APPLICATION INFORMATION

SCHOOL OF EDUCATIONAL STUDIES

Master of Science in Educational Leadership Studies

School Administration

Application Guide Contents:

• Application Checklist
• Application Procedures
• Program Area Goal Statement
• Critical Issue Essay Guidelines
• Career Objective Essay Guidelines
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• M.S. Program of Study
School of Educational Studies (SES)

NOTICE: All applications for OSU are now processed online; you can find the information for online application on the Graduate College webpage: http://gradcollege.okstate.edu/ Go to the Prospective Student Resources title on the left-hand side of the webpage to begin the online application process.

APPLICATION CHECK LIST

Use this checklist to organize your documents.

☐ Graduate College Application completed _________________ (date)

☐ School Administration Application completed _________________ (date)

☐ Application Fee Paid

☐ Academic Vita/Resume

☐ Career Objective Essay

☐ Critical Issue Essay

☐ 3 Recommendation Letters:

   List references and the date you requested recommendation:

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<th>Name</th>
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☐ MAT or GRE Scores:

   Date requested that test scores be forwarded to OSU _________________

☐ Additional Materials submitted _________________
APPLICATION PROCEDURES

Admission to the School Administration Program requires a two-step process. Potential students must first be admitted to the OSU Graduate College; this step should be followed immediately by application for admission to the Master of Science (MS) in School Administration program in the School of Educational Studies. Students who take graduate classes without admission to a degree program (step two) are classified as “Special Students.” Special Students can apply no more than 9 graduate hours to a degree program; therefore, it is critical to complete the second step as soon as possible.

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Application for program admission involves the collection and submission of materials to submit with the online application. Prospective students should give special attention to each required item since these materials are the primary source of information for admission decisions. Admission reviews are initiated when all required components are uploaded to the online application; incomplete applications are not considered. Items to be provided prior to the review process are listed below.

ACADEMIC VITA/RESUME
A current vita/resume that includes academic and professional background and experiences should be provided. This can be uploaded in the Attachments section of the online application.

CAREER OBJECTIVES and CRITICAL ISSUE ESSAYS
Two essays are required of all applicants. The Critical Issue Essay should be prepared according to the stated guidelines. This document is used to assess the student’s understanding of current issues in the profession. (See critical issue essay guidelines in this packet.) The second essay is a statement of career objectives. It should also be prepared according to stated application guidelines. This statement will be used to assess the congruence between a student’s goals and the degree program into which the applicant is seeking admission. (See career objective essay guidelines in this packet.)

RECOMMENDATIONS
Three administrators, supervisors and/or university faculty other than program faculty should submit letters of recommendation. At least one of the references should be from a previous or current faculty member who has knowledge of the applicant’s scholarship. If prospective students elect to have confidential recommendations, they have waived their access to them. Applicants are advised to periodically check the online website to ensure that all recommendations have been received.

TEST DATA
Applicants should authorize a testing agency to send their scores on either the Miller’s Analogies Test (MAT) or the Graduate Record Examination (GRE) to the Graduate Records Office. The MAT and GRE are offered at many sites. At OSU Stillwater, the GRE and MAT are given at University Testing and Evaluation Service, 107 UAT Bldg. (1524 W. Admiral), 405/744-5958; at OSU Tulsa, the MAT is administered at the Student Success Center, North Hall, 918/594-8404 and the GRE at Sylvan Learning Center, 918/249-0820.

INTERVIEW
Program faculty may request an interview with applicants.

SES, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 (Higher Education Act) and the Americans with Disabilities Act of 1990, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran, in any of its policies, practices, or procedures.
School of Educational Studies (SES)

PROGRAM AREA GOALS STATEMENT
The goal of the School Administration program is to foster the improvement of education institutions through leadership. The Master of Science in Educational Leadership (M.S.) is designed to aid in the development of skills necessary to analyze and resolve educational issues and work in diverse contexts.
Program faculty seek to recruit individuals who will profit from the degree program, make significant contributions to educational organizations, and demonstrate the potential for the following:
• individual growth
• fostering learning-centered environments
• advocating education
• leadership

CAREER OBJECTIVE ESSAY GUIDELINES
• Describe your specific career objectives for the immediate future and five years beyond. Discuss the way(s) that your selected degree program (School Administration) will help you achieve these objectives.
• Your statement should be brief—no more than one page, formatted with standard margins, double-spacing, and 12-pt. font.

CRITICAL ISSUE ESSAY GUIDELINES
Writing and thinking are critical for success throughout all graduate programs. For this reason, the faculty requires written essays of all prospective students who seek admission to our program areas. The faculty will examine applicants' responses for clarity, organization, focus, and ample development of major points related to the topic.
• Essay Topic: Based on your interest in educational leadership, identify one issue in your intended field of study (School Administration) and provide a critical examination of this issue.
• Your essay should be two to three pages in length and formatted following APA, with standard margins, double-spacing, and 12-pt. font.

REFERENCE LETTERS
Your online application should include three reference letters.
Your references will be asked to respond to questions by providing a rating; they also should be able to provide information about your individual growth as an educator and ability to foster learning-centered environments; ability to advocate for education; your scholarship and academic performance; your leadership performance and potential.
School of Educational Studies (SES)

EDUCATIONAL LEADERSHIP
SCHOOL ADMINISTRATION
FACULTY

OSU - Stillwater/Tulsa

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OKLAHOMA STATE UNIVERSITY  
School of Educational Studies – College of Education  
M.S. PROGRAM IN EDUCATIONAL LEADERSHIP STUDIES  
(Option in School Administration)

A minimum of 36 Credits to include the following:

Common Core (6 credits)
EDLE 5813 Leadership Theory and Ethical Decision Making
EDLE 5953 Developing Educational Organizations

Emphasis Core (18 credits)
EDLE 5253 The Principalship
EDLE 5723 Education Law
EDLE 5323 School Finance
EDLE 5473 Supervision of Instruction
EDLE 5883 Field Studies Internship I
EDLE 5893 Field Studies Internship II

Research and Inquiry (6 credits) to be selected from the following:
REMS 5013 Research Design and Methodology
REMS 5953 Statistical Methods in Education
SCFD 5913 Introduction to Qualitative Inquiry

Option Electives (6 credits) to be selected from the following:
(Alternate courses may be approved by the student’s advisor)
CIED 5053 Curriculum Issues
CIED 5623 Multicultural and Diversity Issues in Curriculum
SCFD 5883 Educational Sociology
SCFD 5873 Culture, Society and Education
SCFD 5990 Urban Education
SPED 5633 Behavior Characteristics of Exceptional Children
SPED 5993 Diversity in Special Education
REMS 5373 Educational Measurements
EDTC 5103 Advanced Computer Applications in Education
EDTC 5720 Foundations of Digital Learning

Required Creative Component: Portfolio
The Portfolio, designed and completed by Candidates to exhibit competency in the ELCC Standards, serves as the required Creative Component for the MS degree in School Administration; satisfactory completion of the Portfolio is required for degree completion and recommendation for certification.