



SOUTHERN METHODIST UNIVERSITY

Department of Education Policy and Leadership

ANNETTE CALDWELL SIMMONS
SCHOOL OF EDUCATION
AND HUMAN DEVELOPMENT

**Master of Education
in
Educational Leadership
(Principal Certification)**

**Application for Admission for Fall 2012
Application Deadline: March 21, 2012**



M.Ed. in Educational Leadership (Principal Certification) Application Procedures

We are pleased that you are interested in pursuing graduate studies at Southern Methodist University. Please assist us by carefully reading the instructions below so that we can expedite processing your application. Note that the responsibility of securing and submitting the application materials, transcripts, test scores, and other necessary information is yours.

All documents, requests, test scores, and correspondence should be sent to the Department of Education Policy and Leadership, PO Box 750114, Dallas, TEXAS 75275-0114

ELIGIBILITY: You are required to have a bachelor's degree from an accredited institution in the United States or proof of equivalent training at a foreign university. All applicants must have adequate subject preparation: an academic major or teaching field and a 3.0 overall grade-point average, as well as a combined verbal and quantitative score of 1000 and an analytical writing score of 4.5 on the GRE (taken within the last 5 years). Applicants for the M.Ed. in Educational Leadership must have a valid Texas teaching certificate and two years of teaching experience in a public school, accredited private school, or charter school. Applicants should be able to demonstrate evidence of leadership roles assumed in the school. After an application is complete, ultimate approval for admission to graduate study is given by the Department of Education Policy and Leadership in the Annette Caldwell Simmons School of Education and Human Development on the recommendation of the Educational Leadership faculty.

APPLICATION PROCEDURE

General Requirements:

1. Complete the application form. **All questions must be answered with correct and complete information.**
2. Enclose a \$75 application fee (check or money order) with the application. This fee is non-refundable. Note: If you have previously paid an application fee to a graduate program in the Annette Caldwell Simmons School of Education and Human Development, the \$75 fee is waived.
3. Send a set of official transcripts, *certified and translated if from a foreign institution*, directly from each school of higher education you have attended. No copies will be accepted.
4. Distribute three recommendation forms and ask that they be sent directly to the Department of Education Policy and Leadership. Select respondents who can attest to your academic ability, your teaching abilities, your leadership abilities, and your personal qualities. ***IMPORTANT NOTE: One recommendation must be from your principal or corresponding supervisor. The recommendation from the principal should verify capacity and evidence of leadership in the applicant's school. The principal also needs to state his/her willingness to mentor the student for field-based internship projects.***
5. Request the official scores (earned in the last 5 years) for the Graduate Record Examination (GRE) and TOEFL (if required) to be sent.
6. Submit a Statement of Purpose: The written Statement of Purpose must demonstrate competence in speaking and writing the English language and ability to think critically. The essay prompts are included in the application form.

Additional Requirements:

7. International students applying from countries where English is not the native language are required to provide scores on the Test of English as a Foreign Language (TOEFL). See notes under "What are the admission requirements?"
8. As evidence of financial support, foreign students must provide a Certification of Finance Form/Letter of Financial Backing. This should represent that sufficient money will be available to the applicant to cover all expenses while at the University. This letter may be signed by a parent or sponsor but **must** be certified by a bank. The document must be notarized and on file before the process for visas and passport can proceed. (See next page for additional information regarding foreign applicants.)

APPLICATION DEADLINES

Fall semester deadline: March 21, 2012

General

Admission — Only the Chair of the Department of Education Policy and Leadership is authorized to notify the applicant of his or her acceptance to this graduate program in the Annette Caldwell Simmons School of Education and Human Development. Applicants should not interpret any statement made in casual correspondence with any University faculty or staff member to mean that he or she has been admitted. Official notification will be sent through the Department of Education Policy and Leadership office and signed by the Department Chair.

Financial Obligations — Students are responsible individually for their financial obligations to the University through the Office of the University Cashier, SMU, Dallas, TEXAS 75275, USA. Questions regarding financial procedures at SMU should be taken up with the cashier's office.

Transfer Students — Graduate students wishing to transfer to Southern Methodist University from another graduate school in the US must have maintained a "B" average on all graduate work previously attempted in addition to satisfying the other admission requirements of the University. Applicants may request transfer of no more than 6 hours earned within 6 years from application to graduate school at SMU. Because of the unique structure of the Educational Leadership M.Ed. courses, opportunities for transfer credits will be very rare and will be evaluated on a case-by-case basis.

For International Students

Passports and Visas — Before the international student may leave home, both a passport and a visa are required. The government of the student's home country is responsible for issuing the passport. If the international student is accepted by the Annette Caldwell Simmons School of Education and Human Development, a letter of acceptance will be sent from the Department of Education Policy and Leadership. The SMU International Advisers' Office will send an I-20 form (F-1 visa) or IAP-66 (J-1 visa) once the financial support has been verified. It is important that the name on the application matches the name on the student's passport exactly.

To meet US government regulations, the international graduate student on the F-1 or J-1 visa must take at least nine semester hours each semester to qualify as a full-time student.

Health Insurance — All international students must be covered by hospitalization insurance and **must show proof of such insurance at the time of registration.** Coverage may be obtained individually or through the University for an annual fee of approximately \$1,400. In addition, students purchasing this insurance are required to be eligible to use the Student Health Center, which may require an additional amount of approximately \$140 per semester. Additional information about this requirement can be obtained through the International Advisers' Office: smuvisa@smu.edu. Students will need to provide a record of immunizations on the SMU health form, which is mailed to all incoming students.

Degrees from Foreign Universities — International applicants who hold a bachelor's degree should not assume that these degrees will be automatically accepted in US universities. Decisions will be made on the academic standings of the institutions from which the applicant graduated. Professional diplomas and higher certificates from technical or vocational schools are normally not considered as equal to a bachelor's degree.

Offices for Assistance:

General Information: Department of Education Policy and Leadership: Southern Methodist University
PO Box 750114
Dallas, Texas 75275-0114
214 768-1715
smu.edu/edleadership Email: edleader@smu.edu

Visas and Foreign Students: Director, International Center, Southern Methodist University
Box 750391
Dallas, Texas 75275-0391
Email: smuvisa@smu.edu



SMU

ANNETTE CALDWELL SIMMONS
SCHOOL OF EDUCATION
& HUMAN DEVELOPMENT

M.Ed. in Educational Leadership

Why pursue the Master of Education degree?

The Master of Education degree in Educational Leadership is designed to prepare educational leaders and administrators in accordance with certification requirements established by the state of Texas and consistent with national standards and empirical evidence on effective school leadership knowledge and skills.

Through academic courses of study in leadership, instructional programming, assessment, management, research and evaluation, and finance, as well as field-based learning opportunities and internships, students will be prepared to serve as PK-12 administrators in public schools, public charters, and private secular and religious schools (i.e. building principal or assistant principal, dean of students, dean of instruction, curriculum leader, department chair, program director, etc.).

How is the program structured?

Program delivery for this 45-hour degree program is organized into a 13-month program, beginning in July 2012 and ending in July 2013. The first course is a workshop which includes ILD (Instructional Leadership Development) and PDAS (Professional Development Appraisal System) training with Region 10 Education Service Center, which meets for 8 days during July 2012 on the SMU main campus. This training is required for Texas Principal Certification. For the fall and spring semesters, courses are organized into two 7-week modules per semester. Each module consists of four 2-hour courses. Three courses are based on academic content and one course within each module is a field studies course. Each of the three academic courses includes a field-based project to be completed in the field studies course. Clinical faculty members supervise and evaluate the field-based projects based on predesigned rubrics. Students should anticipate the possible need to take one or two personal days each semester to visit other field sites. Students will begin the program in the summer of 2012 as a cohort. In the summer of 2013, students will complete final coursework and portfolio development. Final transition point reviews will take place in the second summer term of 2013.

During the initial summer, classes meet all day for 8 days. During the regular academic terms (fall and spring) classes meet for approximately 4 hours on Wednesday evenings and all day on Saturdays. The first summer session 2013 class meets four days per week, and the Portfolio Seminar in the second summer session meets on an as-needed basis.

What are the admission requirements?

- A baccalaureate degree from an accredited institution
- A minimum undergraduate grade point average of 3.0 (on a 4.0 scale) and a combined verbal and quantitative score of 1000 and analytical writing score of 4.5 on the Graduate Record Examination. Applicants whose GPA falls below 3.0 or whose GRE scores fall below the 1000 combined score or the 4.5 writing score may also provide other qualifications, such as long-term experience or expertise in a related specialized field as justification for consideration for admission.
- Valid Texas teacher certification and two years teaching experience in an accredited public, private, or charter school

- Applicants from countries where the predominant language is not English are required to supply scores on the Test of English as a Foreign Language (TOEFL) administered by the Educational Testing Service. The minimum score for admission is an 83 on the internet-based test.
- Recommendation and evidence of a high degree of support from the school of employment
- Evidence of leadership capacity and demonstration of leadership role in the applicant's school

Applicants should not expect to receive more than six hours of transfer credit from other institutions. Only courses with a grade of B or above can be transferred. Generally, no credit will be allowed toward the master's degree for courses taken more than six years before acceptance into the program. Any exceptions to the requirements and policies stated above must have the approval of the Master's Degrees Committee. **Any courses accepted must exactly match courses in the program.** Because of the unique structure of the courses in the M.Ed. in Educational Leadership transfer of credits will be rare.

Who will teach in the program?

Faculty is drawn from professors in the Annette Caldwell Simmons School of Education and Human Development. Visiting professors, guest lecturers, and clinical faculty members also contribute to the offerings of the program.

How do I apply?

Applications for admission to the Master Education in Educational Leadership program are available from the Department of Education Policy and Leadership. Please call (214) 768-1715 or download an application at www.smu.edu/edleadership. The normal application fee is \$75. A schedule of courses is available by mail or on the web: <http://www.smu.edu/education/teachereducation/schedules/>.

How much will the program cost?

Graduate students in the program take advantage of SMU's reduced tuition rate for educators, currently \$487 per semester hour for the 2011-2012 Academic Year. Participants are encouraged to seek financial assistance from their school districts or financial institutions. There is an additional fee for parking. See <http://smu.edu/parknpony/default.asp> for parking information.

Who can give me additional information?

For additional information, please call (214) 768-1715, or visit the web site www.smu.edu/education.

“Leaders are not born. They are made. They are made just like anything else...through hard work. That is the price we have to pay to achieve that goal or any goal.” Vince Lombardi



M. Ed. in Educational Leadership (PC) - Application for Admission for Fall 2012

All responses must be printed or typed. Please complete all blanks. Use "N/A" if not applicable.

Legal Name _____
Prefix (Mr./Ms.) Last First Middle

Preferred Name(s) _____

Mailing Address _____
Using the space provided, please supply your current mailing address in the format preferred by your postal service.

Valid Until _____

Addresses in the US should include street, city state, ZIP. Addresses outside the US should include the country.

Permanent Address (if different) _____

Permanent Home Phone _____

Home Phone _____ Work Phone _____

Home Fax _____ Work Fax _____

Email Address _____ Personal School Business

Social Security Number ____ - ____ - ____ Male Female

Any other name(s) under which your documents might be received _____

Country of Citizenship _____ United States

Name and phone number of person to be notified in case of emergency _____

Religious Preference _____

If you are not a US citizen, are you currently living in the United States? Yes No

If yes please complete the following:

If you are a Permanent Resident, please state your alien card identification _____

If you are a Non-Immigrant, please state your visa status _____

Date of Birth _____ City and Country of Birth _____
mm/dd/yyyy

Prominent Ethnic Background: Providing this information is voluntary. The information you choose to provide will be used in a nondiscriminatory manner, consistent with applicable civil rights laws, solely for required reporting under federal and/or state laws.

Are you of Hispanic Origin? Yes No

Do you identify with one or more of the following?

- (01) Non resident Alien
- (02) Race & Ethnicity unknown
- (03) Hispanic of any race

For non-Hispanics only:

- (04) American Indian or Alaska Native
- (05) Asian
- (06) Black or African-American
- (07) Native Hawaiian or other Pacific Islander
- (08) White
- (09) Two or more races

Beginning Fall term/year in which you would like to enroll in the Master of Education Program _____

Undergraduate overall GPA _____ Graduate overall GPA _____

Admission tests (Also send a copy of official report):

GRE V _____ Q _____ W _____ Subject _____ TOEFL scores _____

Date taken or to be taken _____ Date taken or to be taken _____

List in chronological order all colleges and universities attended. Add pages as needed.

Name of Institution	Location	Date of Attendance	Major	Degree	Date (mm/yyyy)
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_____ to _____

_____ to _____

_____ to _____

If you have ever been dismissed, suspended from, or denied readmission to any school please state particulars:

Applicant's school district and school _____

School's address and phone _____

Number of years in teaching _____ Grade(s)/Content Area Assignment _____

Texas Teaching Certification(s) held - State and subject(s)/level(s) _____

Prior school assignments in chronological order. Add pages as needed.

Describe your work or professional experience. Include details on district, campus, grade level, etc. for the last three years. Attach a separate sheet if needed.

Reading knowledge of a foreign language? _____ Which language(s)? _____

List any academic honors, awards, honorary society memberships, and professional presentations relevant to your proposed fields of study. Attach a separate sheet if needed.

List the names of persons you have asked to complete recommendation forms. (Please see special notes for number required.)

Name	Affiliation	Location
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List publications or technical reports you have written. Attach a separate list, if necessary. Do not submit copies of publications or reports unless requested to do so.

ADMISSION ESSAY: STATEMENT OF PURPOSE

Your response should be 12 point font, double spaced, with 1-inch margins, and each of the two parts should be approximately 2 pages in length.

The Southern Methodist University M. Ed. in Educational Leadership is based on a Conceptual Framework developed on research-based principles of effective leadership. The three foundational principles are to prepare educational leaders for positions in pre-K-12 educational systems where they will:

1. Recruit, develop, and support effective educators.
2. Select and implement effective curricula and instructional programs.
3. Identify, implement, and sustain effective organizational practices.

Part one of your essay (2 pages, double spaced) must provide examples and reflections for each of the three foundational principles including how your specific experiences address these elements. The essay should include a self-assessment stating your experience, strengths, and areas of desired growth for each element. It should describe your present goals and academic interests with an explanation of how your prior experience has contributed to these goals and interests.

Part two (2 pages, double spaced pages) includes a response to the following hypothetical interview question:

Describe four principles you value about education that you would not be able to compromise even if it meant that you would have to leave the administrative position you had secured.

By which means did you learn about our graduate programs?

Internet Faculty Recommendation Recruiting Event Other _____

CRIMINAL HISTORY

1. Are you currently under indictment for any crime? Yes No
2. Have you ever been convicted of, pleaded guilty to, or received deferred adjudication for any felony, state jail felony, or Class A misdemeanor? Yes No
3. Have you ever received or are you currently on probation? Yes No

ONLY INTERNATIONAL APPLICANTS ANSWER NUMBER 4

4. If the questions above are not applicable to you as an international applicant, list and explain any criminal charges that have been brought against you at any time and in any place. Explain the outcome of these charges. Minor traffic violations and parking tickets need not be included.

(Disclosure in the affirmative will not necessarily result in rejection of an applicant for admission. Failure to disclose such a record, if it exists, and to explain that record honestly, however, will subject a student to the University's judicial process and may result in dismissal from the University. Failure to explain an affirmative response to this question will result in the application not being processed.)

I certify that all information given by me on this application is accurate to the best of my knowledge.

Signed (do not print)

_____ Date _____

CHECKLIST

Check if you have included or requested these items:

- 1. A set of complete official transcripts (sent by previous institutions)
- 2. The \$75 non-refundable application fee payable to SMU (if applicable; see cover page)
- 3. Statement of Purpose (2 essays, 2-3 pages each, double spaced)*
- 4. Three recommendations (one from your school supervisor) (***You will need to make three copies of the recommendation form provided in this application.***)
- 5. GRE scores (Verbal, Quantitative, and Analytical Writing sections, taken within the last 5 years)
- 6. TOEFL scores (foreign students only)
- 7. I have provided all information requested on this application form.

*Note: A second phase of screening may be requested. This could consist of additional essays or an interview. You will be contacted if this is needed.

Southern Methodist University will not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religion, national origin, sex age, disability, or veteran status. SMU's commitment to equal opportunity included nondiscrimination on the basis of sexual orientation. The Director of Affirmative Action has been designed to handle inquires regarding the nondiscrimination policies and may be contacted at Southern Methodist University, Dallas, Texas 75275, (214) 768-3601.



Department of Education Policy and Leadership
PO Box 750114
Dallas, Texas 75275 USA
(214) 768-1715

Recommendation Form – Due on or before March 21, 2012

To the applicant: Please print or type the name address of the individual you are asking to complete this form and your name and address in the appropriate spaces below. Sign the form and send it to your reference well in advance of the due date, enclosing a stamped envelope addressed to the Department of Education Policy and Leadership, PO Box 750114, Southern Methodist University, Dallas, Texas 75275.

Name of reference _____

Applicant's full name _____

Applicant's present address _____

Under Section 438 of the General Education Provisions Act (20 U.S.C.) 1232g, if you are accepted and enrolled as a student at Southern Methodist University, you have the right to inspect your admission file. However, the Act provides that the student may waive the right of access to confidential recommendations. If you agree to waive the right of access to the recommendation being submitted on this form, please sign your full name on the following line.

Applicant's signature _____ Date _____

To the individual completing this form: If you prefer to write a separate letter of reference, please address the questions below in your letter. Thank you.

1. How long and in what capacity have you known the applicant?
2. Please give your assessment of the applicant's preparation and of his or her industry, motivation, and capacity for demanding academic work.
3. Describe the applicant's work as a teacher (professionalism, ability to motivate students, skill at making subject matter relevant, leadership ability, etc.)
4. (Required for Principal) Describe in detail the applicant's capacity for leadership. Include a detailed description of the leadership roles that applicant has assumed in his or her school. **VERY IMPORTANT: Also indicate your willingness to mentor the student in field-based projects.**
5. Do you know anything that might detrimentally affect the applicant's academic or professional performance?
6. Please give any other information concerning the applicant that you think would be useful to the admitting department. (Use additional sheets if necessary).

7. Using the chart below, please give us your appraisal of the applicant relative to others you have known in similar capacity.

	Exceptional (top 2%)	Outstanding (top 5%)	Excellent (top 15%)	Good (top 1/3)	Average (mid 1/3)	Below Average (bottom 1/3)	Not Observed
Intellectual Ability							
Maturity							
Ability to work with others							
Creativity and Imagination							
Self-Confidence							
Leadership Potential							
Ability to analyze a problem and formulate a solution							
Oral Communication Skills							
Written Communication Skills							

Overall Rating: ____ strongly recommend ____ recommend ____ recommend with reservations ____ do not recommend

Signature _____ Date _____

Name _____

(please print or type)

Title _____ Employer _____

Business Address _____

Telephone (____) _____ Fax (____) _____ email _____