



COLLEGE OF

Education, Health & Aviation

SCHOOL OF EDUCATIONAL FOUNDATIONS, LEADERSHIP & AVIATION

Admission Information

Education Specialist Degree

School Administration

Admission Information Packet Contents:

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<https://education.okstate.edu/scad/>

APPLICATION CHECK LIST

Use this checklist to organize your documents.

- [Graduate College Application](#) completed _____(date)
- Application Fee Paid
- Academic Vita/Resume
- Critical Issue Essay
- Career Objective Essay
- 3 Recommendation Letters
- Two Writing Samples
- GRE/MAT Scores:
Date requested that test scores be forwarded to OSU _____
- Additional Materials submitted _____

APPLICATION PROCEDURES

Admission to the School Administration Program requires application for admission to the Graduate College and selecting the Specialist in Education in School Administration program. Information for the application is available from the Graduate College [Application](#).

Application for program admission involves the collection and submission of materials to 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. The program faculty review applications for admission to the school administration degree programs once a year. **The application deadline is March 15.** 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.

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.)

WRITING SAMPLES

Two examples of written work, such as articles, position papers, exams, or theses should be provided. After notification of admission decisions, applicants may pick up these materials at the Graduate Studies Office. School faculty may request additional writing samples. These writing samples are in addition to the two required essays.

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) electronically to Oklahoma State University. OSU's **GRE institution code** is **6546**. No department code is required. All MAT and GRE scores are received electronically and shared with any program to which you apply.

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. The expected minimum scores are 406-411 on the MAT and GRE scores of 150 Verbal and 141 Quantitative.

INTERVIEW

Program faculty may request an interview with applicants.

SEFLA, 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

PROGRAM AREA GOALS STATEMENT

The goal of the School Administration program is to foster the improvement of education institutions through leadership. The Education Specialist degree 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.

EDUCATIONAL LEADERSHIP SCHOOL ADMINISTRATION FACULTY

<https://education.okstate.edu/scad/faculty.html>



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Ed.S. PROGRAM IN SCHOOLADMINISTRATION

A minimum of 36 hours beyond the master's degree to include the following:

Common Core **9 hours**

EDLE 6483	School Leadership, Culture and Ethics	3
EDLE 6493	School Improvement/Reform	3
EDLE 6633	School Leadership and Community Collaboration	3

Emphasis Core **15 hours**

EDLE 6453	Special Topics in Education Law	3
EDLE 6353	The Superintendency	3
EDLE 6363	Special Topics in School Finance Policy	3

Either

EDLE 6423	The Politics of Education OR	3
EDLE 6393	The Human Factor in Administering Schools	3

Either

EDLE 6603	Organization Theory OR	3
EDLE 5953	Developing Educational Organizations	3

Research and Inquiry **6 hours**

EDLE 6853	Research Traditions (required)	3
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Either

SCFD 6123	Qualitative Inquiry I OR	3
REMS 6373	Program Evaluation*	3

Fieldwork **6 hours**

EDLE 6883	Internship in Education I	3
EDLE 6893	Internship in Education II	3

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 Ed.S. degree in School Administration; satisfactory completion of the Portfolio is required for degree completion and recommendation for certification.

*Designates prerequisite