

Application for Graduate Admission

Master of Science in Educational Leadership



CONCORDIA UNIVERSITY
Ann Arbor, Michigan

Please type or print in ink

Personal Information

Last Name	First Name	Middle Name	Jr. (etc.)
Former Name (if any)			
Permanent Address			
City		State	ZIP Code
Home Phone: (Area Code) Telephone Number		Cell Phone: (Area Code) Telephone Number	
E-mail Address			
Employer			
Address			
City		State	ZIP Code
Position	Work Phone: (Area Code) Telephone Number		

Academic Information

Have you previously enrolled at Concordia University? Yes (Date _____) No

Have you previously applied for admission to a graduate program? Yes (Date _____) No

For which semester are you seeking admission? Fall Spring Summer

Indicate the concentration in which you plan to enroll: Administration Curriculum and Instruction Religious Education Studies
 Dual Concentration (*Administration/Curriculum and Instruction*)

Preferred cohort site? _____

Educational Background

List all colleges/universities you have previously attended. **You must provide** an official transcript from your undergraduate institution.

Name of Institution	City/State	Dates Attended	Degree Awarded

Statement of Educational Philosophy and Professional Goals

Applicants must submit a one page (less than 500 words) writing sample articulating your educational philosophy and how graduate studies will help you grow professionally.

Confidential Appraisal Form

Have the enclosed *Confidential Appraisal Forms* submitted from 2 supervisors that address the quality of the applicant's professional work sent directly to Concordia University, Office of Graduate Admission, 4090 Geddes Road, Ann Arbor, MI 48105. Please sign confidential appraisal form before supervisor's assessment.

Informational Questions:

Do you have a current valid teaching certificate? Yes No

What state issued your teaching certificate? _____
State

Please give the expiration date. _____
Expiration Date

What level are you certified to teach? Elementary Secondary

Concordia University provides network username, password, and email accounts for all accepted/enrolled students. Your use of your assigned username and password constitutes your agreement to abide by the Acceptable Use Policy, available at http://www.cuaa.edu/UserFiles/ITForms/Computer_Services_AUP.pdf. Your signature below signifies acceptance of those terms when using network services.

The information provided herein is complete and accurate to the best of my knowledge. I understand that false and misleading information may effect my admission and may result in dismissal from the program.

Signature _____

Date _____

Concordia University admits qualified students without regard to age, race, color, national or ethnic origin, gender or disability to all the rights, privileges, programs and activities made available to students. Concordia University's Disability and Title IX Coordinator is the Executive Vice President who may be contacted at 4090 Geddes Road, Ann Arbor, Michigan 48105-2797 or (888) CUAA-EDU.

Return to:

**Concordia University
Office of Graduate Admission
4090 Geddes Road
Ann Arbor, MI 48105**

Phone: (888) 282-2338

Confidential Appraisal Form

Master of Science in Educational Leadership



To Whom it May Concern:

The applicant listed below has applied for admission to the graduate program in education at Concordia University. Listed below are generic professional skills that will help to describe the candidate's professional and personal skills and dispositions. Please rate the applicant based on your observations and interactions as his/her supervisor. Place an X in the appropriate column for each skill or disposition and add additional comments.

Applicant Name _____

	Outstanding	Above Average	Average	Below Average	Seriously Lacking
Decisiveness					
Educational Professionalism					
Judgment					
Oral Communication					
Organizational Ability					
Personal Motivation					
Range of Knowledge/Interests					
Sensitivity					
Stress Tolerance					
Written Communication					
Overall Potential for Professional Achievement					

Definitions for each skill area are on the reverse side.

 Evaluator's Name Position

 Evaluator's Signature Telephone Number

 Institution Address

How have you worked with candidate and how long?

It is my request that this reference be kept confidential. The writer should understand that I will not have access to her or his evaluation. I waive the rights personally to inspect my references. I also certify that this appraisal is or has served in a supervisory relationship to me.

Signature of Candidate

Date

Definitions:

Decisiveness: Ability to recognize when a decision is required and to act quickly.

Educational Professionalism: Possession of a well-reasoned educational philosophy and receptiveness to change and new ideas.

Judgment: Ability to reach logical conclusions which lead to quality decisions based on available information regarded as trustworthy.

Oral Communication: Able to make a clear oral presentation of facts or ideas.

Organizational Ability: Ability to plan, schedule, and direct the work of others; skill in applying resources in an effective way; ability to handle heavy work loads with high demands on time.

Personal Motivation: Need to achieve in all activities attempted; evidence that work is important to personal satisfaction; ability to be self-appointing.

Range of Knowledge / Interests: Can discuss a variety of subjects—educational, political, current events, economics, etc; a desire to participate in a variety of events and activities.

Sensitivity: Skill in resolving conflicts and able to use tact in dealing with people from different backgrounds. Able to deal with people in emotionally charged issues and discernment in what information to share publicly and what not to.

Stress Tolerance: Able to perform under pressure and able to think on one's feet in periods of opposition or conflict.

Written Communication: Able to express ideas clearly in writing.

Potential for Professional Achievement:

- Able to get others involved in solving problems.
- Able to manage group dynamics and motivate groups to move in one direction.
- Can guide a group through the accomplishment of a task from start to finish.

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