



SJSU Educational Leadership Admission Checklist

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Department of Educational Leadership
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Directions: Admission to the Educational Leadership program consists of two parts. Use this checklist in order to complete your admission process for SJSU Educational Leadership Department and the SJSU Graduate Studies.

Part I: To Meet the SJSU Educational Leadership Department Requirements

- Educational Leadership Application for Admission:** Each student must complete an application and pay a \$50.00 Application Fee to SJSU Foundation-EDAD
- One original, signed letter of recommendation** from the school principal concerning the potential success of applicants as a team, as educational leaders, and as graduate students. (For school teams, the principal can write one letter with everyone's name on it. A copy will be placed in each applicant's file.)
- Each applicant responds to the prompt** with a 3 page admissions essay, based on this quotation by Roland Barth: "The relationship among adults in schools are the basis, the precondition, the *sine qua non* that allow, energize, and sustain all other attempts at school improvement. Unless adults talk with one another, observe one another, and help one another, very little will change." (*Improving Schools from Within*, 1990).
- A copy of your Professional Clear Credential:** Please note – All students must have 3 years of teaching experience before starting the program. Please attach a short letter stating how many years of teaching experience you have. CBEST must be passed prior to applying for the Tier 1 credential.
- Send the application for admission, application fee, letter of recommendation, each applicant's response to the Barth prompt, and a copy of your Professional Clear Credential.
Educational Leadership Department
College of Education, SH 219
San José State University
One Washington Square
San José, CA 95192-0072 (Be certain to use the extended zip code)

Part II: To Meet the SJSU Graduate Studies Division Requirements

- Admission to the SJSU Graduate Admissions Office:** Complete an on-line application at www.csumentor.edu (no paper applications will be processed. A non-refundable, \$55.00 fee is charged)
- Official transcripts for all degrees and credentials:** Request your transcripts and submit a copy along with your application. (all UCSC transcripts must also include written evaluations.) Do not include Professional Development transcripts. Mail official transcripts directly to:
San José State University
Graduate Admissions & Program Evaluations
One Washington Square
San José, CA 95192-0025
Attn: Ed Leadership Evaluator

Deadline for Admission to Fall 2009 programs: June 1, 2009

Paperwork and on line application requirements for both parts, Graduate Studies and the Educational Leadership programs, must be completed before admission to the program. Spring 2008 schedule with courses, days and times, and instructors will be posted on the Departmental website in December at www.sjsu.edu/edleadership. Students can also download sample syllabi for any of the courses.

A GPA of 3.0 or above is required for entrance to and exit from all Master's level programs in Educational Leadership.

For additional questions regarding the admission process please contact the Educational Leadership office at 408-924-3616 or email Maria Muñoz at Maria.Munoz@sjsu.edu or Dr. Stephen Kay at Stephen.Kay@sjsu.edu