

BUELL



Early Childhood Leadership Program



UNIVERSITY OF
DENVER

Morgridge College
of Education

A University of Denver Morgridge College of Education and Clayton Early Childhood Resource Institute Partnership

These application directions and supplemental materials must be used for application the following program:

Buell Early Childhood Leadership Program (BECLP):

This program offers a graduate Certificate and Master's in Educational Administration with a concentration in the field of Early Care and Education. This program is targeted to meet the needs of experienced and emerging administrators in early care and education settings.

For more information about this program, please visit our website at www.du.edu/education

The following materials can be found in this supplemental application packet:

- Overall application checklist
- Directions on how to apply
- Transcript Request Form
- Letter of Recommendation Guidelines

MINIMUM QUALIFICATIONS:

- Conferred Bachelor's degree
- Minimum 3 years of experience in the field of early care and education

CONSIDERATIONS: Critical elements of the evaluation process are:

- Applicants' desire to learn and apply leadership strategies to address critical issues in the field of Early care and Education
- Academic ability
- Motivation to complete the program
- Interpersonal skills
- Career performance and potential

TIME COMMITMENT: Admitted candidates must have the ability to secure release time to attend the following:

- Mid-July summer retreat (five full days and evenings—Thursday through Monday)
- 10 Friday evening sessions (4pm-9pm) between September and May
- 10 Saturday all day sessions (8am-5pm) between September and May

Application Deadline:

For Summer 2011: January 10, 2011

Contact Information:

Wendy Bickford Allen, M.A.
Program Coordinator
Wendy.Bickford@du.edu
303-871-2379

Carolyn Elverenli, Ed.D.
Lead Faculty
CElveren@du.edu
303-871-4592

APPLICATION REQUIREMENTS

All items listed below must be completed and included as part of your application for full consideration.

The admissions committee cannot review incomplete applications.

All items listed in BOLD are to be uploaded online by the applicant for submission unless otherwise noted.

Please refer to the detailed directions in this packet for submitting this information.

- Online Application for Graduate Admission
- \$60 Application Fee
- Personal Statement**
- Resume**
- 3 Letters of Recommendation** (*uploaded online by recommenders*)
- Letter of Organizational Support** (*Optional*)
- FERPA form**
- One* Official Transcript from **all** colleges and universities attended for one or more semester hour, including study abroad programs (in a sealed and signed envelope) mailed to the following address:

University of Denver
Office of Graduate Admissions
Mary Reed Building, Room 5
2199 S. University Blvd.
Denver, CO 80208-4802

ONLINE APPLICATION FOR GRADUATION ADMISSION

The University of Denver (DU) Graduate Studies Application is submitted electronically.

- The online application is available at <http://www.du.edu/grad/admissions/index.html>
- In the left-hand column under “Graduate Admissions” click on “apply to DU”.
- **NOTE: The program-specific instructions listed in this packet supersede the general instructions available on the DU admissions web page.**

Please use the following information for the online DU application:

- **College:** “*Education*”
- **Degree:** “*Master of Arts*” (for the Graduate Certificate and MA)
OR
“*Graduate Certificate*” (for the Graduate Certificate only)
- **Major:** “*Educational Administration*”
- **Concentration:** “*Early Care and Educ Leadership*”
- **Admission Term:** “*Summer 2011*”
- **To Complete:** “*Submit*”

International Students:

All international applicants must concurrently apply through the DU Office of International Student Admissions. Please note additional fees may incur. Applicants should call 303.871.3119 or email intladm@du.edu for more information and further assistance in this process.

International applicants, or applicants who do not hold a degree from an institution where English was the primary language of instruction, must take the TOEFL (Test of English as a Foreign Language) exam in addition to the GRE or MAT. For more information on taking the TOEFL, visit www.ets.org/toefl.

APPLICATION FEE

All applicants must submit a \$60 application fee. The Office of Graduate Studies is unable to process your application until the application fee payment is received.

- The application fee may be paid with a credit or debit card at the time of submission.
- If you have submitted your application without paying the fee, you must submit a \$60 check (drawn from a U.S. bank) directly the Office of Graduate Studies.

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PERSONAL STATEMENT

All applicants are required to submit a personal statement. Your personal statement should be uploaded online under “Supplemental Documents.”

Your statement should be approximately **3-4 pages, single-spaced**; please include your name and a title on each page.

Your personal statement should thoroughly address the following questions:

- Briefly describe what you think are the most critical issues affecting young children and their families today. In light of these issues, please explain how you have worked to create change that has resulted in positive outcomes for children and families of diverse populations.
- What one change would you make in your current position that would be of greatest value to you? Describe the barriers and contextual issues that might impede your progress, as well as the resources and strategies that you would employ to achieve this goal.

RESUME

All applicants are required to submit a resume. Your resume should be uploaded online under “Supplemental Documents.”

Please include:

- Professional certificates
- Educational degrees
- Professional experiences
- Relevant awards, publications, presentations, or other achievements

LETTERS OF RECOMMENDATION*

All applicants are required to submit 3 letters of recommendation. Each applicant must provide the names and email addresses of 3 recommenders upon submitting their online application to the University of Denver.

- After submitting your complete application, your recommenders will receive an email from the University of Denver requesting a recommendation.
- Applicants are *strongly* encouraged to complete their application prior to the deadline to allow ample time for their recommenders to submit recommendation letters by the deadline. *The admissions review committee cannot review incomplete applications.*
- *One letter must be from a peer and/or supervisor in your current or recent organization and the remaining two come from individuals of your choice.*
- Please refer to the **“Letter of Recommendation Guidelines”** at the end of this document for recommended format.

LETTER OF ORGANIZATIONAL SUPPORT (OPTIONAL)

Applicants who are currently employed full-time are strongly encouraged to upload a letter of organizational support. This letter should be uploaded online under “Supplemental Documents.”

- The letter should demonstrate full understanding of required time commitments, access to organizational data, and financial support.
- If the same person is asked to submit a letter of support in addition to a letter of recommendation—both the indication for support and recommendation can be included in single letter of recommendation.
- Questions regarding this optional criterion should be directed to the contact person listed on page 1 of this document.

FERPA

All applicants are required to submit 3 letters of recommendation. All applicants must submit a FERPA release form. The completed form should be uploaded online under “Supplemental Documents.”

- The FERPA release form can be downloaded at <http://www.du.edu/education/calls/admission.html>
- This form allows the University of Denver to share applicant’s information with the Clayton Early Childhood Resource Institute and the Temple Hoyne Buell Foundation.
- The FERPA release form will remain in effect for the duration of the student’s participation in the program.

TRANSCRIPTS*

All applicants are required to submit one official copy of transcripts from all institutions attended in a signed and sealed envelope. Transcripts should be mailed directly to the Office of Graduate Studies.

- **One** copy of official transcripts is required from every college and/or university you are attending or have attended ***even if coursework from multiple schools is summarized on one.***
- Transcripts must be in sealed envelopes, signed across the back by the Registrar. ***Do not open the envelopes.***
- If you have previously attended DU, please be sure to indicate this in your application. The Office of Graduate Studies will request transcripts on your behalf.

University of Denver
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Buell Early Childhood Leadership Program Transcript Request Form*

APPLICANT:

Duplicate this form as needed. Complete the following form and mail/fax it to the Registrar's Office at your previously attended colleges/universities.

Transcripts should be sent directly to the Office of Graduate Studies at the University of Denver.

REGISTRAR:

The person sending you this form is applying for admission to the University of Denver, Morgridge College of Education.

Please send one official transcript to:

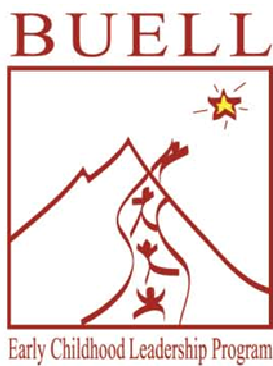
University of Denver, Office of Graduate Studies
Mary Reed Building, Room 5
2199 S. University Blvd.
Denver, CO 80208-4802

Applicant Name: (Please include any previous names)

Applicant Phone:

Applicant Email:

Applicant Date of Birth: (Optional)



Buell Early Childhood Leadership Program

Letter of Recommendation Guidelines*

The Buell Early Childhood Leadership Program offers a graduate Certificate and MA in Educational Administration with a concentration in the field of Early Care and Education. This program seeks to provide leadership development to experienced and emerging administrators in Early Care and Education settings and to instill a sense of personal commitment to making significant and meaningful differences in the lives of young children and families.

APPLICANT:

- Please print this page for the recommenders whose names/email addresses you submit with your online application.
- Please be aware that each recommender will receive a request for a letter of recommendation once the applicant submits their online application.
- **Applicants are *strongly* encouraged to complete their application prior to the deadline to allow ample time for their recommenders to submit recommendation letters by the deadline. *The admissions review committee cannot review incomplete applications.***

RECOMMENDER:

- The Morgridge College of Education requests a brief statement assessing and evaluating the prospective student's ability to complete a graduate Certificate or Master's degree.
- You will receive an email from the University of Denver requesting a letter of recommendation.
- Please include your title, institution, address, and daytime contact phone number at the end of your recommendation.
- Please address the following questions in your online recommendation:
 - How long have you known the applicant?
 - In what capacity have you known the applicant?
 - What are the applicant's major strengths?
 - What impact has the applicant had on his or her professional field?
 - What impact has this applicant had in the community, outside his or her professional realm?
 - How would you describe this applicant's speaking and writing abilities?
 - How would you describe this applicant's leadership skills?
 - What would you expect this applicant's to gain from a graduate certificate in leadership in the field of early care and education?
 - What would you expect this applicant to be doing in five years?