

## **THE ADMISSION PROCESS**

The Administration Program seeks highly qualified professionals in education for admission to its graduate program. The focus of the application process is determining a candidate's potential for success as a school leader. While no single piece of evidence is considered an absolute indicator of achievement, all materials submitted offer insight into a candidate as an educational professional and potential leader. The RI Standards for Educational Leaders (2018) and the International Society for Technology in Education Standards (ISTE 2018) are the foundation upon which all coursework builds and the lens through which all applications are considered.

### **Application Materials**

Applicants must submit the following materials:

1. Completed application form  
[www.providence.edu/academics/departments/Pages/graduate-applications.aspx](http://www.providence.edu/academics/departments/Pages/graduate-applications.aspx)
2. Essay on Philosophy of Leadership: Describe your personal philosophy of leadership in 1,000 words or less. Consider the following:
  - a. What core values or beliefs will you bring to the position and how will you model them for faculty, students and community?
  - b. What characteristics and/or previous experiences have shaped your thinking?
  - c. What do you hope to accomplish as an educational leader?
3. Official undergraduate and graduate transcripts
4. Copy of professional certification
5. Two letters of recommendation (one from current principal)\*
6. Record of support from current superintendent\*
7. Copy of most recent professional evaluation
8. Miller Analogies Test Score (not required if holding a master's degree)
9. Resume that highlights leadership experiences
10. Signed release of records for current principal and superintendent\*
11. Application fee of \$55.00

\*Specific forms are available by calling the Graduate Assistant in the Administration Office at (401) 865-1347.

### **Other Requirements**

When above materials are reviewed and deemed appropriate, an appointment will be scheduled for the following:

- Interview with admission team
- On-demand writing in a response to a situational prompt. Candidate may use a personal device of choice or a computer provided by the college.

Application materials, the interview and the on-demand writing sample are reviewed by the admission team using a differentiated scoring rubric. Those factors considered higher indicators of success as a leader or that demonstrate essential administrative skills are weighted more heavily than others. Applicants will be notified in writing of their admission.