

UNIVERSITY OF LOUISIANA AT MONROE

College of Education & Human Development
Department of Curriculum, Instruction, & Leadership

Informational Materials and Application for
the Educational Leadership Program

Dear Potential Student,

On behalf of the Department of Curriculum, Instruction, and Leadership, I would like to thank you for considering us for your endorsement in Educational Leadership. Before you begin the application process, please take a few minutes to familiarize yourself with the options you have available to you.

If you hold a Louisiana Type B or Level 2 teaching certificate, and have at least three years of teaching experience in your area of certification, then you might qualify for the Educational Leadership program. There are two different paths you may choose to take to obtain certification as an educational leader.

If you want to earn a Master's in Education, you may apply as a degree-seeking student. If you already have a Master's degree you may apply as a non-degree seeking student under the Alternate Pathway 1 to earn an add-on certificate. Either way, as part of completing your coursework at ULM you will be required to earn a passing score on the School Leader Licensure Assessment (SLLA).

In this packet you will find information about the steps required for admission into the program, as well as the forms needed to enter the program. If you have questions that cannot be answered by this informational packet, please call the office for Curriculum, Instruction, and Leadership at 318.342.1266.

Sincerely,

Amy L. Dagley, Ph.D.
College of Education and Human Development
Department of Curriculum, Instruction, and Leadership
Strauss Hall 208 • 700 University Ave. • Monroe, LA 71209
Phone: 318.342.1266 • Fax: 318.342.3131

The University of Louisiana at Monroe
Educational Leadership Program
Admission Procedures Checklist & Instructions

Attached are the forms and materials necessary for application to the Educational Leadership program at The University of Louisiana at Monroe. The following checklist and instructions will assist you in making your application.

Notice to Students seeking a Masters Degree in Educational Leadership:

Must take the Graduate Record Examination (GRE) and earn a minimum composite score of 1875, as calculated by multiplying the undergraduate GPA times the total GRE score, to be considered for regular admission.

Apply to the Graduate School

Apply to the Graduate School at www.ulm.edu/gradschool. Your application packet to the Graduate School will include an application, application fee, and official university transcripts of all undergraduate and graduate work. If you are applying for the Master's Degree program you will also need to submit your GRE scores to the Graduate School.

Apply to the Educational Leadership Program

1. Complete the Educational Leadership Program Application (attached).
2. Request that a Recommendation Form (attached) from a minimum of three (3) individuals who know your relevant work and/or educational experiences be sent by them directly to the Educational Leadership Admissions Committee.

What Happens Next

1. Once all your materials have been submitted correctly you will receive a letter of acceptance or denial from the Dean of Graduate Studies and Research. If accepted, you will receive further notification of the assignment of your major professor.

2. Contact your major professor by phone or email and make an appointment to meet. At this meeting you will form a Graduate Committee and discuss your enrollment plans. Together you will also develop a plan of study.
3. Once you have a plan of study you can register for classes.

How to Successfully Complete the Educational Leadership Program:

1. Contact your major professor for advising at least once per semester.
2. File a formal degree plan with your major professor **BEFORE COMPLETION OF 12 CREDIT HOURS.**
3. Receive by mail, notice of approval of degree plan from the Graduate School.
4. Verify that the TaskStream Signature Activity and Final Exam Score for each class, excluding EDLE 5055 and EDLE 5060, have been submitted and scored.
5. The **semester before graduation**, apply for graduation with the Graduate School.
6. Have submitted a passing score on the SLLA Exam for the state in which plan to certify (Louisiana requires a minimum score of 166, Mississippi requires a minimum score of 169, and Arkansas requires a minimum score of 163).
7. If you are earning a Master's degree, order a graduation cap and gown.
8. **KEEP THIS LIST AND REFER TO IT PERIODICALLY.**

RETURN COMPLETED FORMS AND MATERIALS TO:
Educational Leadership Program Admissions Committee
Curriculum, Instruction, & Leadership
University of Louisiana at Monroe
208 Strauss Hall
Monroe, LA 71209-0200

**APPLICATION
EDUCATIONAL LEADERSHIP PROGRAM**

RETURN COMPLETED FORMS AND MATERIALS TO:

Educational Leadership Program Admissions Committee
Curriculum, Instruction, & Leadership
University of Louisiana at Monroe
208 Strauss Hall
Monroe, LA 71209-0200

Application for (please check one):

- Masters Degree Program (includes Level 1 certification)
- Alternate Pathway 1 (an add-on Level 1 certification for those who already hold a Masters)

I. DEMOGRAPHIC INFORMATION:

Name: _____

Address: _____

E-mail: _____

Telephone: (Home) _____

(Work) _____

(Cell) _____

Place of present employment: _____

Present assignment: _____

II. **RECOMMENDATION FORMS:**

Remember to have these sent to the Admissions Committee (address above).

Please respond to the following on separate page(s).

III. **WORK EXPERIENCE TO DATE:**

Provide dates, places, and description of responsibilities. (Current Resume)

IV. **ESSAY:**

Why do you want to be a school administrator?

RECOMMENDATION FORM
EDUCATIONAL LEADERSHIP PROGRAM
Department of Curriculum, Instruction, and
Leadership
University of Louisiana at Monroe
Strauss Hall 208
Monroe, LA 71209-0200

Please Type or Print

Name of Applicant _____
(Last or Family Name) (First) (Middle)

One recommendation must be submitted from the last school attended for full-time study unless the applicant has been out of school five years or longer.

_____ I do waive my right to inspect the contents of the following recommendation

_____ I do not waive my right to inspect the contents of the following recommendation

Signed: _____
(Candidate)

Recommender's Comments

How well and/or in what capacity do you know the applicant? _____

What is your estimate of the applicant's promise as an Educational Leader? Please discuss applicant's accomplishments, intellectual independence, and capacity for analytical thinking, ability to organize and express ideas clearly, motivation, potential for teaching/counseling and any previous writing experiences that would be relevant. (Attach additional paper, if necessary.)

If applicant's native language is not English, please evaluate oral English proficiency _____

On the following scale, please rank applicant with other students in comparable fields.

Bottom Quarter	Third Quarter	Second Quarter	Top 25%	Top 10%	Top 5%	Top 1-2%

Admission to the School of Graduate Studies at

Signature _____

The University of Louisiana at Monroe:

Name _____

_____ Strongly recommended

Title/Position _____

_____ Recommended

Address _____

_____ Recommended with reservations

Date _____

_____ NOT Recommended

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Department of Curriculum, Instruction, and
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University of Louisiana at Monroe
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Department of Curriculum, Instruction, and
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 _____ Recommended with reservations
 _____ NOT Recommended

Signature _____
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 Address _____
 Date _____