

BUELL



Early Childhood Leadership Program

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

SUPPLEMENTAL APPLICATION DIRECTIONS

Graduate Certificate and MA concentration in Educational Administration The Buell Early Childhood Leadership Program

*A joint project between Morgridge College of Education
at the University of Denver and Clayton Early Learning*

*Made possible by the generous contributions of
The Temple Hoyne Buell Foundation*

APPLICATION DEADLINE: The following documents and a complete online application must be received by the Office of Graduate Studies no later than **January 8th, 2010** in order to be considered for admission.

ONLINE APPLICATION: You will be required to establish a user login and password at the link given above. Record and save this information! The online portion requires that you enter information about previous schools attended and will take between 30-45 minutes to complete. You will also be required to upload all supplemental documents to your online application; letters of reference will also be submitted online by your recommender.

Save the application periodically so that if you must leave it for a period of time, your data will not be lost. When you've completed the login process, select the following prompts:

- Select "Education"
- Select "Master of Arts" if you intend to complete both the certificate and the Masters degree, or choose 'graduate certificate' if you are interested in earning only the certificate in ECE
- Choose "Educational Administration and Policy Studies"
- Choose "Early Care & Educ Leadership"
- Select "Summer 2010" as term of enrollment
- Complete the application
- Pay the \$60 application fee by credit card, or mail directly to the Office of Graduate Studies.
- Note: In order for your application to move forward, you must select "Submit" when finished.

CONSIDERATIONS: Applicants desire to learn and apply leadership strategies to address critical issues in the field of early care and education in addition to academic ability, motivation to complete the program, interpersonal skills, career performance, and potential are critical elements of the evaluation process. **Applicants must have earned a Bachelor's degree** and have at least 3 years of experience in the field of early care and education.



TIME COMMITMENT: Applicants who are accepted must have the ability to secure release time to attend the Mid-July summer retreat (five full days and nights--Thursday through Monday) and 10 Friday evening (4pm-9pm)/Saturday all day sessions (8am-5pm) between September and May.

SUPPLEMENTAL DOCUMENTS*:

**All supplemental documents must be uploaded online in conjunction with your online application, including letters of reference.*

1. RESUME: Please upload a current resume with your online application. Include professional certificates, educational degrees and professional experiences as well as all relevant awards, publications, presentations, or other achievements.

2. LETTERS OF REFERENCE: Each applicant will be asked to provide the names and email addresses of 3 recommenders upon submitting their online application to the University of Denver. *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.*

On page 5 of this document you will find the Reference Letter Directions form which provides specific directions for your recommender, please print this off and give it to them in advance.

*Please be aware that each recommender will not receive their request for an electronic letter of recommendation until the applicant submits their online application (**do not wait until January 8, 2010 to submit a complete online application to the University of Denver**)*

3. FERPA: This release form can be downloaded at required forms can be found at <http://www.du.edu/education/calls/admission.html> under “Supplemental Requirements” and must be uploaded with your application to The Buell Early Childhood Leadership Program. It will remain in effect for the duration of the student’s participation in the program.

4. TRANSCRIPTS: *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. These transcripts must be in sealed envelopes, signed across the back by the registrar.

If you have attended DU, be sure to indicate this fact in your online application so that the Graduate Studies Office can request them on your behalf.

Transcripts should be sent directly to the Office of Graduate Studies at the following address:

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

5. OPTIONAL LETTER OF ORGANIZATIONAL SUPPORT: Applicants currently employed full-time are strongly encouraged to upload a letter of organizational support demonstrating an understanding of the time commitments, access to organizational data for course activities, and financial support when possible. 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 below.

6. PERSONAL STATEMENT: Upload a three-to-four page personal statement that addresses both of 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 share your experience with creating change that has resulted in positive outcomes for children and families of diverse populations.
- If you could do one thing that would create the greatest value in your current role, what would it be? Describe the barriers and contextual issues that are impeding your progress, as well as the resources and strategies that you could employ to achieve this goal.

7. APPLICATION FEE: Submit the non-refundable required \$60.00 application fee by credit card at the time of applying online, or by check and mailed to the Office of Graduate Studies. Please make checks payable to University of Denver.

APPLICATION DEADLINE: The online application must be completed AND these supplemental documents *must* be uploaded no later than **January 8th, 2010** to be considered.

CHECKLIST:

- Current resume
- Three completed reference letters (you provide the names and email addresses for 3 recommenders)
- Completed FERPA form
- Official transcripts (1 official, signed, sealed copies from each institution)
- Letter of organizational support (optional)
- Personal statement (four-page maximum)
- Non-refundable application fee of \$60.00

HAVE QUESTIONS?

Contact:

Wendy Bickford, M.A., Program Coordinator (wbickfor@du.edu) 303-871-2379

Carolyn Elverenli, Ed.D., Lead Faculty (celveren@du.edu) 303-871-4592



Buell Early Childhood Leadership Program
Leading Learning in Early Care and Education
Transcript Request Form

APPLICANT:

Duplicate this form as needed. Complete all information in the box below and mail to the Registrar's Office at your previous 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 one of the graduate programs in the University of Denver, Morgridge College of Education. Please send one official transcripts in a sealed envelope, with the signature of the registrar across the back of the envelope, directly to the Office of Graduate Studies at the University of Denver.

(To be completed by Applicant)

Name: _____Maiden:_____

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

Phone: _____

Thank you for your assistance.

*The Buell Early Childhood Leadership Program
Leading Learning in Early Care and Education*

Reference Letter Directions

APPLICANT:

Print this page for the recommenders whose names/email addresses you submit with your online application.

*Please be aware that each recommender will not receive their request for an electronic letter of recommendation until the applicant submits their online application (**do not wait until January 8, 2010 to submit a complete online application to the University of Denver**)*

REFERENCE:

The Morgridge College of Education requests a brief statement assessing and evaluating this prospective student's ability to complete a graduate certificate or a concentration for a Master's degree. When you receive an email from the University of Denver requesting a letter of recommendation, please address the following questions in the reference that you submit online. *Please include your title, institution, address and daytime contact phone number at the end of your recommendation.* Thank you for taking the time to write a recommendation for this Buell Early Childhood Leadership applicant.

When writing your letter, please consider the following questions:

1. How long and in what capacity have you known the applicant?
2. What are the applicant's major strengths?
3. What impact has the applicant had on his or her professional field?
4. What impact has this individual had in the community, outside his or her professional realm?
5. How would you describe this candidate's speaking and writing abilities?
6. How would you describe this candidate's leadership skills?
7. What would you expect this candidate to gain from a graduate certificate in leadership in the field of early care and education?
8. What would you expect this candidate to be doing in five years?

The Buell Early Childhood Leadership Program, a graduate certificate and MA concentration in Educational Administration 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.