

M.S. in Education
with a Specialization in Educational Leadership
Program Information and Application Forms

WALDEN UNIVERSITY

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Important Notice Regarding Educator Licensure and Certification

Please note that licensure and certification requirements for educators vary from state to state. Walden University's degree programs do not lead to initial state licensure and/or certification for teachers or administrators. Prospective licensed/certified educators interested in pursuing their graduate education through Walden University for purposes of licensure or certification renewals, upgrades, and/or endorsements should check with their state department of education and/or office of certification and licensure BEFORE enrolling in any degree program.

As an example, teachers seeking to add new levels or areas of certification, licensure or endorsements, (such as a reading specialist, a school administrator, or a technology coordinator), should check with their state department of education and office of certification prior to enrolling in a degree program. It is your responsibility to verify the requirements for your particular state.

Prospective Washington state students are advised to contact the Office of the Superintendent of Public Instruction at 360-725-6320 or profed@ospi.webnet.edu to determine whether Walden's programs in the field of education are approved for teacher certification or endorsements in Washington state. Additionally, teachers are advised to contact their individual school district as to whether this program may qualify for salary advancement.

Walden University practices a policy of nondiscrimination in admission to, access to, and employment in its programs and activities. Walden does not discriminate on the basis of race, color, sex, age, religion or creed, marital status, disability, national or ethnic origin, socioeconomic status, or sexual orientation.

Walden is committed to providing barrier-free access to its educational services and makes appropriate and reasonable accommodations when necessary. Students requesting accommodations per the Americans with Disabilities Act (ADA) must contact the Office of Disability Services at disability@waldenu.edu.

This publication represents current curriculum, educational plans, offerings, requirements, tuition, and fees. These may be modified or discontinued from time to time in the university's sole discretion to carry out the university's purposes and objectives. Neither the provisions of this document, nor the acceptance of students through registration and enrollment in the university, constitutes a contract or an offer of a contract.

WALDEN UNIVERSITY

Tuition and Fees

Walden University admits students on a continuous basis. For specific term information, call an enrollment advisor at 877-497-0151.

Tuition and Fees*

Tuition: \$360 per credit hour (includes course textbooks and materials)

Note: Tuition does not include the cost of required software.

Fees: \$50 Application fee (nonrefundable)

*Tuition and fees are for the 2006–2007 academic year and are subject to change.

Payment Options

1. Interest-Free Payment Plan (TuitionPay)

Walden University offers students an easy, interest-free payment plan through TuitionPay. There are no interest or finance charges for this plan. For more information, call an enrollment advisor at 877-497-0151.

2. Financial Aid

You may want to consider applying for a financial aid loan. You will incur interest and financial costs under this option. Call toll-free 877-497-0151 or visit www.WaldenU.edu for more information.

3. Pay in Full Each Semester

Pay your tuition in full every semester by the payment due date. Payments are accepted by check, money order, Visa, MasterCard, Discover Card, or American Express.

4. Third-Party Payment

You must submit a voucher from the third party (i.e., employer, school district) authorizing Walden University to bill the third party 15 days before the start of the term.

Software Requirements

Microsoft Office Suite Word, PowerPoint, and Excel is required. You will need to buy this software package if you don't already have it.

Financial Aid Applicants—For more information, call toll-free **877-497-0151**
or visit **www.WaldenU.edu**

WALDEN UNIVERSITY

Application Process Checklist

To facilitate the application process, Walden University has created this checklist. If you have questions or need additional forms or information, call an enrollment advisor at 877-497-0151.

Step 1: Request official transcripts to be sent directly to Walden University from the institution that conferred your bachelor's degree.

Step 2: Enclose and mail all of the following materials in the envelope provided:

- Completed application, including signatures and date
- \$50 nonrefundable application fee (check or money order) payable to "Walden University"
- Program goal statement (see below)
- Photocopy of your transcript from the college or university that conferred your bachelor's degree (to help expedite the application process)
- Principal Mentor Information and Sign-Off* form

Description of Checklist Items

Program Goal Statement

Your program goal statement should include the following six sections:

- **Personal/Professional Goals:** Why are you interested in graduate school and what are your plans after you receive your degree? What influenced you to choose the field? Why are you interested in the program and specialization to which you are applying? Please note that your personal/professional goals must be in line with the specialization to which you are applying.
- **Academic Experience:** Describe your previous undergraduate and graduate academic experience; if you do not have the specialization background, you may want to explain how you plan to apply your prior academic skills to your chosen specialization. You may include any experiences (e.g., study abroad, unique work, or research experience) that influenced your choice of graduate program/specialization. Explain any inconsistencies in your academic record or work experience. If your GPA is not what you would have liked, explain special personal, physical, or family circumstances that may have adversely affected your GPA.
- **Research Experience:** Address prior research experience, significant research papers/projects, or other research accomplishments in your field. If you do not have any prior research experience, you must indicate that under this section.
- **Work/Other Experience:** What is your prior work experience? Include any volunteer work and/or extracurricular activities that complement your career decision. If you do not have any relevant experience, you should indicate this. You can also address any cultural knowledge or experiences you may have acquired that may better prepare you for the field.
- **Personal Qualities:** Include in this section personal qualities (e.g., interpersonal skills, teamwork skills) you possess that you believe will contribute to your success in your field and graduate study.
- **Why Walden?:** Indicate why Walden would be a good match for you and your future goals. What interested you about Walden? Why are you interested in an online program?

WALDEN UNIVERSITY

M.S. in Education with a Specialization in Educational Leadership Application for Admission

OFFICE USE

ONLY:

OID _____

WID _____

AGN _____

OGN _____

SC _____

I am applying for: M.S. in Education with a specialization in Educational Leadership (online only)

I am applying for the following term date: 4/30/07 6/25/07

I prefer: DVD format VHS format

PERSONAL INFORMATION <i>Please Print</i>				
Name — Last	First	Middle	Maiden Name	Email Address (<i>required</i>)
Permanent Address (<i>no P.O. boxes</i>)			Mailing Address (<i>if different from permanent address</i>)	
City	State	ZIP Code	Home Phone Number (<i>include area code</i>) ()	Business Phone Number (<i>include area code</i>) ()
<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of Birth ____/____/____	Fax Number (<i>include area code</i>) ()	Social Security Number
Citizenship (<i>Select one</i>) <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Non-U.S. Citizen, Resident <input type="checkbox"/> Non-U.S. Citizen, Nonresident If not a U.S. citizen, please indicate your country of citizenship: _____				
Military Service: How long in service: From: _____ To: _____			Date of Discharge: Month: _____ Year: _____	

Is English your primary language? Yes No

What is your primary language, if not English? _____

If English is not your primary language, please provide one of the following to document English language proficiency. (Test scores may not be more than two years old.)

TOEFL (Test of English as a Foreign Language) score

MELAB (Michigan English Language Assessment Battery) score

IELTS (Academic Modules of the International English Language Testing System) score

Transcript documenting you have earned a bachelor's degree or higher from an institution in one of the following countries: Australia, Belize, the British Caribbean and British West Indies, Canada (except Quebec), England, Guyana, Ireland, Liberia, New Zealand, Scotland, the United States, or Wales.

CONFIDENTIAL INFORMATION

This information is requested to meet federal and state reporting requirements and to help the university understand and serve its constituents. It will not be used as a basis for admissions or in a discriminatory manner. You will not be subject to adverse treatment if you do not provide this information.

Race/Ethnic Group (*select one*) American Indian/Alaskan Native Asian/Pacific Islander Black (Non-Hispanic) Hispanic/Latino Multi-Racial White (Non-Hispanic)

EMPLOYMENT EXPERIENCE Please start with your current position. Attach an additional sheet if necessary.

School District and School	Address	Telephone	Position	Dates of Employment Start Date – End Date
		()		
		()		
		()		
		()		

ACADEMIC HISTORY

Please list all degree-granting institutions attended. An official transcript is needed from the institution that conferred your bachelor's degree. Official transcripts should be sent from the institution directly to Walden University, Office of Admissions/M.S. in Education, 4th Floor, 1001 Fleet Street, Baltimore, MD 21202.

List all colleges/universities in order of attendance:

Name of Institution	City and State	Dates Attended From – To	Hours Completed	Degree Earned	GPA

PRINCIPAL MENTOR INFORMATION

A key component of the Educational Leadership curriculum is an internship with a principal mentor of your choosing. Please provide the following information:

Principal Mentor Full Name			Email <i>(required)</i>
School			Position
Address			I have reviewed the information about the responsibilities of the principal mentor and understand that this support will be for the duration of this master's program.
City	State	ZIP Code	
Telephone ()			
Principal Mentor Signature		Date	

PROFESSIONAL REFERENCES

Name	Address	Phone	Email <i>(optional)</i>	Relationship
1. _____	_____	()	_____	_____
2. _____	_____	()	_____	_____

TEACHER CERTIFICATION *Indicate your present type of certification.*

States _____ _____ _____	Level <input type="checkbox"/> Elementary <input type="checkbox"/> Secondary <input type="checkbox"/> Special Education <input type="checkbox"/> Other _____	Type <input type="checkbox"/> Permanent <input type="checkbox"/> Provisional <input type="checkbox"/> Continuing <input type="checkbox"/> Other _____
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PAYMENT METHOD OPTIONS *Check all that apply.*

Interest-free payment plan (TuitionPay)

Financial aid—Please send me an application.

Financial aid and the interest-free payment plan (TuitionPay).

Pay in full for the first semester at registration. (Pay by check, money order, Visa, MasterCard, Discover Card, or American Express.)

Third party payment

I've already applied for financial aid

TRANSFER OF CREDIT

Are you planning to request transfer of credit for previous coursework? No Yes

If yes, you must complete the enclosed *Transfer of Credit Request Form* and mail to Walden University, Office of Admissions/M.S. in Education, 4th Floor, 1001 Fleet Street, Baltimore, MD 21202. Also, request that official transcripts be mailed to the same address.

NONREFUNDABLE APPLICATION FEE

I'm enclosing a check or money order for \$50 payable to Walden University.

PERSONAL CERTIFICATION/LICENSURE RESPONSIBILITY ACKNOWLEDGEMENT

It is the student's responsibility to understand the certification/licensure requirements for the state in which he/she teaches, as requirements vary state by state. Walden University (including its affiliates, faculty, and staff) makes no representation, warranty, guarantee, or commitment that the completion of a degree or coursework for graduate credit will permit the learner to obtain state certification or licensure. I acknowledge, understand, and accept the above statement and waive any claim against Walden University for responsibility regarding my certification or licensure requirements or any inability to achieve licensure or certification in any jurisdiction.

Applicant's Signature _____ Date _____

COMPLIANCE STATEMENT

I understand that failure to submit an official transcript from the institution which conferred my bachelor's degree may result in denial of this application or my subsequent dismissal from Walden University. Through my enrollment, I agree to comply with the rules and regulations in Walden's catalog and student guide. Also, I agree that failure to do so may result in my dismissal. I certify that, to the best of my knowledge, all statements I have made in this application are complete and true.

Applicant's Signature _____ Date _____

RECOMMEND A COLLEAGUE

If you have any colleagues, family members, or friends who would benefit from pursuing an advanced degree from Walden University, please complete the information below.*

1. Name _____	Email _____	Phone () _____
2. Name _____	Email _____	Phone () _____
3. Name _____	Email _____	Phone () _____
4. Name _____	Email _____	Phone () _____

***Group Savings!** Please remember, when you enroll with five or more educators, a 5 percent group savings will be applied immediately to your tuition. (Not valid for Tennessee residents)

WALDEN UNIVERSITY

Request for Official Transcript

This form is provided for your convenience. Please complete and submit it to the university or college from which your degree was conferred.

Name of Student (*please print*) Maiden/Other

Name of College or University Attended

Dates of Attendance (Month/Year) to (Month/Year)

Social Security Number _____

Date of Birth _____

Number of Official Copies Requested _____

Send one copy to: Walden University
Office of Admissions/M.S. in Education
1001 Fleet Street, 4th Floor
Baltimore, MD 21202

Send one copy to:

Student Name (*please print*)

Street Address

City State ZIP

Enclosed is \$_____ in payment of transcript fee. (*Please contact the university or college from which your degree was conferred to determine transcript fee.*)

Student's Signature

Date

WALDEN UNIVERSITY

Transfer of Credit Request Form

Complete only if you are requesting a transfer of credit.

A maximum of nine semester hours or 15 quarter hours (three courses) may be transferred. Courses transferred into Walden's program must be equivalent in content to those in the master's program of study and completed within the 7 years prior to program matriculation.

Please print:

Today's Date: _____ Intended Start Date (mm/yy): _____

Full Name: _____

Home Phone: () _____ Email: _____

Address: _____

City, State, ZIP: _____

Social Security Number: _____

ALL courses to be evaluated must meet the following criteria. To expedite review, courses meeting these requirements should be listed on the next page. Please examine each of your courses carefully for the following:

- Course must have been completed within the 7 years prior to the program start date.
- Course must be equivalent to *3 semester hours or 5 quarter hours of credit*.
- Course must have been taken for graduate credit at a regionally accredited institution.
- In each course, you must have earned a letter grade of at least a *B* (not *B-*) or its numerical equivalent. Grades of *S* or *P* are not acceptable, unless further documentation of grade equivalency is provided.
- Credits applied to a previously completed master's program cannot be transferred.
- Course content must be equivalent to the content of a course in this specialization.

After you have identified courses to be evaluated, you will need to provide information about them. On the next page, please list the courses to be considered for a transfer of credit.

WALDEN UNIVERSITY

I am requesting transfer of credit for the following:

Prefix and Course #	Name of Course	Institution	Date Completed

The above courses must be accompanied by the following materials to be evaluated:

- An official, sealed transcript from each school listed above
- A detailed course description from the institution's catalog (online catalog acceptable) and/or a syllabus for each class may be mailed or faxed with this form

Send this form and all materials to:

Walden University
Office of Admissions/M.S. in Education
1001 Fleet Street, 4th Floor
Baltimore, MD 21202

Additional information about transfer of credit:

- A decision will not be made until a student has accepted admission to one of the M.S. in Education specializations.
- Once all materials are received, decisions may take up to two weeks.
- Students are notified in writing once a decision has been made.
- Decisions are authorized solely by the associate dean of the program.

Please make a copy of this page for your records.

Internship and Principal Mentor Brochure

*The teacher whose name appears above has aspirations of becoming a school principal and has decided to improve his or her skills and knowledge in this area by earning an M.S. in Education with a specialization in **Educational Leadership** through Walden University.*

Walden University's M.S. in Education with a specialization in Educational Leadership is a unique master's degree program. Aside from classroom theory, it requires each student, throughout his or her course of study, to obtain and work with a principal mentor in an internship program. This brochure is intended to be passed on to the prospective principal mentor to explain his or her role, responsibilities, and benefits for participating along with the teacher named above to meet career goals and develop into an effective school leader.

WALDEN UNIVERSITY
A higher degree. A higher purpose.

M.S. in Education with a Specialization in Educational Leadership

Prin cipals set the standard for excellence as “leaders for learning” in their school. This new innovative master’s program sets the standard for developing outstanding principals. The goal of the curriculum is to prepare educators to successfully undertake one of the most influential jobs in education today.

This innovative degree program is grounded in research and evidence of best practice. It was designed to provide tomorrow’s leaders with the necessary skills and knowledge to be successful, but also to provide them with actual on-the-job experience to better prepare them to meet the challenges of today’s schools, ensuring they are successful from their very first day on the job.

Every day the internship and principal mentor components provide the student with exposure to real-life situations that principals face. And, they provide the opportunity for an outstanding school administrator, such as yourself, to work with the student as he or she proceeds through this two-year master’s program. It is this collaboration that forms the foundation for the student’s learning experience.

THE INTERNSHIP

The internship experience is designed to provide the intern with the opportunity to “walk in the shoes” of a practicing principal. It presents the student with authentic opportunities to apply what he or she has learned in the coursework and build upon that knowledge and experience with ongoing guidance from an actual principal mentor. Upon completion of the program and internship, the student will not only have new knowledge, but will also have actual on-the-job experience. This sets our program apart from the rest and could provide the student with a competitive advantage in a new job and career.

The internship extends throughout the two-year program. In the first five semesters, it is taken concurrently with other courses—approximately two hours per week. This time provides the opportunity to gain practical hands-on experience as a practicing principal. Throughout the course of study, each student intern will be required to complete a number of internship activities. All internship activities require the guidance and coaching of an experienced principal. The principal mentor, along with the Walden University faculty internship advisor, will offer the intern support and direction throughout the program.

THE LEADERSHIP-FOR-LEARNING CURRICULUM

The curriculum for this master’s degree program was developed in association with the American Association of School Administrators (AASA). It reflects the standards for leadership education set by the National Policy Board for Educational Administration (NPBEA) and is based on standards developed by the Interstate School Leaders Licensure Consortium (ISLLC), a program of the Council of Chief State School Officers. The ISLLC is a consortium of 32 education agencies and 13 education administrator associations that have worked cooperatively to establish an education policy framework for school leadership. The standards present a common core of knowledge, dispositions, and performances that link leadership to productive schools and enhanced educational outcomes.

WALDEN UNIVERSITY

THE PRINCIPAL MENTOR

Matching an outstanding school administrator (principal) with graduate interns from Walden University's master's degree program is a key component of the application process. Securing a principal mentor is vital to the successful completion of this program, and is a required step in the application process.

BENEFITS FOR THE PRINCIPAL MENTOR

- The opportunity to contribute to the development of an aspiring principal and to the field of education
 - Assistance with tasks and responsibilities while providing valuable hands-on experience for the intern (e.g., beginning-of-the-year events)
 - Another set of eyes and ears focused on areas of concern and interest to the principal mentor (e.g., school safety, facilities repair)
 - Access to research and new information through the intern
 - Access to data and evidence-based recommendations that may be used for a variety of purposes (e.g., implementation of a technology plan)
 - Assistance with developing community relationships and partnerships
-

EXPECTATIONS OF THE PRINCIPAL MENTOR

- Assist with planning and scheduling internship activities.
 - Be available for meetings and interviews for specific internship activities as well as for unscheduled discussions, clarifications, questions, and problem-solving, for an average of 1 to 2 hours per week.
 - Share past experiences and expertise related to the roles and responsibilities of a principal leader.
 - Model effective practices, procedures, strategies, and lifelong-learning and leadership behaviors.
 - Provide constructive feedback to the intern.
 - Allow the intern to be meaningfully involved in and contribute to chosen aspects of the school and supervise that involvement.
 - Assist the intern with access to situations and personnel needed to complete internship activities.
 - Be available for conference calls (minimum of 3) with the intern and faculty internship advisor during the program.
-

REQUIREMENTS FOR THE PRINCIPAL MENTOR

- Master's degree from a regionally accredited institution
- Licensure/credential as a school administrator
- Three years of experience as a school administrator
- A signed agreement between the intern and the principal mentor

WALDEN UNIVERSITY

M.S. IN EDUCATION WITH A SPECIALIZATION IN
EDUCATIONAL LEADERSHIP

Principal Mentor Form

Please have your principal mentor complete the information on the reverse side and return this portion of the form to you for inclusion in your **Application for Admission** package. For additional clarification, please call a Walden University enrollment advisor at 877-497-0151.

Principal Mentor Information and Sign-Off Form

Walden University's M.S. in Education with a Specialization in Educational Leadership

TO BE COMPLETED BY THE INTERN: *(Please complete this section, and present to your principal mentor.)*

Student Intern Name

School

Address

City, State, ZIP

()

Telephone

Email (required)

TO BE COMPLETED BY THE PRINCIPAL MENTOR: *(Please complete this form and return it to the intern, keeping a copy for your records.)*

Full Name

School

School Address

City, State, ZIP

()

Telephone

Email (required)

Master's Degree from a Regionally Accredited Institution (name of institution)

Years as a Principal or School Administrator (minimum of three years is desired)

Licensure/Credential as a School Administrator

I have reviewed the responsibilities of the principal mentor with the intern and understand that this support will be for the duration of his or her master's degree program. I agree to be the principal mentor for the referenced intern.

Principal Mentor Signature

Date

*For additional information, please call a
Walden University enrollment advisor at 877-497-0151*

WALDEN UNIVERSITY
A higher degree. A higher purpose.

155 Fifth Avenue South
Minneapolis, MN 55401-2511
877-497-0151
www.WaldenU.edu