Admission Information
Master of Science in Educational Leadership Studies in School Administration

Application Guide Contents:

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- Program Area Goal Statement
- Critical Issue Essay Guidelines
- Career Objective Essay Guidelines
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APPLICATION CHECK LIST

Use this checklist to organize your documents.

- Graduate College Application
- Application Fee
- Transcripts
- Academic Vita/Resume
- Career Objective Essay
- Critical Issue Essay
- 3 Recommendation Letters
- MAT or GRE Scores

- Applicants must hold a valid Oklahoma standard classroom teaching certificate and have completed two (2) years of classroom teaching experience.
APPLICATION PROCEDURES

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.

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.

PROGRAM AREA GOALS STATEMENTS
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. You will submit their email address so they can upload the recommendation directly to your application.

**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.

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**EDUCATIONAL LEADERSHIP SCHOOL ADMINISTRATION FACULTY**

[https://education.okstate.edu/scad/faculty.html](https://education.okstate.edu/scad/faculty.html)
Master of Science in Educational Leadership Studies 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.