

Department of Educational Leadership & Policy Studies

**APPLICATION PROCEDURES FOR THE
PRELIMINARY ADMINISTRATIVE CREDENTIAL AND THE MASTER OF ARTS****A. On Campus Admission Requirements**

1. **Upon applying, you will need two (2) letters of recommendation.** One from your current, immediate supervisor and one from another administrator (may be from out of the District). Letters should support your capabilities in becoming an administrator; and
2. **All applicants are required to appear for an interview, conducted by EDLP faculty.** 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.

B. University Admission Requirements

1. **Students MUST make formal application to the University prior to the departmental application deadline.** University application forms may be obtained from the Graduate Studies office, (916)278-6470, River Front Center, room 203. **The Department will be notified and will receive official transcripts when your University file is complete.**
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. **Credential candidate applications** will not be considered complete unless candidates have provided evidence that they have registered for or completed the California Basic Educational Skills Test (CBEST). **For CBEST registration information contact the University Testing Office, (916)278-6296.**
4. Although not required prior to admission, Master's degree candidates must provide evidence of 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.

C. Credential Candidates

1. Candidates for the Preliminary Administrative Services Credential must also possess a valid California teaching credential (K-12) requiring a baccalaureate degree and a program of professional preparation including student teaching; or a valid California Designated Subjects Teaching Credential provided the applicant also possesses a baccalaureate degree; or a California Pupil Personnel Services Credential requiring a baccalaureate degree program of professional preparation including field practice with school-aged students; or a Librarianship credential; or a Health Services School Nurse Credential; or a Clinical or Rehabilitative Services credential.
2. Candidates for the Preliminary Administrative Services Internship Credential should request additional information from either the Internship Program coordinator, (916)278-5516, or the Department office staff, (916)278-5388, Eureka Hall, Room 437.

D. 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 another supervisor (forms enclosed).

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

____ A brief **statement of at least three educational beliefs** to which you are firmly committed. This must be a minimum of two typewritten double-spaced pages.

____ One set of **transcripts** (may be unofficial). This is in addition to the University application requirement of submitting two sets of official transcripts. (This insures us of having review materials by the interview date, since outside institutions often take several weeks to deliver transcripts.)

E. 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
Preliminary Administrative Credential/Master of Arts

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 the wavier 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

If no, please give reasons under item 2 below.

2. **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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Department of Educational Leadership & Policy Studies

Preliminary Administrative Services Credential
SCHEDULE of COURSES (33 units total)

* SUBJECT TO CHANGE

<u>Course No.</u>	<u>Course Title</u>	<u>Units</u>
First Semester		
1. EDLP 201B	Foundations of Educational Leadership	3
2. EDLP 200B	Diversity and Equity in Educational Leadership	3
3. EDLP 250	Educational Research	3
Second Semester		
4. EDLP 205B	Curriculum and Instruction Development	3
5. EDLP 202	Legal Bases of Education	3
6. EDLP 255	Field Experience Seminar <u>(Not required for MA)</u>	3
Third Semester		
7. EDLP 203	Financial Resources Planning and Allocation	3
8. EDLP 209B	Human Resources and Supervision	3
9. EDLP 204B	Special Education and Categorical Programs	3
10. EDLP 495	Field Study in Educational Leadership <u>(Not required for MA)</u>	6

Masters of Arts in Education
SCHEDULE of ADDITIONAL COURSES (6 units total)

<u>Course No.</u>	<u>Course Title</u>	<u>Units</u>
Fourth Semester		
Culminating Experience: Option One <u>(Taken Simultaneously)</u>		
1. EDLP 230	MA Thesis / Project Seminar	3
2. EDLP 500A	MA Thesis / Project	3
Fourth and Fifth Semesters		
Culminating Experience: Option Two <u>(Taken in Separate Semesters)</u>		
1. EDLP 500A	MA Thesis / Project	3
2. EDLP 500B	MA Thesis / Project	3

If culminating experience is not completed within the 4th and 5th semester, students will continue on each semester until completed. Students have 7 years from the semester they started to complete their Masters.