Educational Leadership Department
Master of Science in Administration and Supervision
Admission Requirements

Students applying for admission to the Master of Science program must obtain general admission to the Division of Graduate Studies.

Applications are accepted for Spring, Fall and Summer of each year. Admission to the Graduate School does not guarantee admission to the Master of Science program. All applicants must meet requirements listed below.

Admission requirements for the program:

1. A bachelor's degree from an accredited college or university.
2. An overall GPA of 3.0 or above (on a 4.0 scale) on the bachelor's degree.
3. A completed Master of Science program application.
4. Recommendations from three persons, one of whom must be the applicant's supervising principal or school district superintendent or assistant superintendent.
5. Acceptable evidence of the applicant's writing ability as determined by a writing assessment completed under the supervision of the screening committee.
6. A successful interview with the program screening committee.
7. A recommendation for admission by the screening committee.
8. Valid teaching certificate
9. At least 3 years of full-time teaching experience
10. Submit a portfolio.

Department of Educational Leadership
School District Superintendent/Designee Recommendation

Applicant's Name: _____

Social Security Number: _____

The person requesting this recommendation has indicated a desire to enroll in the Master of Science in Educational Leadership at Jackson State University. Based on your knowledge of this person, please provide the information requested below:

Characteristics	Exceptional	Above Average	Average	Below Average	No Basis for Judgment
Leadership Potential					
Teaching Ability					
Presentation Skills					
Problem-Solving Skills					
Writing Ability					
Professional Attitude					
Command of English					
Potential for Success in Program					

Other Comments:

_____

Name: _____

Signature: _____

Position: _____

Telephone: _____

Address: _____

City, State, Zip: _____

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                P. O. Box 17175
                Jackson, MS 39217-0175

Department of Educational Leadership
Supervising Principal's Recommendation

Applicant's Name: _____

Social Security Number: _____

The person requesting this recommendation has indicated a desire to enroll in the Master of Science in Educational Leadership at Jackson State University. Based on your knowledge of this person, please provide the information requested below:

Characteristics	Exceptional	Above Average	Average	Below Average	No Basis for Judgment
Leadership Potential					
Teaching Ability					
Presentation Skills					
Problem-Solving Skills					
Writing Ability					
Professional Attitude					
Command of English					
Potential for Success in Program					

Other Comments:

Name: _____

Signature: _____

Position: _____

Telephone: _____

Address: _____

City, State, Zip: _____

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                Jackson, MS 39217-0175

Department of Educational Leadership

Reference Form

Applicant's Name: _____

Social Security Number: _____

The person requesting this recommendation has indicated a desire to enroll in the Master of Science in Educational Leadership at Jackson State University. Based on your knowledge of this person, please provide the information requested below:

Characteristics	Exceptional	Above Average	Average	Below Average	No Basis for Judgment
Leadership Potential					
Teaching Ability					
Presentation Skills					
Problem-Solving Skills					
Writing Ability					
Professional Attitude					
Command of English					
Potential for Success in Program					

Other Comments:

Name: _____

Signature: _____

Position: _____

Telephone: _____

Address: _____

City, State, Zip: _____

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               P. O. Box 17175
               Jackson, MS 39217-0175

REQUIREMENTS FOR ENTRY PORTFOLIO

All applicants for admission into the Master program are required to submit a standard entry level portfolio that demonstrates evidence of **Successful Teaching Experience**, **Leadership Ability/Capacity, Interpersonal Skills** and **Professional Development Activities**. The following guidelines must be followed in preparing the portfolio:

1. All information must be submitted in a 1-2 @ binder with a clear cover. Place the following information on the cover and create a cover page to place inside the binder that includes your name, the intended program year, and date of submission. All items placed in the portfolio must be typed on white paper, and secured.

2. A Table of Content should be provided that list all of the information.

3. Evidence of successful years of teaching experiences should be included and a copy of your current teaching license. Recommendation letters/forms from your current building administrator and district superintendent. A recent evaluation of your performance.

4. Evidence of your leadership experiences in education, the community or other agencies. You may include documents that support your role, contributions or accomplishments.

5. Evidence of your interpersonal skills in working with others. Include documentation.

6. Evidence of current professional development activities that you have participated in that are related to education. Include documentation indicating your participation, accomplishments and use of the information/knowledge in your current occupation.

7. You will need to submit a narrative that provides a rationale for your obtaining a degree in Educational Leadership. Include the strengths that you will bring to the program and how you plan to use the degree to impact teaching and learning.

8. All pictures, documents, and other artifacts should be labeled and secured. Items included will not be returned.

9. Other supporting documents that you feel would demonstrate your potential to become an effective school leader maybe included with a supporting rationale.

10. A rubric will be used to evaluate the content of your entry portfolio. The document should be neat, contain all required items and be free of spelling and grammatical errors.