

Mississippi College

Masters Program in Educational Leadership

Application Guidelines

Step 1 – Mississippi College Application for Admission to Graduate Studies

Each applicant must file with the Dean of Graduate Studies a complete dossier consisting of the following:

- Graduate School Application for Admission - Application should be completed on-line [<http://www.mc.edu/academics/graduate/apply/>] Print copy for portfolio.
- Application Fee - a \$35.00 application fee (nonrefundable, must accompany application).
- Transcript(s) - One copy of official transcript(s) for all previous collegiate work. (Only official transcripts mailed from the school or college directly to the Dean of Graduate Studies will be accepted.) Form may be downloaded or completed online: [http://www.mc.edu/academics/graduate/files/6613/2251/4197/Official_Transcript_Request_Form.pdf]
- License - A photocopy of his/her Standard Class Educator's License issued by a state department of education. [**Applicant must hold a STANDARD, 5-YEAR, RENEWABLE LICENSE to be considered.**] If you do not have a copy, your school district usually has one on file and will make a copy for you, or an individual may request a duplicate copy of a license by submitting a completed Licensure Application and a \$5 money order (personal checks not accepted) to the Mississippi Department of Education; Office of Educator Licensure; P.O. Box 771; Jackson, MS 39205. [The application packet may be downloaded at: http://www.mde.k12.ms.us/ed_licensure/pdf/Licensure_Application_K-12.pdf].
The most efficient means for obtaining a copy of the license, however, is to go to MDE's license lookup site [<https://sso.mde.ms.gov/Login/Login.aspx>], and click on the "license lookup" button in the lower right-hand side of the page. Then, simply enter the social security number, pull up the license, and print a copy of the information.
- Exam Scores - Documentation of acceptable scores on required professional exams. You may request the Office of Educator Licensure to provide scores on file by submitting a written request to the Mississippi Department of Education; Office of Educator Licensure; P.O. Box 771; Jackson, MS 39205. [The request may also be sent by email to khallman@mde.k12.ms.us or ldungan@mde.k12.ms.us) Be sure to include your full name and social security number in correspondence. [**IF YOU MAKE YOUR REQUEST BY EMAIL, PLEASE ASK LICENSURE TO SEND AN EMAIL COPY OF THE SCORES TO DR. SMITH.**]

Please make a copy of each of the above documents to include in your portfolio that is submitted directly to the program coordinator.

Step 2 – Educational Leadership Portfolio Submission

Each applicant must also file a professional portfolio with the appropriate program coordinator.

Submit master portfolio to:

Dr. Doris Smith
405 Lowrey Hall, Box 4009
Clinton, MS 39058
601.925.3845
Smith24@mc.edu

The completeness, accuracy, organization, and appearance of the professional portfolio will influence the decision by program faculty about the candidate's admission to the program of Educational Leadership.

- Information must be typed, double-spaced on standard size white paper. All spelling and grammatical errors should be corrected prior to submitting portfolio.
- All documents and information for the portfolio need to be arranged in the order specified below, stapled together, and placed in a simple file folder. Pages in sections with multiple pages should also be numbered. Please do not use page-protectors, sleeves, etc.
- Because the portfolio will **not** be returned, copies of documents need to be retained by the applicant.
- Portfolio organization (information must be typed):
 1. Graduate School Application for Admission – If application is made on line, a "hard copy" should be printed and included in the portfolio. Please be sure to include the completed form, not just the receipt for filing the application. The completed form is required for the portfolio.
 2. Transcript(s) – Copy issued to student is okay. We can verify through Graduate Office.
 3. Educator's License
 4. Test Scores
 5. Resume' (vita) – A professional resume' highlighting candidate's relevant professional skills, training, and experiences should be included. Be sure to also include candidate's name, social security number, home address, telephone number and email address; school name, address, telephone and fax numbers; and any other appropriate information, such as cellular number.
 6. Teaching Experience – A copy of the verification of teaching experience form is attached.
 7. Letters of Recommendation from Colleagues and Supervisors – Three recommendations using the form provided by MC. **One of the recommendations must be completed by the candidate's principal or immediate supervisor and one by his/her superintendent.** If the candidate is no longer teaching, the most recent principal or supervisor should complete the recommendation. A copy of the recommendation form may be completed online or downloaded from the following site:
<http://www.mc.edu/academics/graduate/files/6313/2251/4423/recommendation-med.pdf>
or obtained from the Office of the Graduate Dean or the Office of Teacher Education and Leadership. The candidate should duplicate the form and provide a copy to each individual who will serve as a reference. The candidate should also provide envelopes, pre-

addressed to the Department of Teacher Education and Leadership and stamped, so that recommendations can be sent directly to the program coordinator by the references. The recommendations will be added to the candidate's portfolio by staff before it is reviewed.

8. Letters of support from Parent and Student – Two informal letters of support, one from a parent and another from a student.
9. Excellence in Teaching
 - a. Performance Appraisal – copies of the candidate's most recent 3 performance appraisals, including any professional improvement component.
 - b. Summary of Students' State Test Performance for past 3 years.
 - c. Awards, Honors, and Accomplishments (e.g. Teacher of the Year, NBPTS Certification, Star Teacher, etc.)
10. Education and Leadership Philosophy – Must include but is not limited to the candidate's beliefs about curriculum and curriculum development, teacher/student relationship, educational goals, student discipline, teaching methodologies, and the purpose of school. Limit to 1 page.
11. Personal Biography - Include personal as well as professional background information that highlights work ethic, integrity, moral compass, values, events or people that shaped candidate's character, etc. Also address candidate's potential as an education leader. Candidate may want to discuss his/her vision of educational leadership. The essay should clearly delineate the nature and extent of the candidate's interest/commitment to becoming or expanding personal capacity in educational leadership.
12. Technology Self-Assessment Tool – Complete the "Technology Self-Assessment Tool" provided by the Educational Leadership Department. (Copy Attached.)
13. Commitment to Profession and Service – Briefly describe memberships and participation in professional organizations, service to community organizations, church leadership roles, and other similar activities.

PLEASE NOTE: THE PORTFOLIO SHOULD BE SUBMITTED TO THE PROGRAM COORDINATOR. DO NOT SEND TO OR LEAVE WITH GRADUATE OFFICE.

Evaluation of Candidate Portfolios – The Department faculty will review the portfolios. Each reviewer will rank the portfolio on the following scale:

- Outstanding – all of the required elements are presented in a well organized manner demonstrating sophisticated skill in presenting written information. Additional information and artifacts that attest to the candidate's abilities are included. The candidate has presented evidence that s/he has a high potential to be a successful educational leader.
- Good – all of the required elements are presented in an organized fashion with average skill in presenting written information. The candidate has presented evidence that s/he has potential to be a successful educational leader.
- Basic – all the required elements are presented. There is some evidence that the candidate may have potential to be an educational leader.
- Unacceptable – required elements may not be presented or may be presented in a poor manner or may be of poor quality. There is little evidence of potential to be an educational leader. In no case will a candidate whose portfolio has been rated as unacceptable be admitted to the program.

Step 3 – Interview, Constructed Response, and Writing Sample

Once Step 1 (Application to Graduate Studies) and Step 2 (Portfolio Submission) have been completed and submitted, the candidate may be invited to the Mississippi College campus to (1) submit a written response to a leadership-oriented prompt and a constructed response to a leadership problem and (2) interview with an admission committee.

The interview will be 15-30 minutes in length and will attempt to solicit information related to the following items:

- The candidate's motivation for entering an educational leadership program and his/her intent to actually seek a leadership position.
- The candidate's excellence in teaching.
- The candidate's advocacy for children and families.
- The candidate's leadership ability or potential.

The writing sample requirement provides a measure of the applicant's potential and current ability to write at the graduate level. A topic will be provided, and the paper will be written on site. The applicant must show evidence of ability to coherently present a thesis, develop an idea, and present ideas on paper.

Step 4 – Selection

Based upon the university-established class size and the recommendations of the admissions committee, the educational leadership faculty will determine the number to be admitted into the program. The Department will accept candidates into programs based on the ratings on each of the above three steps. Only those applicants who have completed all components of the application process, including the writing sample and interview, will be considered. First consideration will be given to those with the highest overall ratings. The first round of selection will begin on December 1. Depending on the number of slots remaining, additional selection will be made in March from the pool of applicants who meet the March 15th deadline. Candidates will be notified of their status by the program coordinator.