

for
teachers
who
lead



THE GRADUATE EDUCATION PROGRAM:
MASTER OF EDUCATION (M.ED.) DEGREE

Christian Brothers University
APPLICATION

Welcome to the Graduate Education Program at Christian Brothers University! If you have this application, which is restricted for use by those who are seeking advanced professional development, you likely already have teaching experience and are fully licensed.* We invite you to consider our program, earning the Master of Education (M.Ed.) degree in one of eight well-designed and challenging concentrations that will lift you to a new level in your professional performance and offer you new opportunities in your career as a professional educator.

Students and faculty in the Graduate Education Program at CBU have together established a real spirit of community and service founded on dedicating ourselves to the best we each can give to our schools, our children, and our future. We do this through an emphasis on the best practices identified by colleague educators, seeking to make a solid difference in schools and classrooms that will result in higher levels of achievement and stronger performance by K-12 students. Undergirding this emphasis is the enduring tradition of Lasallian education and the mission of the Christian Brothers, which focuses on teaching as a vocation and the ideal of teaching and learning together as a community.

The Graduate Education Program at CBU offers a values-based and person-centered approach to the students who come here, anticipating that you will learn to extend that same approach to your students and colleagues. Our goal is to prepare you as a professional educator for a life of constructive community and professional involvement, moral responsibility, and ongoing spiritual and intellectual growth. We welcome you to a further development of your professional life as a teacher who leads. And we hope to receive from you an application that shines with your own commitment to teaching and learning and to the community of service and leadership that educators form.

— *The Graduate Education Program, Christian Brothers University*

YOUR APPLICATION CHECKLIST:

- Application forms completed (typed or printed in blue or black ink) and signed.
- Check or money order for \$35.00, payable to “CBU Graduate & Professional Studies.”
- Two recommendation forms requested from professors or professional educators who are in position to evaluate your work.
- Transcript requests sent to all undergraduate schools and, if applicable, any graduate schools. (All transcripts must be official and from the schools; no transcripts will be accepted from the applicant.)
- Appropriate admission test taken, if necessary, with passing scores submitted. (See the section on testing policies.)
- Statement of personal objectives and expectations, discussing where you are in your overall professional development and what you are hoping to gain through this program.
- Essay on your philosophy of teaching and education.
- Copy of any teaching permits or licenses, if any.

* Individuals from other educational settings (corporate training, community colleges, nonprofit organizations) are welcome to apply to this program and to adapt it to their needs.

ADMISSIONS REQUIREMENTS

Admissions requirements for the Graduate Education Program at Christian Brothers University are based on the University's graduate admissions policies, which stipulate that an individual must possess a bachelor's degree or its equivalent from an accredited American college or university or from a foreign institution of acceptable standing. You must demonstrate a high potential for success in graduate study, which is assessed through a combination of factors.

ADMISSION TO THE MASTER OF EDUCATION (M.Ed.) DEGREE IN THE GRADUATE EDUCATION PROGRAM, "FOR TEACHERS WHO LEAD"

Documents to Prepare and Present. Applicants for admission to the Master of Education (M.Ed.) degree, which is designed for advanced professional development but not for initial teaching licensure, must submit the following documents to the Graduate Education Program at Christian Brothers University:

1. A complete and appropriate application form for the Graduate Education Program, plus a \$35.00 fee.
2. Official transcripts of previous academic credits from each college or university previously attended.
3. Two recommendation forms from former professors, or from others who are qualified to attest to your preparation for and ability to do graduate study in education, and who are in position to evaluate and discuss your work as a professional.
4. A personal statement of your objectives and expectations in entering the Graduate Education Program, discussing personal and professional development and reasons why you are seeking a program for advanced professional development at this time.
5. Please prepare a thoughtful essay on your personal philosophy of educational leadership. You may address any of the following topics: the purpose of schooling in society; the role of leadership in the life of a school; the educational needs of today's students; what kind of curriculum is important in the 21st century; what constitutes effective school leadership; the role of the school leader in today's society; or the qualities that characterize excellence in leadership.
5. Test scores if required of you. Individuals entering this program for advanced professional development are expected to have already passed all Praxis II tests required for a teaching license.* You will be exempted from graduate admissions tests if you have passed all Praxis II tests and hold either the Apprentice or Professional license in Tennessee and if your grade point average for the professional studies portion of your program of initial licensure was 3.0 on a 4.0 scale or higher. If you have not completed all Praxis II tests required for a license and hold only an interim or alternative license, you will be required to complete all such Praxis II tests successfully for admission to the M.Ed. program. Also, if you cannot present a 3.0 grade point average from earlier studies in professional education, you must then take a graduate admissions test, either the Miller Analogies Test (MAT) or the Graduate Record Examination (GRE). The minimum score on the MAT is 40; the passing score on the GRE is 900, based on combining the scores for the qualitative and quantitative portions of the test, with a minimum score of 4.5 for the analytic writing portion.

Admissions Interview. All candidates must complete an admissions interview with a committee composed of program faculty. Guest interviewers may include students already matriculated in the program and/or teachers or principals. Interviews may include spontaneous writing samples and conversational samples based on the reading of a brief article about teaching. Interviews may also be conducted in two stages to accommodate guest interviewers who are teachers or principals or to permit additional assessments.

Criteria for a successful interview include:

- Solid command of English, written and spoken
- Strong communication skills

- Personal traits and dispositions important for professional success
- Evidence of values compatible with those embodied in the Graduate Education Program
- Commitment to the dignity, well-being, and potential of children and youth
- Commitment to lifelong learning as a professional educator
- Commitment to teacher-leadership
- Commitment to advanced professional development
- Commitment to the challenge of advanced study at the graduate level

STATEMENT OF OBJECTIVES AND EXPECTATIONS

This essay is an important part of your application for entry into the Master of Education degree program at CBU. In the essay, you should accomplish some or all of the following:

- Describe why you wish to enter a program for advanced professional development at this point in your career
- Discuss what you hope you will be able to accomplish by pursuing and completing the M.Ed. degree
- Share perspectives on the strengths and weaknesses of your preparation program for initial teaching licensure (or, if you are not in the classroom, an equivalent experience)
- Discuss and evaluate your professional growth up to this point, including your own strengths and weaknesses
- Reflect on problems in your classroom, your school, or other professional settings that this program of advanced professional development may help you to solve
- A candid, well-written essay that includes honest self-evaluation and efforts to gain insight into the challenges that you are facing in your professional role will be valued more highly than a statement that emphasizes only future goals. We are interested in your self-assessment and in your view of the problems that you are encountering in your professional life. These can form the basis of a solid professional development plan and a vision for the future. We encourage you to analyze both your professional self and your professional situation.

GRADUATE EDUCATION ADMISSIONS PROCEDURES

Individuals who seek admission to either a degree or a licensure program at Christian Brothers University must conform to the specific requirements of that program. These requirements are governed by State of Tennessee as well as CBU policies. In general, however, the following steps to admission apply, regardless of program:

1. Discussion of degree and program options with Graduate & Professional Studies staff to clarify goals.
2. Selection of the appropriate application packet for the applicant
3. Arrangement for admissions tests (if required; see policy statement in this folder).
4. Completion of the appropriate application form and submission with a \$35 fee.
5. Selection of appropriate individuals to ask to complete recommendation forms.
6. Composition and submission of required essay on objectives and expectations.
7. Verification of completion of admissions file.
8. Composition and submission of required essay on your philosophy of teaching and education.
9. Arrangement for interview after admissions file completion is verified.
10. Completion of interview and related assessments required by the specific program.
11. Review of the file and results of the interview and related assessments conducted at the time of the interview by the appropriate admissions committee.
12. Reporting of the results of the admission decision via letter to the applicant, whether as full, unconditional admission, conditional admission, deferred decision, or denial.