one** sets of **official** transcripts (sealed). (This allows for review of candidate materials by the interview date.)

D. Non-Discrimination Policy

California State University, Sacramento, seeks participation in all academic and academically-related activities for all individuals without regard to race, color, creed, marital status, national origin, sex, handicap, or age. The University has established an affirmative action program in accordance with federal and state regulations, Presidential Executive Orders, Title VII and IX of the Civil Rights Act as amended, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1974, and the Vietnam Readjustment Assistance Act. The regulations prohibit discrimination in the admission of students and recruitment, retention, and promotion of employees. For further information, or should you feel that you have been discriminated against in one of the aforementioned areas, contact the Affirmative Action Officer, Title IX Coordinator, in Sacramento Hall 253, (916)278-6907.

SELF-ASSESSMENT SCALE

Directions: Please assess yourself in the areas listed below.

Performance Indicators	1 Inadequate	2 Marginal	3 Satisfactory	4 Very Competent	5 Outstanding
1. <u>Awareness of Self</u> : Describes own strengths, is honest about own weaknesses; readily expresses values, feelings, and own characteristics.					
2. <u>Self-Concept</u> : Perceives self as worthy, healthy, and generally a happy person; can laugh at self.					
3. <u>Initiative--Self-Assertive</u> : Takes a stand on issues; risks job, security, and/or peer approval for a cause; is resourceful; takes action when needed.					
4. <u>Interest in People/Societal Concern</u> : Views education as an instrument of social and personal change; expresses commitment to resolution of societal problems broader than school or class-room.					
5. <u>Openness to Learning</u> : Is anxious to learn new ideas beyond job requirements; debates issues; reads widely; philosophizes.					
6. <u>Leadership Experience/Potential</u> : Knows about, through experience or observation, the roles/ functions/expectations of administrators/leaders.					
7. <u>Planning/Decision Making</u> : Shows evidence of planning, problem-solving capabilities; can express strategies/alternatives for problem solution/ implementation.					
8. <u>Situational Flexibility</u> : Describes alternative strategies based on changing needs; can assume another's point of view.					
Total Score					

Department of Educational Leadership & Policy Studies

REPORT ON GRADUATE APPLICANT
Master of Arts in Education: Higher Ed Leadership

Name of Applicant: _____

Soc. Sec. #: _____ Phones: _____

To the applicant: The *Family Educational and Privacy Act of 1974* gives students the right to inspect letters of recommendation written in support of applications for admission or fellowship. The law also permits students to waive that right if they choose, although such a waiver cannot be a condition of admission or award. If you wish to waive your right to examine this letter of recommendation, please sign below.

I WAIVE MY LEGAL RIGHT TO INSPECT THIS LETTER OF RECOMMENDATION.

Date: _____ Signature: _____

To the recommender: This candidate has applied for admission as a graduate student in the Department of Educational Leadership & Policy Studies, California State University, Sacramento, and has given your name as a reference. Please complete the Supervisor's Rating of Candidate form on the reverse, and return it to the Department no later than one week past the application deadline, enabling the applicant to have as complete a file as possible by the date of his/her interview.

1. Assuming that you had an opening for a person with the applicant's characteristics, would you be willing to employ this applicant?

___ Yes ___ No If yes, please indicate by a checkmark, the degree of your desire to employ this individual: ___ Eagerly ___ Willingly ___ With hesitation

2. Please give reasons for your response to question one.
Remarks: Use this space for any additional information, comments, evaluation, interpretation, or explanation of your rating that you may wish to add. Thank you for your cooperation and assistance. (If more space is needed, please feel free to attach comments written on your letterhead.)

 Recommender's Signature

 Date

 Recommender's Printed Name and Position

 School, Agency, or Company

SUPERVISOR'S RATING OF CANDIDATE

Directions: Please evaluate the applicant in the areas listed below and indicate strengths of applicant on each item. Total your ranking and enter in space below.

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