Educational Administration Program

Only complete application files with ALL required materials submitted to King Hall C2098 BEFORE the deadline will be reviewed.

Summer 2015 Quarter:

- Starts in June 2015 & ends in August 2016
- Commencement in June 2016

Application Submission Due Date for Summer 2015 is 5:00 p.m. on February 19, 2015 (Thursday).

What to expect after application submission?

- The Educational Administration Program will send you a letter regarding its admission decision. If conditionally accepted to the Program, you will be given permits to take courses. You will receive this letter prior to the beginning of the quarter. If you are conditionally accepted, you must attend a mandatory advisement meeting.
- The University (CSULA) will send you a letter regarding its admission decision. If accepted, you will be given the information on online (GET) registration and other University requirements.
Thank you for your interest in the Educational Leadership Program in the Charter College of Education at California State University, Los Angeles (CSULA). This Program is designed for aspiring administrators who have successful years of teaching experiences. Upon successful completion of the One-Year and Final Assessment Program, the candidate receives a Master of Arts Degree in Educational Administration and the California Preliminary Administrative Services Credential. Conditionally accepted candidates are placed in a cohort that meets two evenings a week.

If you wish to apply to the program, please complete and submit the application materials to the Division Office, King Hall C2098, before the application deadline. Please check the following list carefully and submit ALL materials together when you're submitting the application packet. Any missing item will delay your admission process. Please review the acceptance criteria before you apply to the program.

1. A copy of the receipt of submission of an on-line application to the University at [http://www.csumentor.com/admissionapp/grad_apply.asp](http://www.csumentor.com/admissionapp/grad_apply.asp)

2. Two (2) separate sets of OFFICIAL sealed transcripts (printed within one-year period) from ALL colleges. (Request transcripts to be sent directly to you in sealed envelopes.)
   → Acceptance: Must have a minimum of 2.75 GPA for the last 90-quarter units (3.00 GPA for CSULA graduate programs)

3. CCOE Master's Degree Application

4. CCOE Credential Application

5. A copy of California Professional Clear Teaching Credential or equivalent credential
   → Acceptance: Must be current and valid.

6. Verification of Teaching Experience or equivalent experience
   → Acceptance: While a minimum of two (2) years of successful teaching experience WITH a California Professional Clear Teaching Credential is required, it is strongly recommended that applicants have about 3-5 years of teaching experiences.

7. Copies of CBEST Passing Card AND Scores
   → Acceptance: Must have passed CBEST.

8. Writing Proficiency Examination
   → Acceptance: Must have passed WPE or completed an equivalent requirement. (41 or better on the CBEST writing score). Visit [http://www.calstatela.edu/centers/write_cn/](http://www.calstatela.edu/centers/write_cn/) for more information

9. Two (2) Recommendation Letters/Forms. One of the recommendation letters should be written by your school principal.
   → Acceptance: Must have positive recommendations.

10. Demonstration of Leadership Potential, verified by an administrator.
    → Acceptance: The record of professional accomplishment must demonstrate leadership potential.

11. CCOE Disposition Assessment Form, signed by an administrator.

12. EDAD Program Application, Essay, AND Resume
    → Acceptance: Well-written personal essay

If you have any questions, please call our Division office during office hours, M-F, 9:00 a.m. - 5:00 p.m. at 323-343-4330 or visit our office in King Hall C2098, 5151 State University Drive, Los Angeles, CA 90032.

Sincerely,

Lori Kim
Lori Kim, Ph.D.
Educational Administration Program Chair
CHARTER COLLEGE OF EDUCATION
California State University, Los Angeles
Application for Admission
MASTER’S DEGREE PROGRAM

TYPE or PRINT

Name ____________________________________________ CIN ________________________________
(Last), (First) (M.I.)

List other names which may appear on your records: __________________________________________

Address ____________________________________________, ____________________________________________, (Street) (City) (Zip Code)

Telephone (Home) ( ) ____________________________; (Work) ( ) ____________________________ email: ____________________________

This application is for admission to a master’s degree program for: Quarter _______ Year _______
Program objective: ________________________________ Specialization in Educational Leadership

Admission Status: ______ Graduate standing at Cal State L.A.
 ______ Undeclared major or undecided
 ______ Admitted as post-baccalaureate to credential program
 ______ Transferring from another degree program at CSLA
 ______ Graduate application to CSLA pending for __________________ Quarter

Please note: Undergraduate students are only eligible for program admission when their degree has been AWARDED!

Degree(s) Held:
BA____BS____: __________________________________________________________
Major University Date Awarded

MA____MS____: __________________________________________________________
Major University Date Awarded

List credentials/licenses currently held (type and expiration date) ____________________________

If you have been admitted to a CSLA credential program, which are you in?

________________________________________________________

Other colleges/universities attended and date of attendance:
________________________________________________________

Check any of the following tests you have taken (attach copies of score reports if you have them):
CBEST ______ NTE ______ PRAXIS Subject Assessments ______ GRE _______ TOEFL ______ WPE _______

Attach copies of transcripts from universities attended to this application for faculty advisement in program planning. One official set of transcripts must be on file in the College of Education, Office of Student Services, KH D2078. Note to EDAD Applicants: One set of the transcripts required in the EDAD application package is for this office.

I affirm that I own or have ample access to a computer, have an email account, have general knowledge of operation and care of a computer, computer hardware/software, and can implement some basic troubleshooting techniques; and have a basic understanding of how to use the internet.

Signature of Applicant ____________________________ Date ____________________________
CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
CHARTER COLLEGE OF EDUCATION

Class _________  SECTION# ________

Application for Admission  
CREDENTIAL AND CERTIFICATE PROGRAMS

Please Type or Print

Name __________________________  CIN____________________

Last,    First        M.I.

List other names which may appear on your records: ____________________

Birthdate  /   /

Address: ____________________________  Primary Language: __________

Street

City        State        Zip Code

Telephone (Home) (     )       (Work) (     )       Email: ____________________________

Gender: ________  Ethnicity: (Optional) ________

Class Standing: Jr*  Sr*  Grad  x

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*Anticipated date of Graduation: _______________________ Undergraduate Major: __________

Degree(s) Held:

BA  BS: 

    Major: ___________  University: ___________  Date Awarded: ___________

MA  MS: 

    Major: ___________  University: ___________  Date Awarded: ___________

Other: 

    Degree: ___________  Major: ___________  University: ___________  Date Awarded: ___________

Other colleges/universities attended and date of attendance:

Note: You must submit ONE OFFICIAL SET OF TRANSCRIPTS FROM ALL SCHOOLS (including Cal State LA) to the Charter College of Education, Office of Student Services. Transcripts from foreign universities must be evaluated by an approved agency. Allow sufficient time to process.

Note to EDAD Applicants: One set of the transcripts required in the EDAD application package is for this office.

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THIS APPLICATION IS FOR ADMISSION TO A CREDENTIAL/CERTIFICATE PROGRAM: Year_______

Summer Quarter_______  Fall Quarter_______  Winter Quarter_______  Spring Quarter_______

CREDENTIAL/CERTIFICATE OBJECTNE:

_____ Multiple Subjects, (emphasis: i.e., BCLAD- Spanish)

_____ Single subject (teaching area: i.e., English, Mathematics and emphasis: i.e., BCLAD- Spanish)

_____ Specialist (area: i.e., Reading and Lang. Arts, Special Education - Physical & health Disabilities)

_____ X Services Preliminary Administrative (area: i.e., Preliminary Administrative, School counseling)

_____ Clinical Rehabilitative Services (area: i.e., Orientation and Mobility)

_____ Certificate, (area: i.e., Computer applications, English as a Second Language, Reading)

Credentials held (area: i.e., Multiple Subject-Preliminary, Single Subject English-Professional Clear)

A complete application packet includes verification of all items in STEP 1 on the Reference and Guide sheet - Steps for Admission and Completion of Teacher Preparation Program. Formal admission to the program is contingent upon completion of all requirements listed in STEP 2 of the Reference and Guide sheet. For further information, please refer to the Student Handbook entitled, The Teaching Profession: Education as a Career.

Signature: ____________________________  Date: ____________________________

(Technology Proficiency Requirement - over)
Technology Proficiency:

I verify I:
Own or have ample access to a computer (example in CSLA computer labs, or at home or work);
Have general knowledge of operation and care of a computer, computer hardware/software, and be able to implement some basic troubleshooting techniques (ex. check connections, restart the computer, etc.);
Have an email account; and
Have a basic understanding of how to use the internet.

I understand that it is the expectation that the above skills and their use will be integrated within courses in my credential program(s).

Signature: __________________________________ Date ____________________________
Verification of Teaching Experience

Admission to the Educational Leadership Program leading to the Preliminary Administrative Services requires that the applicant have completed at least TWO (2) full academic years of experience as a successful classroom teacher with a California Professional Teaching Credential or equivalent. Please return the complete form to the applicant. If you have any questions regarding this form, please call Dr. Lori Kim, Educational Administration Program Chair at 323-343-4330. Thank you for your assistance.

Date of the Initial California PROFESSIONAL Teaching Credential Issuance: ________________

This letter confirms that _____________________________ has completed
(Name of the Applicant)

a total of ___________ years of full-time teaching experience
(Number)

at ___________________________ District.

____________________________
Signature of a District Official Representative

____________________________
Position of the District Official Representative

____________________________
Date
Greetings from the Charter College of Education at California State University, Los Angeles! [Name] has applied for admission to the Educational Leadership program leading to the Master of Arts Degree in Educational Administration and the Preliminary Administrative Services Credential, and designated you as a person qualified to comment upon his/her qualifications. We appreciate your assistance in evaluating the applicant's ability and disposition to meet the standards of administrative training and graduate studies.

Because of the unique feature of our program where candidates will be trained as future administrators while they complete academic courses required for their graduate degrees, we need to ensure that our candidates possess intellectual abilities and maturity to engage in rigorous graduate academic studies that prepare them as future administrators. As accredited by both the National Council on Accreditation of Teacher Education (NCATE) and the California Commission on Accreditation (CCOA), our program admits candidates who meet high academic standards and demonstrate strong potential for professional success as school leaders. Your candid evaluation of this applicant will help us strengthen our program by admitting only qualified candidates and send only competent and professional graduates to serve our children in K-12 schools.

Please complete and return the recommendation form to the applicant in a sealed envelope so that s/he can submit it to our office.

We want you to know that your recommendation letter is reviewed very carefully by a team of faculty who value your judgment very highly. Thank you so much for your assistance in preparing professional leaders for our public schools.

Sincerely,

Lori Kim
Lori Kim, Ph.D.
Educational Administration Program Chair

*NOTE TO THE STUDENT: This recommendation is not confidential and is open to access by the candidate concerned unless the candidate waives his/her right by signature below. This is in accordance with the Family Educational Rights and Privacy Act of 1974. Please collect this form and the recommendation letter in a sealed envelope for submission to our office.

I understand that this completed recommendation will be used solely for academic and admission purposes. I hereby waive my right of access.

________________________________________  _____________________________
Candidate's Signature                                         Date
CALIFORNIA STATE UNIVERSITY, LOS ANGELES
Charter College of Education
Division of Applied and Advanced Studies in Education

RECOMMENDATION FORM

Name of the Applicant: ___________________________________________________________

Name/Title of the Recommending Person: __________________________________________

Please provide your honest opinion about the applicant using the following scale:
Summary of Rating:
  4--- Excellent: Candidate demonstrates characteristics for strong leadership.
  3--- Above average: Candidate demonstrates characteristics for leadership.
  2--- Average Candidate demonstrates characteristics for leadership potential.
  1--- Needs to improve Candidate exhibits little or no characteristics for leadership.
  NA--- No opportunity to judge

<table>
<thead>
<tr>
<th>Characteristics</th>
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<td>6. Meets deadlines</td>
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<td>7. Ability to facilitate groups</td>
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<td>8. Ability to involve families and community</td>
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<td>10. Self-confidence</td>
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<td>11. Creativity/Innovative</td>
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<td>12. Resourcefulness</td>
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<td>13. Intellectual ability to pursue rigorous academic demands</td>
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<td>14. Willingness to take on extra responsibilities</td>
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<td>15. Actions demonstrate sound judgment</td>
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<td>16. Professionalism in stressful situations</td>
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<td>17. Sensitivity towards persons with disabilities</td>
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<td>18. Self-Discipline</td>
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<td>19. Adherence to moral and ethical standards of behavior</td>
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Please note that additional comments or a **recommendation letter** in addition to this form would greatly enhance the candidate’s potential for admission to the program. Thank you so much for your support.
Greetings from the Charter College of Education at California State University, Los Angeles! 
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program leading to the Master of Arts Degree in Educational Administration and the Preliminary 
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while they complete academic courses required for their graduate degrees, we need to ensure that our 
candidates possess intellectual abilities and maturity to engage in rigorous graduate academic studies 
that prepare them as future administrators. As accredited by both the National Council on 
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potential for professional success as school leaders. Your candid evaluation of this applicant will help 
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who value your judgment very highly. Thank you so much for your assistance in preparing 
professional leaders for our public schools.

Sincerely,

Lori Kim
Lori Kim, Ph.D.
Educational Administration Program Chair

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Candidate's Signature             Date
CALIFORNIA STATE UNIVERSITY, LOS ANGELES
Charter College of Education
Division of Applied and Advanced Studies in Education

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Characteristics:

1. Oral communication skills
2. Written communication skills
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4. Ability to work with individuals from diverse backgrounds
5. Organizational ability
6. Meets deadlines
7. Ability to facilitate groups
8. Ability to involve families and community
9. Initiative
10. Self-confidence
11. Creativity/Innovative
12. Resourcefulness
13. Intellectual ability to pursue rigorous academic demands
14. Willingness to take on extra responsibilities
15. Actions demonstrate sound judgment
16. Professionalism in stressful situations
17. Sensitivity towards persons with disabilities
18. Self-Discipline
19. Adherence to moral and ethical standards of behavior

Please note that additional comments or a recommendation letter in addition to this form would greatly enhance the candidate’s potential for admission to the program. Thank you so much for your support.
DEMONSTRATION OF LEADERSHIP POTENTIAL

Following the guidelines below, describe one case story that demonstrated YOUR potential as a successful administrator in one page. Note that this case story has to be verified by an administrator.

Guidelines:
1. Describe the background of the situation in terms of the needs or causes.
2. Describe your goal/purpose of the action.
3. Describe the activities you were involved in.
4. Describe the results.

=================================
For Administrator’s Use Only

Dear Administrator,

We would love to hear your comments regarding the above description in regard to the candidate’s leadership potential.

________________________________________
Signature / Title

________________________________________
Date
Rubric for the Assessment of Dispositions

Name: ____________________________  Decision Point: ____________  Admission

Program of Study: ____________________  Educational Administration

Directions: Based on your observation or experience with the candidate, please evaluate the candidate’s dispositions in the following areas by circling the category that best describes the candidate from (a) Unsatisfactory; (b) Basic; (c) Proficient.

1. Equity and Inclusiveness

<table>
<thead>
<tr>
<th>Unsatisfactory</th>
<th>Basic</th>
<th>Proficient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate exhibits little awareness or respect for the need to be equitable and inclusive in working with urban, diverse learners, with little/no acknowledgement of areas for improvement.</td>
<td>Candidate exhibits progress and growing dedication to concepts of equity and inclusiveness for urban, diverse learners, with an awareness of areas for improvement.</td>
<td>Candidate clearly demonstrates a strong, consistent commitment to equity and inclusiveness for urban, diverse learners through his/her professional endeavors.</td>
</tr>
</tbody>
</table>

Comments/Incidents/Observations (including dates/times, if applicable):

2. Inquiry and Self-Reflection

<table>
<thead>
<tr>
<th>Unsatisfactory</th>
<th>Basic</th>
<th>Proficient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate exhibits little interest or motivation to pursue continuous development of professional knowledge and skills through the use of inquiry and reflection.</td>
<td>Candidate exhibits progress and growing dedication to continuous development of professional knowledge and skills through the use of inquiry and reflection.</td>
<td>Candidate clearly demonstrates a strong commitment to continuous development of professional knowledge and skills through the use of inquiry and reflection.</td>
</tr>
</tbody>
</table>

Comments/Incidents/Observations (including dates/times, if applicable):

3. Collaboration and Democratic Participation

<table>
<thead>
<tr>
<th>Unsatisfactory</th>
<th>Basic</th>
<th>Proficient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate does not tend to engage or collaborate effectively and exhibits limited acceptance of other people or ideas.</td>
<td>Candidate exhibits progress and growing dedication to collaboration and a democratic engagement with other people and ideas.</td>
<td>Candidate clearly demonstrates a strong commitment to effective collaboration and a democratic engagement with other people and ideas.</td>
</tr>
</tbody>
</table>

Comments/Incidents/Observations (including dates/times, if applicable):

4. Accountability for Learner Outcomes

<table>
<thead>
<tr>
<th>Unsatisfactory</th>
<th>Basic</th>
<th>Proficient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate demonstrates little/no acceptance or accountability for learner outcomes through the use of best practice.</td>
<td>Candidate exhibits progress in recognizing and accepting accountability for learner outcomes through the use of best practice.</td>
<td>Candidate clearly demonstrates a belief in one’s own accountability for learner outcomes through the use of best practice.</td>
</tr>
</tbody>
</table>

Comments/Incidents/Observations (including dates/times, if applicable):

Evaluator: ____________________________  Date: ____________
APPLICATION TO THE EDUCATIONAL ADMINISTRATION PROGRAM
Educational Leadership (MA in EDAD and Preliminary Administrative Services Credential)

Recommended by Current EDAD Student (Name: ____________________________)

I am applying for admission for:
____ Fall Quarter ___________ (year)  ___ On-Campus
____ Spring Quarter___________ (year)  ___ Off-Campus (Site:______________ )
____ Summer Quarter___________ (year)

Name: ___________________________________________  __________________________________

Last              First

Social Security Number*: ___________________________ Birthdate* (month/date/year): ________________
(*Information is for the exclusive use of credential confirmation, not for anything else.)

Mailing Address: __________________________________________________________________________

Email: __________________________________________________________________________________

Home Phone Number with Answering Machine/Voice Mail: ______________________________

Work Phone Number with Message/Voice Mail: ______________________________

Name of School or Work: ______________________________________________________________

Address of School or Work: _____________________________________________________________

Name of School District: __________________________________________________________________

Date of Initial Professional Teaching Credential Issuance: ______________

Employment as a Teacher since ___________________________  Month/year

In 3-5 double-spaced pages, please write a personal essay, responding to the following prompts:
1. Why do you want to become an administrator?
2. What are the career objectives you expect to achieve after completing our program?
3. Reflect upon yourself and describe the results of self-assessment on your strengths and weaknesses as school administrator.
4. Among many selections, why do you want to enter the Educational Administration Program at CSULA?

* Please attach your resume that includes the following information: (a) Education; (b) Professional Experience; (c) Extracurricular Activities; (d) Distinctions, Honors, and Awards; and (e) Others.