

Thank you for your interest in Belhaven University's cohort master's degree programs. We are pleased to bring our convenient, online graduate programs to your local area. Space in each cohort is limited to 16 students. Once you submit your Application and Application Fee (Steps 1 & 2 below), I will be able to hold your place in class until your application file is complete and submitted for admission review.

This packet includes all of the information that you will need to be considered for admission into the program. Read through this packet carefully, and be sure to contact me if you have any questions. My team and I are committed to guiding you through the application process. Choosing where to go to graduate school is an important step, and I want to help you in any way that I can. You can reach me by phone at **(800) 956-8641** or by email at [spinkston@graduateprogram.org](mailto:spinkston@graduateprogram.org).



**NOTE: Belhaven University strictly limits class size to 16 students and accepts applications on a first-come, first-served basis.**

**Complete steps 1-2 below to reserve your seat in this program.**

**Apply online at <http://www.graduateprogram.org/belhaven/application-checklist> for faster processing.**

### 1 Application (Pages 3 & 4)

Submit your **application online** or complete pages 3 & 4 and return by fax to **(800) 504-7618**.



### 2 \$25 Application Fee (Page 5)

Use our secure payment center to submit your **non-refundable application fee online** or complete page 5 and return by fax to **(800) 504-7618**.



Once you have reserved your seat, turn to Page 2 or visit the **online checklist** to complete the remaining admission steps. **A seat reservation alone does not guarantee admission to Belhaven University.**

Congratulations on your pursuit of a master's degree with Belhaven University!

**Sincerely,**

**Stansha Pinkston**

Graduate Information Office  
(800) 956-8641

[spinkston@graduateprogram.org](mailto:spinkston@graduateprogram.org)



Once you have reserved your seat, please continue with the following steps to complete your admission file for acceptance consideration. A seat reservation alone does not guarantee admission to Belhaven University.

Complete your application steps online at: <http://www.graduateprogram.org/belhaven/application-checklist>

### 3 Financial Aid & Payment Options (Pages 6 & 7)



Determine how you plan to pay for the program: Financial Aid or Pay-As-You-Go.

If using Financial Aid, Complete the **FAFSA** online. For more information, see page 6. **It is in your best interest to complete the financial aid process as early as possible.**

If using a Pay-As-You-Go plan, follow the instructions on Page 7.

### 4 Official Transcripts (Page 8)



Belhaven University requires an official transcript **showing a conferred bachelor's degree**. **Students who have taken 6 or more hours of graduate work are also required to submit transcripts of all graduate-level coursework.**

To expedite processing, please **request to have your official transcripts sent electronically to [lvandevender@belhaven.edu](mailto:lvandevender@belhaven.edu)**. For further instructions, see Page 8.

### 5 Copy of Current Teacher's License



Belhaven University will download a copy of your teaching license as long as it is available in the state database. If we are unable to locate a copy of your license, you will need to provide proof of a current Mississippi valid standard teaching license via our **online system**.

### 6 Program Specific Requirements



#### **Reading/Literacy Program Only:**

- Letter of Confirmation Form (page 9)

#### **School Leadership & Administration Program Only:**

Students in the M.Ed. in School Leadership & Administration program are required to submit a Verification of Experience Form, two (2) letters of recommendation, and a Mentoring Intern Supervisor Agreement.

Please have your district office complete the Verification of Experience Form (page 10) and return via fax, email, or mail.

For each of the 2 Letters of Recommendation, the easiest and fastest way to submit is to use our **online system** to send a reference form to each of your intended recommenders.

The Mentoring Intern Supervisor Agreement, please use our **online system** to send an electronic request for the Agreement Form to the administrator **only after you have spoken to and received agreement from the supervisor you are identifying**.

Completing your application steps online at <http://www.graduateprogram.org/belhaven/application-checklist> will allow for more immediate processing of your application. If you choose to submit paper forms for any of the steps above, documents should be faxed or mailed to:



**Belhaven University**  
Adult and Graduate Admission  
4780 I-55 North, Suite 125  
Jackson, MS 39211  
Attn: Lacey Vandevender



**(800) 504-7618**

## PERSONAL AND CONTACT INFORMATION

**Name**  First  Middle  Last  
 Suffix  Former Last Name

**Social Security Number**  -  -  **Date of Birth**

**Home Address**   City  State  Zip Code  Country

**Home Phone** (  )  **Work Phone** (  )  **Cell Phone** (  )

**Email Address**

## ENROLLMENT INFORMATION

**Semester & Programs:**  Spring 2019 Late Registration  Summer 2019  Fall 2019

**Programs:**  Reading Literacy Master's w/Endorsement  Master's in School Leadership & Administration\*  
 Master's in Curriculum & Instruction  Master's in Curriculum & Instruction with an emphasis in Educational Technology

\*Program not available SP19 Late Registration

**I plan to utilize the following resources to cover my educational costs:**

Self-Payment  Employer Reimbursement  Employer Direct Payment  
 Financial Aid  Veterans' Benefit  Other:

**Do you intend to complete a FAFSA?**  Yes  No

**Have you received federal financial aid in past?**  Yes  No

## EDUCATION HISTORY

**Have you previously attended Belhaven?**  Yes  No **Currently enrolled in college?**  Yes  No

A Bachelor's or Master's degree in Education (or a related field) from a regionally-accredited college or university and a minimum of 1 year related experience are required to enroll in Belhaven's Online Graduate Education programs.

**Do you have a Bachelor's or Master's degree in Education from a regionally accredited college or university?**  Yes  No

**Institution Name**  **City**  **State**

**Did you graduate?**  Yes  No **Degree Earned or Pursued**

**Institution Name**  **City**  **State**

**Did you graduate?**  Yes  No **Degree Earned or Pursued**

**Institution Name**  **City**  **State**

**Did you graduate?**  Yes  No **Degree Earned or Pursued**

**Can you provide evidence of holding a valid standard teaching license?**  Yes  No

## EMPLOYMENT

Please list work history that includes a minimum of one year work experience.

Job Title	<input type="text"/>	Employer	<input type="text"/>
Phone Number	<input type="text"/>	City	<input type="text"/>
State	<input type="text"/>	Start Month	<input type="text"/>
Start Year	<input type="text"/>	Hours Per Week	<input type="text"/>
Full Time or Part Time?	<input type="text"/>	Job Title	<input type="text"/>
Employer	<input type="text"/>	Phone Number	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>
Start Month	<input type="text"/>	Start Year	<input type="text"/>
Hours Per Week	<input type="text"/>	Full Time or Part Time?	<input type="text"/>
Job Title	<input type="text"/>	Employer	<input type="text"/>
Phone Number	<input type="text"/>	City	<input type="text"/>
State	<input type="text"/>	Start Month	<input type="text"/>
Start Year	<input type="text"/>	Hours Per Week	<input type="text"/>
Full Time or Part Time?	<input type="text"/>	Job Title	<input type="text"/>
Employer	<input type="text"/>	Phone Number	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>
Start Month	<input type="text"/>	Start Year	<input type="text"/>
Hours Per Week	<input type="text"/>	Full Time or Part Time?	<input type="text"/>

## COMPUTER REQUIREMENTS

I have reviewed the computer requirements for the online program at [http://online.belhaven.edu/college\\_computer\\_requirements.htm](http://online.belhaven.edu/college_computer_requirements.htm). I understand that DSL or other broadband service internet is required in order to attend my online courses. I understand that a dial-up modem connection is not acceptable.

## MISCELLANEOUS INFORMATION

How did you hear about Belhaven?

Please indicate anyone you know who would also benefit from a Christian education at Belhaven University:

Name	<input type="text"/>	First	<input type="text"/>	Last	<input type="text"/>
Email	<input type="text"/>	Phone	( <input type="text"/> ) <input type="text"/>		
Church Name	<input type="text"/>	Religious Affiliation	<input type="text"/>		
Military Affiliation	<input type="text"/>	Military Benefits	<input type="text"/>		

## FEDERAL REPORTING

The following information is optional and does not affect the admission process. It is used for statistical purposes and to provide information required by the U.S. Department of Education in accordance with applicable federal regulations. An answer in each category would be appreciated.

Country of Birth	<input type="text"/>	Country of Residence	<input type="text"/>
Primary Citizenship	<input type="text"/>	Gender	<input type="text"/>
Veteran Status	<input type="text"/>	Marital Status	<input type="text"/>

Are you of Hispanic/Latino ethnicity or descent?  Yes  No

Select one or more races with which you identify yourself:  American Indian or Alaska Native  Asian  Black or African American  Native Hawaiian or Other Pacific Islander  White

## SIGNATURE

I hereby affirm to the best of my knowledge that all information on this form is complete and accurate and that any omission or misrepresentation may result in denial to the program, loss of credits, and/or dismissal from Belhaven University. If enrolled, I agree to abide by all the policies of Belhaven University including, but not limited to, those represented in the catalogue and student handbook; I also give Belhaven University permission to send and supply news, photos and honors to my hometown newspaper and university publications including the web. Belhaven University is committed to a policy of non-discrimination on the basis of race, color, sex, religion, handicap, age, or national/ethnic origin. Your signature below confirms that you have read and fully understand these terms and conditions.

Signature  Date

**TO PAY ONLINE:** Go online to <http://www.graduateprogram.org/belhaven/application-checklist> and click the "Application Fee" button.

*Note: Transaction will appear on your credit card statement as a charge from the K-12 Teachers Alliance.*

**TO PAY BY CREDIT CARD:** Please fill out this section only to pay your \$25 **non-refundable** application fee. If you prefer, please contact the Graduate Information Office at **(800) 956-8641** to make your payment by credit card over the phone.

Student Name

Name on Card

Cardholder Address

City  State  Zip Code

Card Type  Visa  MasterCard  Discover  AMEX

**Amount: \$25.00**

Card Number

Expiration Date

Card Verification Value

Card Holder's Phone Number

Cardholder Signature

*Note: Transaction will appear on your credit card statement as a charge from the K-12 Teachers Alliance.*

**TO PAY BY PERSONAL CHECK:** Please fill out this section only to pay your \$25 **non-refundable** application fee. Make checks payable to Belhaven University and mail your check to Belhaven University, Adult and Graduate Admission, 4780 I-55 North, Suite 125, Jackson, MS 39211, Attn: Lacey Vandevender.

Student Name

I Will Be Sending My Application Fee by Check on (Date)

Student Signature  Today's Date

Please return all application materials by fax or mail to:



**Belhaven University**  
Adult and Graduate Admission  
4780 I-55 North, Suite 125  
Jackson, MS 39211  
Attn: Lacey Vandevender



**(800) 504-7618**



**Note: Your seat will NOT be reserved until your application fee is received.**

Complete all steps below to apply for financial aid. **Note: The student loans available for this program are not based on financial need.** Most students in the off-campus programs use financial aid to pay for the program. We recommend that you complete these steps as soon as possible to make sure that your payment arrangements are in order by the first night of class. For help, please contact the Financial Aid Office at **(800) 960-5940**.

## HOW TO APPLY FOR FINANCIAL AID

- 1 Complete the Free Application for Federal Student Aid at [www.fafsa.gov](http://www.fafsa.gov).** Students beginning in Spring 2019 or Summer 2019 should submit the 2018-2019 form. You will need your 2016 Federal Tax Return. Students beginning in Fall 2019 should submit the 2019-2020 form. You will need your 2017 Federal Tax Return. All students will need your FSA ID (<https://fsaid.ed.gov/npas/index.htm>) and **Belhaven University's School Code (002397)**. Graduate students are considered independent for financial aid purposes.
- 2 Review your Student Aid Report (SAR) for accuracy.** You will receive an email confirmation after the FAFSA is submitted. If there are any errors on your SAR, log back into your FAFSA to make corrections.
- 3 You will receive your initial award letter by mail and by email.** This letter lists the financial aid that you are eligible to receive. You will have an opportunity to accept or decline all or a portion of the award. Be sure to contact the Financial Aid Office if you have any questions.
- 4 Complete Loan Entrance Counseling and the Master Promissory Note.** Entrance Counseling is only required for first time Federal Direct Loan borrowers; all borrowers must complete a Master Promissory Note. Both can be completed at [www.studentloans.gov](http://www.studentloans.gov) (you will need your FSA ID from Step 1).

**Questions? Contact the Financial Aid Office at (800) 960-5940  
or email [studentaid@belhaven.edu](mailto:studentaid@belhaven.edu).**

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## FEDERAL LOAN REQUIREMENTS

To be eligible to borrow funds under the Federal Direct Loan Program, you must:

- File the Free Application for Federal Student Aid (FAFSA)
- Be a U.S. Citizen or permanent resident
- Not be in default on prior educational loans
- Maintain satisfactory academic progress

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## THE FEDERAL (TITLE 1) TEACHER LOAN FORGIVENESS PROGRAM

If you and your school qualify, this program may provide loan forgiveness for eligible Federal Direct Loans. This is a separate program requiring separate forms and processes. The U.S. Department of Education will determine your eligibility for this program. Belhaven University is not responsible for verifying your eligibility for this or any other program. Please do not base your enrollment on this program as it can be difficult to ensure qualification for Government Programs, which are subject to reform and funding changes.

**You must call 1-800-4-FED-AID to verify your eligibility or visit  
<https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/teacher> for more information.**

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## TEACH GRANT

The Teacher Education Assistance for College and Higher Education (TEACH) Grant Program provides up to \$4,000 a year in grant assistance to students who plan to teach in certain high-need fields. In order to be eligible for a grant, a student must submit a FAFSA form and sign an Agreement to Serve as a full-time teacher at certain low-income schools and within certain high-need fields for at least four academic years within eight years after completing (or ceasing enrollment in) the course of study for which the candidate received a grant.

**For more information visit <https://studentaid.ed.gov/sites/default/files/teach-grant.pdf>**

## Pay-As-You-Go payment plans are available for tuition.

Belhaven University's commitment to offering a quality, affordable Christian education is one reason the University strives to provide flexible payment options for each Belhaven student. We know that every student's financial situation is different, so we provide multiple payment options in order to meet the needs of each individual and his or her family. Complete all steps below to enroll in a Pay-As-You-Go payment plan. These plans will allow you to make tuition payments over the course of the semester and break your tuition bill into more manageable payments.

Federal Student Loans are also available for graduate students (see page 6).



**Note: Your tuition will be due the first week of class. If you do not have financial aid in place, you may have to make payments until your student loans are fully processed.**

## Payment Options

### MAKE A ONE-TIME PAYMENT:

- 1 Log in to Blazenet at <https://blazenet.belhaven.edu>
- 2 Under Self-Service, choose Financial Information, then choose Make a Payment
- 3 Select the fields and amounts to be paid
- 4 Select the method of payment

### AUTOMATED PAYMENT PLAN:

- <https://payplan.officialpayments.com/PlanEnrollment/SelectPlan.aspx>
- Belhaven offers an automated payment plan service in partnership with Official Payments. Once enrolled, the plan allows your credit card, debit card, savings account or checking account to be automatically billed monthly according to your payment schedule.
- Plans vary in length, and start throughout the term. All payment plans are term-based and complete within the term they are set for.
- Before selecting your payment plan, check the status of your Belhaven student account by logging in to Blazenet; under the Self-Service menu, choose View Account.
- Once you have checked your account, you will access <https://payplan.officialpayments.com/PlanEnrollment/SelectPlan.aspx> to select your payment plan. This automated process will draft your credit card/account each month.

**Make sure you have signed your Master Promissory Note and completed your Entrance Counseling at <http://studentloans.gov> if you have not done so previously.**

**If at any time you need assistance, please contact one of our Answer Center Agents at 601-968-5933, and they can assist you or connect you with the appropriate staff member.**

**Questions? Contact the Student Accounts Office at (601) 968-5933.**

### IMPORTANT

- We will work with students who receive tuition reimbursement from their employer. Contact the Student Accounts Office for details.
- If you are using financial aid to pay for tuition, you must be admitted and enrolled to the program of your choice before your student loan funds can be released.
- If you prefer not to use a payment plan, and would rather make a one-time payment, you may do so using your student portal or you may mail a check to Belhaven University, Adult and Graduate Admission, 4780 I-55 North, Suite 125, Jackson, MS 39211.

Belhaven University requires **an official transcript showing a conferred undergraduate degree**, with a minimum cumulative GPA of 3.0. Students with a GPA between 2.75 and 3.00 may be considered. Students with a GPA lower than 2.75 may go through the committee review process to be considered for admission. Belhaven is required to maintain an overall cohort average GPA of 3.0 for accreditation purposes.

If you have copies of your transcripts available, they can be submitted as unofficial transcripts to expedite the seat reservation process; however, official, sealed transcripts are required in order to be considered for admission to Belhaven University.

**Students who have completed 6 or more hours of graduate coursework must also submit their graduate-level transcripts.**

Follow the steps below to request all necessary transcripts.

### TO ORDER TRANSCRIPTS

There are multiple ways to request transcripts, and each college or university will have its own process.

***For expedited processing, we recommend that you order your transcripts to be sent electronically, if possible.***

Typically, the easiest way to order official transcripts is:

- 1 Contact the Registrar's office at your previously attended school, either by phone, email, or through your university's website.
- 2 Submit a transcript request following that school's procedures. Most colleges and universities require a signature or other official request. Many schools have a Transcript Request Form available to download or submit electronically via the Registrar's website.



**Note: Most colleges and universities charge a small fee for official transcripts. Be sure to enclose your fee with your transcript request to avoid a delay in processing.**

- 3 It can often take several days for a transcript request to be processed. When your transcripts are received, the Graduate Information Office will contact you, but if you have not received confirmation within 14 days, please contact us at **(800) 956-8641**.

**Please have all official transcripts sent electronically to:**

**[lvandevender@belhaven.edu](mailto:lvandevender@belhaven.edu)**

**Or have official transcripts mailed to:**

**Belhaven University**

Adult & Graduate Admissions

Attn: Lacey Vandevender

4780 I-55 North, Suite 125

Jackson, MS 39211

**Remember: Full admission cannot be offered until all official transcripts are received.**





**Note:** The easiest way to complete your confirmation is to have the form emailed directly to your administrator by going to <http://www.graduateprogram.org/belhaven/application-checklist> and clicking "Letter of Confirmation."

**TO THE STUDENT CANDIDATE:** (Please fill in the top section before giving to your administrator to complete)

Name

Program  M.Ed. in Reading/Literacy

### TO THE RESPONDENT:

The above has given your name as a reference to support his/her application for graduate study as a candidate for Belhaven University's graduate program indicated above. Please share your opinion of this candidate with us, paying special attention to the fact that successful completion of this program qualifies the candidate as a Reading Literacy coach. For each of the attributes listed below, use the following scale to compare this candidate to other teachers you have interacted with and check the appropriate descriptor.

Please evaluate the applicant on the following items:

	0 = Cannot Judge	1 = Outstanding	2 = Excellent	3 = Very Good	4 = Good	5 = Adequate	6 = Inadequate
Academic Abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clinical Abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal Skills / Interaction Style	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Work Independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation / Perseverance Toward Educational Goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time Management Skills / Punctuality / Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional Maturity / Stability / Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses Technology to Learn / Communicate Effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please indicate your evaluation of this candidate's potential for success as a Reading Literacy coach:

Please check one:

- A. OUTSTANDING POTENTIAL.** I would definitely want to hire this person as a Reading Literacy coach in my school
- B. STRONG POTENTIAL.** I would consider hiring this person as a Reading Literacy coach in my school.
- C. ACCEPTABLE POTENTIAL.** Guarded optimism. Might need extra support.
- D. MINIMAL POTENTIAL.** Unlikely to succeed as a Reading Literacy coach.

Including this school year, how many years of teaching experience does this candidate possess?

Name (Print)

Position  Organization

Address  Phone Number (  )

In what capacity have you known the candidate?

Signature  Date

Please return by fax to (800) 504-7618 or by mail to:  
Belhaven University, Adult and Graduate Admission, 4780 I-55 North, Suite 125, Jackson, MS 39211

Individuals making application for acceptance into the Belhaven University School of Education Educational Leadership program are required to provide proof of at least three (3) years of teaching experience prior to admission in the program.

### TO BE COMPLETED BY THE APPLICANT:

Applicant Name  Last  First  Middle/Maiden

Address  City & State  Zip Code

Phone Number (  )  Email

### TO BE COMPLETED BY THE SCHOOL ADMINISTRATOR OR THE DISTRICT HUMAN RESOURCES OFFICE:

The information below is to be completed by the School Administrator or the District Human Resources Office and returned to the Applicant for inclusion with the application file. Applicants are to submit the completed form to the Office of Graduate Admissions.

This is to certify that Teacher/Educator:  Name  Has successfully completed  years of teaching experience as a K-12 educator in our school district.

**NOTE: Teaching Experience** is defined as experience accrued by a state licensed teacher in a grade or subject under legal contract in an accredited public, private, elementary, or secondary school. Educational experiences such as an intern, graduate assistant, student teacher, substitute teacher, aide, or clerical worker **will not be considered appropriate.**

Name of School	Start/Ending Date <i>Month/Day/Year</i>	Total Years	Position/Grade/Subject*	School Accreditation Body

\*Example: 3rd Grade Elementary Teacher – 9th Grade Math Teacher, etc.

Signature of Administrator or HR Director

Position/Title  Name of School District

Date  State  Phone (  )

**NOTE:** If your 3 years of teaching experience was between two or more school districts, please copy this form to send to each applicable district.



Note: The easiest way to complete your recommendation is to have the form emailed directly to your administrator/superintendent by going to <http://www.graduateprogram.org/belhaven/application-checklist> and clicking "Letter of Recommendation."

**TO THE STUDENT CANDIDATE:** (Please fill in the top section before giving to your administrator to complete)

Name

Program  M.Ed. in School Leadership & Administration  Ed.S in Educational Leadership  Ed.D in Educational Leadership

**TO THE RESPONDENT:**

The above has given your name as a reference to support his/her application for graduate study as a candidate for Belhaven University's graduate program indicated above. Please share your opinion of this candidate with us, paying special attention to the fact that successful completion of this program qualifies the candidate as a School Administrator. For each of the attributes listed below, use the following scale to compare this candidate to other teachers/principals you have interacted with and check the appropriate descriptor.

Please evaluate the applicant on the following items:

	0 = Cannot Judge	1 = Outstanding	2 = Excellent	3 = Very Good	4 = Good	5 = Adequate	6 = Inadequate
Academic Abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership Abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal Skills / Interaction Style with other teachers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal Skill / Interaction with students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal Skill / Interaction with parents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Work Independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation / Perseverance Toward Educational Goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time Management Skills / Punctuality / Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Speaking Abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional Maturity / Stability / Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional & Ethical Conduct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses Technology to Learn / Communicate Effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please indicate your evaluation of this candidate's potential for success as a School Leader/Administrator: (Please check one)

- A. **OUTSTANDING POTENTIAL.** I would definitely want to hire this person as an administrator in my district/building.
- B. **STRONG POTENTIAL.** I would consider hiring this person as an administrator in my district/building.
- C. **ACCEPTABLE POTENTIAL.** Guarded optimism. Might need extra support.
- D. **MINIMAL POTENTIAL.** Unlikely to succeed as a principal/administrator.

Including this school year, how many years of teaching experience does this candidate possess?

Name (Print)

Position  School or District

Address  Phone Number (  )

In what capacity have you known the candidate?

Signature  Date

Please return by fax to (800) 504-7618 or by mail to:  
Belhaven University, Adult and Graduate Admission, 4780 I-55 North, Suite 125, Jackson, MS 39211



**Note:** The easiest way to complete your recommendation is to have the form emailed directly to your administrator/superintendent by going to <http://www.graduateprogram.org/belhaven/application-checklist> and clicking "Letter of Recommendation."

**TO THE STUDENT CANDIDATE:** (Please fill in the top section before giving to your administrator to complete)

Name

Program  M.Ed. in School Leadership & Administration  Ed.S in Educational Leadership  Ed.D in Educational Leadership

**TO THE RESPONDENT:**

The above has given your name as a reference to support his/her application for graduate study as a candidate for Belhaven University's graduate program indicated above. Please share your opinion of this candidate with us, paying special attention to the fact that successful completion of this program qualifies the candidate as a School Administrator. For each of the attributes listed below, use the following scale to compare this candidate to other teachers/principals you have interacted with and check the appropriate descriptor.

Please evaluate the applicant on the following items:

	0 = Cannot Judge	1 = Outstanding	2 = Excellent	3 = Very Good	4 = Good	5 = Adequate	6 = Inadequate
Academic Abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership Abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal Skills / Interaction Style with other teachers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal Skill / Interaction with students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal Skill / Interaction with parents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Work Independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation / Perseverance Toward Educational Goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time Management Skills / Punctuality / Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Speaking Abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional Maturity / Stability / Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional & Ethical Conduct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses Technology to Learn / Communicate Effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please indicate your evaluation of this candidate's potential for success as a School Leader/Administrator: (Please check one)

- A. OUTSTANDING POTENTIAL.** I would definitely want to hire this person as an administrator in my district/building.
- B. STRONG POTENTIAL.** I would consider hiring this person as an administrator in my district/building.
- C. ACCEPTABLE POTENTIAL.** Guarded optimism. Might need extra support.
- D. MINIMAL POTENTIAL.** Unlikely to succeed as a principal/administrator.

Including this school year, how many years of teaching experience does this candidate possess?

Name (Print)

Position  School or District

Address  Phone Number (  )

In what capacity have you known the candidate?

Signature  Date

Please return by fax to (800) 504-7618 or by mail to:  
Belhaven University, Adult and Graduate Admission, 4780 I-55 North, Suite 125, Jackson, MS 39211

### Candidate Request Form for Intern Mentoring Supervisor Candidates for the M.Ed./ADM Licensure or Ed.S. Licensure - Educational Leadership Program:

#### TO THE STUDENT

The information below is required in order to begin your internship hours. Once you have provided these details and your listed site supervisor has accepted the role through our online confirmation process, the School of Education will be able to assign you to a faculty member as your mentor who will assist you in preparing your Internship Portfolio. Please submit this form as soon as you have been admitted to the program. Your internship hours will begin with your first course and continue through all courses in the plan of study (The Belhaven School of Education requires a minimum of 320 internship hours).

**Important:** **DO NOT** complete this form until you have contacted and followed your school/district policies, and you have permission to be involved in School Administrator Internship hours. Please confirm that you have spoken to and received agreement from the supervisor you are identifying on this form.

*\*Intern Supervisors must be a current school administrator/principal holding a valid MS Five Year Administrator License or a Standard Career Level Administrator License. A person holding an Entry Level Administrator License cannot be recommended to serve as an Intern Supervisor.*

**Please Note:** Due to the required internship hours for licensure, those seeking Administrator Licensure cannot apply to the Educational Leadership program who are not currently at the school level. Also, candidates seeking licensure cannot begin the program without a signed agreement from a school building administrator who will be willing to serve as their Mentoring Supervisor during their internship over the course of their plan of study.

Initial here to confirm your agreement

#### TO THE INTERN MENTORING SUPERVISOR

In applying for the Educational Leadership program in the School of Education at Belhaven University,  Name of Candidate has identified you to serve as his or her Intern Mentoring Supervisor. Please review the Supervisor's responsibilities below. Please respond by clicking Accept or Decline to communicate your intent to the University.

Name of School Where Applicant is Employed  School Phone Number

Address of School  City, State, Zip

Chief School Administrator/Principal's Name  Grade Applicant Teaches/Position held at the School

#### INTERNSHIP MENTOR SUPERVISOR'S ROLE AND RESPONSIBILITIES

On behalf of the Belhaven University School of Education, I want to thank you for agreeing to be a site mentor supervisor for one of our Educational Leadership program candidates. The administrator candidate intern will remain a teacher in your school building fulfilling all the contractual obligations as a teacher. The assignments and duties required for the Administrator Internship are to be distributed throughout eight of the courses in the degree plan of study. Internship hours are to be completed by the candidate separate and in addition to the candidate's normal teaching load. The Belhaven School of Education professional standards require a minimum of 320 hours of internship for candidates in the Educational Leadership and Supervision degree programs leading to state administrator licensure (M.Ed. & Ed.S.).

We ask that you help us with several assessment and accountability items while you are mentoring and supervising the intern.

The intern candidate will be given a project/assignment or other requirement as part of each of the eight courses in the degree plan. These project/assignments are aligned to one or two of the National Policy Board for Educational Administration Standards (NPBEA) and address CAEP and ELCC Standards for program review.

The following will be your areas of responsibility:

- Complete two (2) short Administrator Candidate Disposition Assessment Forms as a developmental assessment:
  1. One (1) during the third (3rd) course into the program
  2. A final summative disposition assessment during the eighth (8th) course
- Oversee and provide direction, as well as, give a final assessment evaluation with feedback by implementing the provided course rubric for the intern's course project/assignment at the end of each of the eight (8) required courses.
- Verify the internship hours required for the course and the completed assignment/project. Candidates are required to keep an itemized hourly log confirmed by your signature.
- Communicate with the School of Education Director of Graduate Education any concerns or discrepancies with the intern.
- Provide guidance and support as the intern develops his/her electronic portfolio.
- Provide and allow for additional administrative experiences that allow the intern to demonstrate leadership and/or management skills.

We realize that as a school administrator your time is filled with pressing matters, so we instruct our candidates to be prepared when they approach you for approval, assessment, and guidance regarding the artifacts they must complete. While candidates are enrolled in the School of Education Graduate Program at Belhaven University, the internship program is designed to begin with the first course and continue throughout eight courses in the plan of study.

At the completion of the plan of study, intern administrator candidates will be required to give an oral presentation and a defense of their Internship Portfolio by explaining how and what standard(s) their artifact(s) address. You, the Intern Mentoring Supervisor, will be invited to attend and ask questions of the candidate.

I accept the role of Intern Mentoring Supervisor for the above mentioned candidate

I decline the role of Intern Mentoring Supervisor for the above mentioned candidate

Name  E-mail

Title  District

School Building Name  School Phone Number

School Address

Signature

**Please Note:** No candidate can begin the Educational Leadership program without an agreement with a building administrator to be an Intern mentoring Supervisor on file.

### For

Classroom teachers who want their master's degree to focus on reading and literacy and add the Mississippi Reading Literacy endorsement to their teaching licenses. This endorsement qualifies you to become a school or district's leader in Reading Literacy.

### What you Learn

The goal of graduate education is to prepare competent educators who demonstrate both academic excellence and professional knowledge while providing distinctive Christian leadership and service to students, parents, and communities. The conceptual framework of the department reflects these goals and supports the following objectives:

**ACADEMIC EXCELLENCE:** *The Master of Education program seeks to provide experiences that will enable the teacher candidates to: synthesize best instructional and curriculum practices through collaborative problem-solving, increase knowledge of subject matter content and critical thinking skills and apply this knowledge in the field, evaluate a school's curriculum, goals, and instruction and use current research and innovations to solve site-based problems, acquire and use current research about how children learn and develop to improve instruction from infancy through adolescence, and acquire skills and knowledge of educational technology and its uses in the classroom.*

**PROFESSIONAL KNOWLEDGE:** *The Master of Education program seeks to provide opportunities for the teacher candidates to acquire skills to: evaluate instructional strategies and build a variety of teaching modules that will improve learning within the classroom and school; use professional materials, organizations, and current research to expand knowledge about innovations and trends in education to improve instruction in the elementary and secondary school; design and implement research studies that observe, record, and evaluate children's behavior in order to plan appropriate instructional programs and improve learning environments; and acquire greater knowledge as to appropriate research methodology and analysis of current trends in education and the implication for today's schools.*

**LEADERSHIP OPPORTUNITIES:** *The Master of Education program seeks to provide opportunities for the teacher candidates with experiences for the development of skills to: evaluate curriculum, resources, and opportunities within the community to enhance instruction and improve relationships with parents and the school community, and promote cooperative exchanges within the classroom, among faculty, and with parents to provide greater opportunities for improvement in the curriculum and instruction in the school.*

**CHARACTER DEVELOPMENT:** *The Master of Education program seeks to promote the personal and spiritual development of the candidates to: integrate and exhibit the Christian worldview in involvement with students, parents, coworkers, and the community, Demonstrate integrity in research and implementation of programs to improve instruction, analyze and develop models of service to schools and communities, and manifest the dispositions of the profession as well as the ethical principles of a Christian professional educator.*

### How You Learn

**Online Option:** This is a fully online cohort. You will log into the online classroom using our online learning management system (Canvas) to participate in online activities which may include assignments, webinars or chats, materials, discussion threads, assessments and/or group activities done electronically. You will finish one course every 8 weeks. Following this schedule, you will complete the program in as little as 22 months.

### Career Outcomes

Upon completion of this program, students will have earned a Master of Education degree in Reading Literacy and be eligible to apply to the Mississippi Department of Education to add an endorsement in Reading. A master's degree in reading can put teachers into supervisory and leadership roles in education such as Reading/Literacy Coach, Reading Specialist, and Reading/Literacy Coordinator.

### Degree Requirements

EDU 600	Orientation (Required for M.Ed. Students)	0
EDU 612	Curriculum Planning & Organization	3
REA 608	Early Literacy Instruction	3
EDU 610	Research Methods & Procedures	3
EDU 630	Enhancing Student Learning	3
REA 622	Teaching Reading Skills & Comprehension	3
REA 629	Literacy, Assessment, Diagnosis & Remediation	3
REA 617	Content Area Literacy	3
REA 611	Literature & Literacy	3
REA 627	Middle Grade Literacy 4-8	3
REA 632	Practicum	3
EDU 625	Capstone Course: Instructional Leadership Skills in the Classroom	3
<b>Total Credit Hours:</b>		<b>33</b>

Note: Candidates must pass the Mississippi Foundations of Reading Test before continuing beyond the first 12 hours of the M.Ed. Reading Literacy Program.

### For

Classroom teachers who want their master's degree to focus on best practices in teaching. This emphasis can prepare you to be a curriculum and/or instruction leader in your school or district.

### What you Learn

The goal of graduate education is to prepare competent educators who demonstrate both academic excellence and professional knowledge while providing distinctive Christian leadership and service to students, parents, and communities. The conceptual framework of the department reflects these goals and supports the following objectives:

**ACADEMIC EXCELLENCE:** *The Master of Education program seeks to provide experiences that will enable the teacher candidates to: synthesize best instructional and curriculum practices through collaborative problem-solving, increase knowledge of subject matter content and critical thinking skills and apply this knowledge in the field, evaluate a school's curriculum, goals, and instruction and use current research and innovations to solve site-based problems, acquire and use current research about how children learn and develop to improve instruction from infancy through adolescence, and acquire skills and knowledge of educational technology and its uses in the classroom.*

**PROFESSIONAL KNOWLEDGE:** *The Master of Education program seeks to provide opportunities for the teacher candidates to acquire skills to: evaluate instructional strategies and build a variety of teaching modules that will improve learning within the classroom and school; use professional materials, organizations, and current research to expand knowledge about innovations and trends in education to improve instruction in the elementary and secondary school; design and implement research studies that observe, record, and evaluate children's behavior in order to plan appropriate instructional programs and improve learning environments; and acquire greater knowledge as to appropriate research methodology and analysis of current trends in education and the implication for today's schools.*

**LEADERSHIP OPPORTUNITIES:** *The Master of Education program seeks to provide opportunities for the teacher candidates with experiences for the development of skills to: evaluate curriculum, resources, and opportunities within the community to enhance instruction and improve relationships with parents and the school community, and promote cooperative exchanges within the classroom, among faculty, and with parents to provide greater opportunities for improvement in the curriculum and instruction in the school.*

**CHARACTER DEVELOPMENT:** *The Master of Education program seeks to promote the personal and spiritual development of the candidates to: integrate and exhibit the Christian worldview in involvement with students, parents, coworkers, and the community, Demonstrate integrity in research and implementation of programs to improve instruction, analyze and develop models of service to schools and communities, and manifest the dispositions of the profession as well as the ethical principles of a Christian professional educator.*

### How You Learn

**Online Option:** This is a fully online cohort. You will log into the online classroom using our online learning management system (Canvas) to participate in online activities which may include assignments, webinars or chats, materials, discussion threads, assessments and/or group activities done electronically. You will finish one course every 8 weeks. Following this schedule, you will complete the program in as little as 22 months.

### Career Outcomes

Upon completion of this program, students will have earned a Master of Education degree in Curriculum & Instruction. This program prepares professional teachers who desire a specialized graduate degree for advanced leadership roles such as Lead Teachers, Curriculum Specialist, Instructional Coordinators, Mentors, and as an Instructional Coach in their school or district.

### Degree Requirements

EDU 600	Orientation (Required for M.Ed. Students)	0
EDU 610	Research Methods & Procedures	3
EDU 612	Curriculum Planning & Organization	3
EDU 621	Assessing Student Learning	3
EDU 623	Technology in Education	3
EDU 628	Advanced Instructional Strategies	3
EDU 630	Engaging Student Learners	3
REA 617	Content Area Literacy	3
EDU 624	Issues & Innovations in Elementary Schools	3
EDU 631	Individual Instruction for Children with Learning Problems	3
EDU 636	Supervision of Instruction Collaborating for Accountability	3
EDU 625	Capstone Course: Instructional Leadership Skills in the Classroom	3
<b>Total Credit Hours:</b>		<b>33</b>

### For

Classroom teachers who want their master's degree to focus on best practices in incorporating technology into their classroom instruction. This emphasis can prepare you to be a technology leader in your school, leading the way to make learning more effective and engaging for students.

### What you Learn

The goal of graduate education is to prepare competent educators who demonstrate both academic excellence and professional knowledge while providing distinctive Christian leadership and service to students, parents, and communities. The conceptual framework of the department reflects these goals and supports the following objectives:

*ACADEMIC EXCELLENCE: The Master of Education program seeks to provide experiences that will enable the teacher candidates to: synthesize best instructional and curriculum practices through collaborative problem-solving, increase knowledge of subject matter content and critical thinking skills and apply this knowledge in the field, evaluate a school's curriculum, goals, and instruction and use current research and innovations to solve site-based problems, acquire and use current research about how children learn and develop to improve instruction from infancy through adolescence, and acquire skills and knowledge of educational technology and its uses in the classroom.*

*PROFESSIONAL KNOWLEDGE: The Master of Education program seeks to provide opportunities for the teacher candidates to acquire skills to: evaluate instructional strategies and build a variety of teaching modules that will improve learning within the classroom and school; use professional materials, organizations, and current research to expand knowledge about innovations and trends in education to improve instruction in the elementary and secondary school; design and implement research studies that observe, record, and evaluate children's behavior in order to plan appropriate instructional programs and improve learning environments; and acquire greater knowledge as to appropriate research methodology and analysis of current trends in education and the implication for today's schools.*

*LEADERSHIP OPPORTUNITIES: The Master of Education program seeks to provide opportunities for the teacher candidates with experiences for the development of skills to: evaluate curriculum, resources, and opportunities within the community to enhance instruction and improve relationships with parents and the school community, and promote cooperative exchanges within the classroom, among faculty, and with parents to provide greater opportunities for improvement in the curriculum and instruction in the school.*

*CHARACTER DEVELOPMENT: The Master of Education program seeks to promote the personal and spiritual development of the candidates to: integrate and exhibit the Christian worldview in involvement with students, parents, coworkers, and the community, Demonstrate integrity in research and implementation of programs to improve instruction, analyze and develop models of service to schools and communities, and manifest the dispositions of the profession as well as the ethical principles of a Christian professional educator.*

### How You Learn

**Online Option:** This is a fully online cohort. You will log into the online classroom using our online learning management system (Canvas) to participate in online activities which may include assignments, webinars or chats, materials, discussion threads, assessments and/or group activities done electronically. You will finish one course every 8 weeks. Following this schedule, you will complete the program in as little as 22 months.

### Career Outcomes

Upon completion of this program, students will have earned a Master of Education degree in Curriculum & Instruction with an emphasis in Educational Technology. This program will enable the candidate to expand their technological expertise and qualify them for a computer applications endorsement, which can lead to a career as a Technology Integration Specialist, eLearning Developer, Instructional Technologist, or a Training Director in a K-12 setting.

### Degree Requirements

EDU 600	Orientation (Required for M.Ed. Students)	0
EDU 610	Research Methods & Procedures	3
EDU 612	Curriculum Planning & Organization	3
EDU 621	Assessing Student Learning	3
EDU 623	Technology in Education	3
EDU 628	Advanced Instructional Strategies	3
EDU 630	Engaging Student Learners	3
REA 617	Content Area Literacy	3
EDU 641	Integrating Technology into the Curriculum	3
EDU 642	Using Technology to Assess Learning & Manage Data	3
EDU 643	New and Emerging Technologies	3
EDU 625	Capstone Course: Instructional Leadership Skills in the Classroom	3
<b>Total Credit Hours:</b>		<b>33</b>



### For

Classroom teachers with a minimum of 3 years teaching experience who want their master's degree to focus on leadership and management techniques to build effective and efficient schools. This program leads to the Mississippi State Administrator License.

### What you Learn

The goal of graduate education is to prepare competent educators who demonstrate both academic excellence and professional knowledge while providing distinctive Christian leadership and service to students, parents, and communities. The conceptual framework of the department reflects these goals and supports the following objectives:

**ACADEMIC EXCELLENCE:** *The Master of Education program seeks to provide experiences that will enable the teacher candidates to: synthesize best instructional and curriculum practices through collaborative problem-solving, increase knowledge of subject matter content and critical thinking skills and apply this knowledge in the field, evaluate a school's curriculum, goals, and instruction and use current research and innovations to solve site-based problems, acquire and use current research about how children learn and develop to improve instruction from infancy through adolescence, and acquire skills and knowledge of educational technology and its uses in the classroom.*

**PROFESSIONAL KNOWLEDGE:** *The Master of Education program seeks to provide opportunities for the teacher candidates to acquire skills to: evaluate instructional strategies and build a variety of teaching modules that will improve learning within the classroom and school; use professional materials, organizations, and current research to expand knowledge about innovations and trends in education to improve instruction in the elementary and secondary school; design and implement research studies that observe, record, and evaluate children's behavior in order to plan appropriate instructional programs and improve learning environments; and acquire greater knowledge as to appropriate research methodology and analysis of current trends in education and the implication for today's schools.*

**LEADERSHIP OPPORTUNITIES:** *The Master of Education program seeks to provide opportunities for the teacher candidates with experiences for the development of skills to: evaluate curriculum, resources, and opportunities within the community to enhance instruction and improve relationships with parents and the school community, and promote cooperative exchanges within the classroom, among faculty, and with parents to provide greater opportunities for improvement in the curriculum and instruction in the school.*

**CHARACTER DEVELOPMENT:** *The Master of Education program seeks to promote the personal and spiritual development of the candidates to: integrate and exhibit the Christian worldview in involvement with students, parents, coworkers, and the community, Demonstrate integrity in research and implementation of programs to improve instruction, analyze and develop models of service to schools and communities, and manifest the dispositions of the profession as well as the ethical principles of a Christian professional educator.*

### How You Learn

**Online Option:** This is a fully online cohort. You will log into the online classroom using our online learning management system (Canvas) to participate in online activities which may include assignments, webinars or chats, materials, discussion threads, assessments and/or group activities done electronically. You will finish one course every 8 weeks. Following this schedule, you will complete the program in as little as 22 months.

### Career Outcomes

Upon completion of this program, students will have earned a Master of Education degree with an emphasis in School Leadership & Administration. After successful completion of the School Leaders License Assessment Exam (SLLA), Belhaven will recommend candidates for the Mississippi Administration License. The Master of Education (M.Ed.) in School Leadership and Supervision is designed for professional educators in Mississippi schools who want to advance to the role of administrator. Administrative positions include, Principal, Assistant Principal, Superintendent, and Director.

### Degree Requirements

EDU 646	School Law and Ethical Principles	3
EDU 644	School and Community Relations	3
EDU 645	Enhancing Curriculum & Instructional Capacity	3
EDU 650	Leadership & Management for Effective & Efficient Schools	3
EDU 655	Equity & Cultural Leadership	3
EDU 657	Assessment for Continuous School Improvement	3
EDU 667	Operations & Fiscal Management	3
EDU 669	Human Resource Leadership	3
EDU 675	Instructional Leadership Comprehensive Paper	3
EDU 677	Principal Internship I	3
EDU 678	Principal Internship II	3
<b>Total Credit Hours:</b>		<b>33</b>

Note: Candidates must pass the SLLA (School Leaders License Assessment) before Belhaven will make a recommendation for the Mississippi Administrator's License.

### Thank you for your interest in Belhaven University!

#### About Belhaven University

Belhaven University stands among select Christian colleges and universities and has been repeatedly named one of “America’s 100 Best College Buys.” The University offers 30 academic majors across a full spectrum of disciplines as well as a variety of graduate programs. In addition, Belhaven has achieved the distinction of being among only 33 universities nationally accredited in each of the major arts – music, theatre, visual art and dance. All programs are taught from a Christian worldview perspective and are guided by the mission to prepare students academically and spiritually to serve Christ Jesus in their careers, in human relationships, and in the world of ideas. Only four universities in the state of Mississippi were honored by CollegesofDistinction.com, which focuses its ratings on four distinct categories: engaged students, great teaching, vibrant campus communities and successful outcomes.

#### Admissions Information

To apply for admission to the Master of Education (M.Ed.) or Master of Education in Reading Literacy (M.Ed./RL) program, the applicant must meet the following requirements: (1) Submit a completed application of admission with fee of \$25. (2) Have a teaching degree and certification from an accredited teacher preparation program (i.e. followed the traditional teacher education route to certification) OR hold alternate route standard teacher certification AND Have a minimum of one (1) full academic year of teaching experience in a public or private school. (3) We recommend that applicants have a cumulative GPA of 3.0 or higher, or a GPA of 3.0 or higher on the last 60 credits earned toward a bachelor degree. Applicants **must** have a cumulative grade point average (GPA) of 2.75 or a 2.75 GPA or higher on the last 60 credits earned toward a bachelor degree. If an applicant has 6 or more graduate credit hours from courses taken in a regionally accredited graduate program then the graduate cumulative GPA will supersede the applicant’s undergraduate GPA. (4) Provide evidence of holding a valid standard teaching license. In addition, all Master of Education in Reading Literacy (M.Ed./RL) applicants must be teaching in a public or private school AND Provide a Letter of Confirmation from a supervising administrator of the individual’s current school of employment indicating years of experience and potential as a Reading Literacy specialist AND Pass the Mississippi Foundations of Reading Test prior to completing the first 12 hours of the M.Ed./RL program. Candidates will not be allowed to register for any courses beyond the initial four (4) courses until proficiency on the Reading test is demonstrated.

**Students who provide unofficial documentation (such as transcripts) but are missing official documentation may be admitted preliminarily. These students will be given thirty days from the beginning date of the first course to provide official documentation to the Adult and Graduate Admission Office or risk being removed from class. A student cannot be certified for financial aid until he/she is officially admitted to the University.**

#### Transferring Credits

For the Master’s in Education programs, no more than six (6) credit hours of transfer graduate work will be accepted. Transfer work must be from a regionally accredited college or university and must have been completed within five years of matriculation in to a Belhaven Graduate Education program.

#### Refund & Withdrawal Policies

For the most current Belhaven University refund policy, please review the policies in the catalogue found at [http://www.belhaven.edu/catalogue/adult\\_financial\\_planning.htm](http://www.belhaven.edu/catalogue/adult_financial_planning.htm).

#### Tuition Information

The current tuition for students is \$345 per credit hour for cohort master’s degree programs. Tuition is guaranteed for the length of the program, provided that a student does not miss more than one consecutive course in their cohort sequence. Students that miss more than one course consecutively may be subject to the current tuition rate for their remaining courses.

#### Important Contact Information

Graduate Information Office	Stansha Pinkston	800-956-8641	<a href="mailto:spinkston@graduateprogram.org">spinkston@graduateprogram.org</a>
Financial Aid & Billing		800-960-5940	<a href="mailto:studentaid@belhaven.edu">studentaid@belhaven.edu</a>
School of Education	Dr. Cynthia Wilkins	601-968-8961	<a href="mailto:cwilkins@belhaven.edu">cwilkins@belhaven.edu</a>
Admissions	Lacey Vandevender		<a href="mailto:lvandevender@belhaven.edu">lvandevender@belhaven.edu</a>