

BELLARMINE UNIVERSITY
IN VERITATIS AMORE

ANNSLEY FRAZIER THORNTON SCHOOL OF EDUCATION

Educational Specialist Degree in Instructional Leadership and School Administration

The Annsley Frazier Thornton School of Education at Bellarmine University offers a principal certification preparation program for educators who already hold a master's degree in education. Students will receive an Educational Specialist Degree in Instructional Leadership and School Administration through participation in a best practice, research based curriculum with a practical field experience.

The Annsley Frazier Thornton School of Education at Bellarmine University is the beneficiary of the combined history, heritage, and commitment from Ursuline College and Bellarmine College. The merger of these two fine liberal arts institutions in 1968 brought an emphasis on teacher education to Bellarmine. The Catholic liberal arts philosophy, values, and purpose of Bellarmine University have and continue to permeate and drive the programs of the School of Education.

“Educator as Reflective Learner”

Bellarmino's principal certification advanced program, with its theme “Educator as Reflective Learner,” places high priority on the development of educators ready to lead in an environment of high stakes accountability and to face the challenges of the 21st century schools. Reflective educators use their knowledge of content, practice, and pedagogy; knowledge of the learner; skills in leadership and guiding the change process; and management of educational logistics and facilities to personally evaluate their effectiveness. This on-going process provides school leaders with a basis for self-evaluation of how well the acquired knowledge base relates to their current practice.

The student will engage in constant performance-based evaluation through course work and leadership field experiences across the program. Students are expected to enhance their skills as reflective practitioners, thus improving abilities to establish and guide their own personal and professional development.

NCATE Accreditation

All Bellarmine University Annsley Frazier Thornton School of Education teacher education programs at the advanced level recognized by the Kentucky Education Professional Standards Board are fully accredited by the National Council for the Accreditation of Teacher Education (NCATE), 2010 Massachusetts Avenue, NW, Suite 500, Washington, DC 20036.

EDUCATIONAL SPECIALIST DEGREE IN INSTRUCTIONAL LEADERSHIP AND SCHOOL ADMINISTRATION

Applicants for the Educational Specialist Degree must hold a valid Kentucky Provisional or Professional certificate or equivalent at the program level for which the individual is applying.

Summer Module I: 9 hours

- EDAD 701** Leadership and the Role of the School Principal
- EDAD 702** Data Management and School Leadership: Using Data-driven Strategies to Retool the Instructional Program
- EDAD 703** The Human Resources Function of the Principalship
- EDAD 704** Field Experience - The Application of Foundational Leadership Skills

Fall Module II: 6 hours

- EDAD 705** Leading and Administering the Elementary School
- EDAD 706** Field Experience: Exploring the Practice of Building-Level Leadership I

Spring Module III: 6 hours

- EDAD 707** Leading and Administering the Secondary School
- EDAD 708** Field Experience: Exploring the Practice of Building-Level Leadership II

Summer Module IV: 9 hours

- EDAD 709** Administrative Issues with Special Populations
- EDAD 710** Parents, Community and the Role of the School Principal
- EDAD 711** Financial, Legal and Ethical Responsibilities of the Principal
- EDAD 712** Field Experience - Applying Leadership Theories and Skills to the K-12 School Setting

Field Experience

The field experience, comprising a total of eight hours of course credit over four terms, is designed to give the participant school leadership experiences only available in a school context. Students are required to spend time before and after their regularly scheduled assignments, completing a series of tasks and experiences in elementary, middle and secondary settings.

Optional Seminars

Throughout the fall and spring terms, special topical seminars will be offered. These workshops will focus on topics specific to those hoping to practice in distinct settings such as a parochial school, the Bellarmine Center for Teaching Excellence and Leadership, or a setting with early childhood programs. In addition, extra expertise in school safety and crisis management, administering with technology, and other relevant topics will be addressed. These seminars are encouraged but not required.

Delivery Model

This program uses a cohort approach for scheduling. All participants must begin the program the first summer and follow it through the four terms. Students unable to do so would have to wait an entire year to pick up classes missed during a specific term. Questions about the program or schedule should be directed to the Office of Graduate Admission 502.272.7200 or gradadmissions@bellarmine.edu.

Program Highlights

- Participating in a program grounded in the ISLLC standards and KyCLS Dimensions
- Working in a collaborative partnership with local schools
- Learning relevant content through creative programming and a novel delivery system
- Overcoming the challenges of creating a work climate supportive of excellence in teaching and learning
- Gaining an understanding of the school as a complex organization
- Understanding the characteristics and challenges of the change process
- Exploring best practices of school leaders who are increasing student achievement
- Participating in four (4) semester field experiences grounded in the real work of school leaders
- Completing an EdS in 14 months
- Attaining Levels I principal certification in 14 months
- Working with a cohort of professionals in a community of learners
- Concentrating on instructional leadership in a high stakes environment
- Attaining knowledge and skills in safe schools and crisis management topics
- Infusing technology as a tool for the twenty-first century principal

Funding Assistance

Jefferson County Public Schools employees may be eligible for tuition remission through the Wallace Grant. Questions concerning financial aid should be directed to the Financial Aid Office at Bellarmine University, 502.272.7300. Candidates may also be eligible for low interest student loans or other financial assistance in this degree seeking program.

LEVEL I SCREENING

Those applicants meeting minimal requirements including a 3.0 GPA on a 4.0 scale for all graduate work (3.5 GPA preferred), and three years of successful teaching experience will be contacted by the Graduate Admission Officer and invited to submit all required program essays and an Educational Autobiography.

EDUCATIONAL AUTOBIOGRAPHY

Using standard margins, double spacing, and 12-point font, complete an educational autobiography and personal goal statement. Include your own educational background and experiences from pre-school to graduate work; work experiences; a discussion of your strengths and weaknesses; factors leading to your decision to pursue certification as a school principal; your academic, intellectual, and professional objectives; and your commitment to your professional development at Bellarmine University. This document is an important part of the application review process. You should take great care to produce a thoughtfully planned and well written statement. Your work should be limited to 1000 words. Your completed work should be labeled Attachment C and include your name.

LEVEL II SCREENING

After a detailed review, some applicants will be invited to complete Level II Screening prior to a final admission decision. This will include:

- Acquisition of principal's and/or supervising administrator's consent.
- Scheduled interview – once all other application materials are received and reviewed, a faculty member in the program will call to schedule an interview if the School of Education wishes to proceed with your request for admission. A school district representative will be included in this process.
- Positive recommendation for admission from the Annsley Frazier Thornton School of Education Admission Committee and appropriate consultation with officials from the candidate's school district.

TUITION AND FEES

This program allows a summer start only, typically in early June dependent upon local school district calendars. Summer 2012 tuition cost for the EDS program will be **\$315 per credit hour** plus \$35 per course fees.

DEGREE REQUIREMENTS

- A program of study that includes a minimum of 30 hours of course work with a minimum of 3.0 (on a 4.0 scale) grade point average throughout the program.
- A total of 24 hours of graduate credit earned in residence at Bellarmine
- Completion of all degree work within six years of the first registration within the program

PRIORITY APPLICATION DEADLINE

Priority applications for the summer semester cohort should be submitted by April 13. Completed applications submitted after this date will be considered on a space available basis.

PROCEDURE FOR ADMISSION

Students applying for the Educational Specialist Degree must submit the following initial materials to the Office of Graduate Admission:

1. Complete and submit the application.
2. Submit a non-refundable application fee of \$25 (unless a Bellarmine alumna/e). Checks should be made payable to Bellarmine University.
3. Final official transcript(s) from each college or university attended should be mailed to the Office of Graduate Admission and not be marked "Issued to Student".
4. A current resume (Note: Three years of successful teaching experience in a P-12 setting with full teacher certification during those 3 years is required).
5. Official Graduate Record Examination (GRE) score mailed directly to the Office of Graduate Admission.
6. A copy of valid state issued Professional Teaching Certificate.
7. Three recommendation forms from individuals who are former professors or who have supervised the applicant in a school setting. One recommendation must come from the applicant's current principal/head teacher. All recommendations must be related to the professional environment. (Form provided, copy as needed).
8. If your undergraduate degree is from an international institution, you were born outside the United States, or English is your second language, you will be required to submit an official TOEFLiBT (internet-based test) score and receive a total score of 80 or higher. We will also consider an equivalent score on the IELTS or MELAB tests. The Admission, Progression and Graduation Committee reserves the right to request a TOEFL score from any applicant.
9. If any transcript(s) or undergraduate degree(s) are from an international institution you must provide an official copy of a third party course by course credential evaluation. The following organizations offer this service and information regarding processes and fees are available at: www.aacrao.org, www.wes.org and www.ece.org. The Office of Graduate Admission reserves the right to request a certified copy of the original transcript(s).
10. Once completed, mail the application to:
Bellarmine University
Office of Graduate Admission
2001 Newburg Road
Louisville, KY 40205
11. Candidates meeting Level I screening requirements must submit the four essay responses and the Educational Autobiography.

INTERNATIONAL APPLICANTS

Please complete the items under Procedure for Admission and submit the following:

U.S. law requires financial statements from a bank or other financial institution certifying the student's ability to fund the cost of attendance for one academic year minus the amount of any scholarship dollars received. Figures should be in U.S. dollars and must be certified as an official document by the bank or financial institution. A sponsor may be used if the sponsor attaches a signed affidavit stating that he/she will financially support the student until completion of a degree at Bellarmine University. If a sponsor is used, the sponsor's bank statement should accompany the letter. **The amount that would need to be shown for the Educational Specialist Degree is \$19,651.** This amount includes tuition and fees for the summer 2012 semester only (tuition rates for Fall 2012 and thereafter are not yet established) and an average cost for living expenses, books, supplies, health insurance, transportation and personal expenses.

CONTACT INFORMATION

Theresa Klapheke, Graduate Admission Officer
502.272.8271 or tklapheke@bellarmine.edu

Office of Graduate Admission
502.272.7200 or 1.800.274.4723 x7200
or gradadmissions@bellarmine.edu

Educational Specialist Degree in Instructional Leadership and School Administration

I am applying for: Summer 20 _____

I will be attending: Full-time Part-time

PERSONAL DATA

Name _____
LAST FIRST MIDDLE MAIDEN

Preferred Name _____ Social Security Number _____ Gender _____

Permanent Address _____
STREET ADDRESS

CITY COUNTY STATE/PROVINCE ZIP CODE COUNTRY

Home Phone (____) _____ Work Number (____) _____ Extension _____

Cell Phone (____) _____ Email Address _____

Date of Birth _____ Place of Birth _____
CITY STATE/PROVINCE

Citizenship U.S. Permanent U.S. Resident Non U.S. Citizen

If you are not a U.S. citizen, what is your country of citizenship? _____

What is your current country of residence? _____

Is English your first language? Yes No

If no, what is your first language? _____

Are you Hispanic or Latino? Yes No

In addition, select one or more of the following racial categories to describe yourself:

- American Indian or Alaskan Native Asian Black or African American
 Native Hawaiian or Other Pacific Islander White

Current School of Employment _____ Present Position _____

School Address and District _____
STREET ADDRESS CITY STATE/PROVINCE DISTRICT

Will tuition be subsidized by your employer? Yes No

Will you be applying for aid with the Veterans Administration? Yes No

Where did you hear about Bellarmine's EdS program? _____

What factor had the most influence over your decision to apply for Graduate Admission here? _____



EDUCATIONAL DATA

Please list all colleges and/or universities you have attended.

INSTITUTION	DATES ATTENDED	DEGREE RECEIVED	GPA
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

GRE taken _____ Score _____

TEACHING EXPERIENCE

Briefly list any professional teaching experiences you have had.

ORGANIZATION/SCHOOL	DUTIES	DATES
_____	_____	_____
_____	_____	_____
_____	_____	_____

BACKGROUND DATA

Have you ever been dismissed from a college or university for disciplinary reasons, or been sanctioned by a disciplinary board? Yes No

If yes, from where? _____

A release will be mailed to you. You must sign and complete the form and mail it back to the Office of Admission at Bellarmine University one month prior to the first week of classes. This form will be mailed to current Dean of Students asking for an explanation of the sanction and circumstances.

Have you ever been convicted of a felony? Yes No

If you answered yes to either of the last two questions, please explain on a separate sheet of paper how you were held accountable (i.e., outcomes, sanctions), when the incident occurred and any additional information you wish to provide. Please note that we may need to request additional information.

SIGNATURE OF APPLICANT

I declare that the information provided on this form is true, correct and complete. Bellarmine University has my permission to verify information by obtaining documents as needed. I understand that providing false information may result in Bellarmine University revoking my status as an accepted or enrolled student. Also, I grant Bellarmine University or its appointee(s) permission to post my personal and academic information on Bellarmine's secured, password protected intranet and student portal.

Signature _____ Date _____

Bellarmino University admits qualified students of any age, sex, sexual orientation, race, color, religion, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of age, sex, sexual orientation, race, disability, color, religion, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs. Bellarmine University is an Affirmative Action-Equal Opportunity employer.

RECOMMENDATION FORM: EDS DEGREE IN INSTRUCTIONAL LEADERSHIP AND SCHOOL ADMINISTRATION

APPLICANT: Fill in the information requested below and forward one form with a stamped, addressed envelope to each respondent. Under the provisions of the Family Educational Rights and Privacy act, you have the right—if you enroll at Bellarmine University—to review your educational records. The Act further provides that you may waive your right to see recommendations for admission. By signing below, you waive any right of access that you may have to this recommendation form. **Three recommendations are required with your application.**

Name of Applicant _____

Signature _____ Date _____

RESPONDENT: The individual whose name appears above is applying for admission to the Bellarmine University Educational Specialist Degree in Instructional Leadership and School Administration. Evaluations of the applicant’s potential are required as part of the application procedure and this individual requests that you write on his/her behalf. It would be appreciated if you would respond as early as possible so that consideration of the application will not be delayed.

Name of Respondent _____ Title _____

Institution or Agency _____

Rate the applicant in the areas indicated below by checking 4-Outstanding, 3- Above Average, 2-Satisfactory, 1-Below Average, or Unable to comment.

	4	3	2	1	UNABLE TO COMMENT	DESCRIPTIVE COMMENTS
Intellectual Ability						
Critical Thinking Ability						
Problem Solving Ability						
Ability or Promise as a Leader						
Quality of Oral Communication						
Quality of Written Communication						
Motivation and Energy						
Organizational Ability						
Sense of Humor						
Emotional Maturity						
Ability to Meet Deadlines						
Ability to Work with Others						
Ability to Improve Student Achievement						
Professional Integrity						



How long have you known the candidate and in what capacity?

From the opposite side of this form, choose one or two of the candidate's outstanding characteristics and explain your rating.

From the opposite side of this form, choose the one area in which you think the candidate needs improvement and explain.

Identify at least two instances in which you have seen this candidate lead/guide/direct an adult group or a project and describe your assessment of the outcome of his/her efforts.

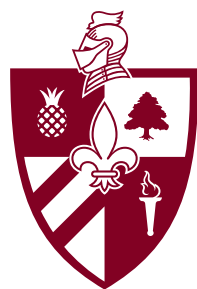
Indicate the strength of your overall endorsement of the applicant.

Highly recommended Recommended Recommended with reservations Not recommended

A faculty member from Bellarmine's School of Education may contact you via phone for further information. If you agree to such a conversation, please list your preferred phone number and indicate the best time to call.

Phone _____ Best time to call Morning Afternoon Evening

Respondent's Signature _____ **Date** _____



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