

Application Addenda for Educational Leadership Programs

SAM Citywide Program – Advanced Certificate in School Building Leadership (24 credits)/MSEd in Educational Leadership (33 credits)

Formal Admissions Requirements

- At least 3 years of teaching experience
- Serve or be able to serve in their school's inquiry team
- Prior Master's Degree (or obtain the MSEd in Educational Leadership from Baruch prior to recommendation for SBL certification)

To Apply:

- Complete an on-line application at <https://apply.embark.com/grad/baruch/spa/> and choose "Advanced Certificate in School Building Leadership". Applications can also be downloaded at http://www.baruch.cuny.edu/spa/admissions/documents/ApplicationBooklet_fall2009.pdf
- Submit official transcripts of all postsecondary coursework completed at a college or university where a minimum of three courses were completed
- Submit a resume detailing employment and any volunteer or community service experience
- Application Deadline: The deadline to apply for this program is May 15, 2011.

Essay Requirement:

This requirement replaces the essay question listed on the application. Applicants may address the following prompts together or separately in their essay:

- Describe a team (grade team, content area team, inquiry team, etc.) that you work on that is focused on struggling students:
 - What are the characteristics of the team?
 - How was the team formed?
 - How does the team work?
 - What decision-making authority does the team have?
- Imagine that the team is presented with a student who is 3 years behind grade level in mathematics
 - What information would you expect the team to look at?
 - How would you expect the team to collect and analyze the information?
 - What would you expect the team to do with the information?

Common Essay Evaluation Criteria

- The admissions committee will evaluate applicants' responses based upon their ability to demonstrate potential for meeting the following leadership criteria, as well as their cogent, coherent and error-free writing ability:
 - Leaders know and understand what it means and what it takes to be a leader;
 - Leaders have a vision for schools that they constantly share and promote;
 - Leaders communicate clearly and effectively;
 - Leaders collaborate and cooperate with others;
 - Leaders persevere and take the long view;
 - Leaders support, develop and nurture staff;
 - Leaders hold themselves and others responsible and accountable;
 - Leaders never stop learning and honing their skills;
 - Leaders have the courage to take informed risks;

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Letters of Recommendations:

- All applicants are required to submit 2 letters of recommendation (one from their current supervisor and one member of the team on which the applicant serves). Recommendations should be on official school letterhead and respond to a common prompt:
 - Please describe a specific situation in which you observed the candidate demonstrate leadership skills on behalf of struggling students.
 - Please describe how the candidate works on teams

Principal Commitment

- In addition partners will require a letter of commitment from the applicant's principal agreeing to:
 1. Provide on-site supervision of the fieldwork
 2. Ensure that for the duration of the internship, the applicant is a member of at least one decision-making and action-taking team that is focused on student outcomes using a systematic, evidence-based approach to problem-solving
 3. Provide periodic feedback to faculty that informs progression through the program for which the student is applying.

The principal may name a designee for items #1 and #2

Advanced Certificate in School District Leadership (15 credits)

Formal Admissions Requirements

- At least 3 years of teaching experience
- Prior Master's Degree and a total of 60 graduate credits

To Apply:

- Submission of School of Public Affairs Graduate Programs application for admission at <https://apply.embark.com/grad/baruch/spa/> or http://www.baruch.cuny.edu/spa/admissions/documents/ApplicationBooklet_fall2009.pdf with the additional requirements described below
- Submit a resume detailing employment and any volunteer or community service experience
- If you have never attended SPA, submit official transcripts of all postsecondary coursework completed at a college or university where a minimum of three courses were completed
- Application Deadline: The deadline to apply for this program is May 15, 2011

Essay Requirement:

- Essay is a statement of purpose describing why you are interested in pursuing the Advanced Certificate in School District Leadership

Letters of Recommendations:

- 2 Letters of recommendations are required and should be from peers/colleagues/supervisors who can speak to applicants' leadership potential. Letters of recommendation should be on school letterhead.