Application Materials Checklist

Master of Education in Educational Leadership

Application Deadline
April 15 for Summer Semester
December 1 for Spring Semester, June 1 for Fall Semester

All materials not submitted electronically at the time of the application should be placed together in a packet and submitted by mail or in person at one time after the application has been submitted. Please leave sealed items in their original envelopes when putting them in the packet.

- Online Graduate Application – There is a non-refundable $60 application fee. http://www.kennesaw.edu/graduate/admissions/onlineapplication.php
- Transcripts – Official transcripts from EACH College and/or University you have attended. Must be in sealed envelope from the institution.
- Clear Renewable Georgia Teaching Certificate - To print a copy of your Georgia clear, renewable certificate, you may log onto www.gapsc.com.
- Resume or Professional Vitae - Can be uploaded into the online application
  Should document your education, years of teaching experience, current school and district, volunteer/service activities in which you have participated and any leadership involvement. Resume MUST reflect at least TWO years of professional teaching or administrative experience prior to admission consideration.
- ONE Evaluation Form – Should be from a district level administrator or your immediate supervisor. Form attached to checklist.
- ONE Mentor Form – Should be from a district level administrator or your immediate supervisor. Form attached to checklist.
- Employment - Candidates are required to be employed as teachers or administrators in a traditional public school district, a charter school district, a charter school, or an independent school. By PSC regulation, candidates must be referred for admissions by their respective schools/districts, and Kennesaw State University must hold a Performance-Based partnership with the referring district.

International Students (Visa and Green Card holders) for additional requirements see:
http://www.kennesaw.edu/graduate/admissions/international_admissions.php

Final admission decisions may be based on a combination of factors, including academic degrees and records, the statement of purpose, letters of recommendation, test scores, and relevant work experience. Also considered is the appropriateness of the applicant’s goals to the degree program in which they are interested and to the research interests of the program’s faculty. In addition, consideration may be given to how the applicant’s background and life experience would contribute significantly to an educationally beneficial mix of students.
Candidate Name ___________________________ KSU ID # _________________________

**Applicant:** Before giving this form to a reference, please check and sign this section in accordance with the Family Educational Rights and Privacy Act.

I ____ (hereby waive) ____ (do not waive) my right of access to this statement of support.

Applicant Signature: ___________________________ Date ___________________________

**To Person Recommending:** You have been identified as one who knows the above applicant’s professional work well enough to assess his/her potential for leadership in educational organizations. Please rate the candidate on the following:

<table>
<thead>
<tr>
<th>Characteristic</th>
<th>Outstanding</th>
<th>Superior</th>
<th>Average</th>
<th>Below Average</th>
<th>Poor</th>
<th>Inadequate Knowledge to Rate</th>
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<tbody>
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<td>Personal maturity, commitment, and integrity</td>
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<td>Interpersonal competence in interactions w/ peers, students, community, and supervisors</td>
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<td>Ability to conceptualize, plan and execute a course of action</td>
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<td>Ability to manage resources</td>
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<td>Leadership potential</td>
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<td>Intellectual ability</td>
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<td>Fundamental knowledge in the field</td>
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<td>Motivation and persistence</td>
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<td>Scholarship</td>
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<td>Level of written expression</td>
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<td>Level of oral expression</td>
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<td>Overall recommendation</td>
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**Signature of Person Recommending** ___________________________ **Name – Please Print** ___________________________ **Date** ___________________________

Title ___________________________ School ___________________________ School System ___________________________

Telephone Number ___________________________ Fax Number ___________________________

If you wish to submit additional information, please attach a letter to this form.

**Please return to the candidate in a signed sealed envelope.**

**They will need to include this form with their application packet.**
Bagwell College of Education  
Department of Educational Leadership  
Mentor Commitment Form

District Commitments: Educational Leadership Programs at KSU prepare dynamic, high-performing leaders to participate in transforming schools into learning communities characterized by student success. Graduates would be successful in any school, and are particularly ready to lead schools in Georgia. To ensure acquisition of needed knowledge and skills, field experiences are a part of each course. Additionally, an intense practicum provides for syntheses of program learning. Candidates accepted into Leadership Programs must obtain commitment from the school or district to provide experiences as contained within the mentor agreement on the application form.

Mentor Commitment: The Department of Educational Leadership at KSU is committed to providing genuine experiences leading, facilitating, and making decisions characteristic of school leaders. Each candidate is required to obtain agreement from a practicing administrator to supervise on-site experiences and to mentor his or her leadership development. The mentor agrees to function as part of a learning team with the candidate and university faculty. University faculty will make on-site visits and will collaborate with the candidate and mentor in planning appropriate experiences and evaluating development. The mentor will oversee the day-to-day performance of the candidate.

Role of the Mentor:

- Provide a wide range of experiences (the candidate needs to experience a range of administrative functions, become acquainted with all facets of leadership, be able to observe and work with educational leaders in a variety of situations).
- Provide duties of increasing responsibility (assign responsibilities which contribute to the on-going school/district program, with increasing duties as time passes and skills increase).
- Assign and monitor an improvement project (major responsibility for an improvement project that will make a contribution to the school's/district's program through leadership activities).
- Meet regularly with the candidate and provide feedback on progress (provide specific directions/tasks/requirements to improve leadership ability in the area(s) of need).
- Meet with the university faculty member responsible for candidate's supervision (the candidate is working as part of a team with the university faculty and the mentor. Open and frequent communication among the parties is essential to optimum candidate development).

TO BE COMPLETED BY REFERENCE WHO WILL ASSIGN/MENTOR/CO-SUPERVISE CANDIDATE’S FIELD WORK:

The candidate above will be assigned an area of responsibility related to school improvement. This assignment will require the candidate to complete specific responsibilities for which s/he will receive academic credit. I will act as a mentor to the candidate named on this form.

_________________________  ___________________________  ____________
Signature                  Position                   Date

_________________________  ___________________________
School Name                 School System

Please return to the candidate to be included with their application materials.