

# LEADERSHIP AND POLICY STUDIES

## MASTER'S DEGREE INFORMATION

### SCHOOL ADMINISTRATION AND SUPERVISION CONCENTRATION

THE DEPARTMENT OF LEADERSHIP

COLLEGE OF EDUCATION

THE UNIVERSITY OF MEMPHIS

BALL HALL 123

(901) 678-2369

VISIT OUR WEB SITE AT:

<http://coe.memphis.edu/lead/>

A TENNESSEE BOARD OF REGENTS INSTITUTION  
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION UNIVERSITY

# **ADMISSION TO THE MASTER'S DEGREE PROGRAM**

Admission to the Master of Science degree program in the Department of Leadership, School Administration and Supervision concentration requires acceptance at the University level and the departmental level.

1. Complete a Graduate School Application for Admission or Readmission Form.
2. Read the Graduate application instructions carefully. When completing the application, indicate your interest in the Department of Leadership, Leadership and Policy Studies with a concentration in School Administration and Supervision. All requirements for admission and readmission to the university must be completed before registration is authorized.
3. Complete the application and forward to Graduate Admissions.
4. Minimum test requirements:

A total of 1350 is required in the following computation:  
baccalaureate GPA x 200 + Graduate Record Examination (GRE), verbal plus quantitative).

**For questions regarding GRE testing or other information regarding the Graduate School, call:**

Graduate Admissions Office  
(901) 678-2911

5. Departmental requirements for admission:
  - The following documents must be submitted to the department office:
    - a. Current resume
    - b. A copy of your teaching certificate

- c. Official transcripts
- d. Three professional letters of recommendation

- A writing analysis will be done on a computer one hour prior to the interview session. The topic will be based on a current educational issue.
- An interview with the admissions committee.

\* Contact department for official deadline dates.

Please send all required information to:

Attention: Carol Reeves  
Ball Hall 123  
Department of Leadership  
The University of Memphis  
Memphis, TN 38152-3570

For admission requirement questions, call:

Ms. Carol Reeves  
(901) 678-2369

6. After your application has been received by the Graduate School, a Departmental Recommendation Form will be sent to the Department of Leadership for consideration.
7. The program faculty in the Department of Leadership will review the application after all information has been received. The decision will be based on an holistic profile that includes, but is not limited to, information contained in the completed application packet described. You will be notified by mail of your acceptance. The letter will also include the name of your advisor and instructions concerning the next steps to be taken.
8. Contact the Department Chair for specific questions about your concentration:  
Dr. Larry McNeal  
Ball Hall 123  
(901) 678-2369  
lmcneal1@memphis.edu

# **Licensure Application Information**

After the course work is completed, the applicant is responsible for assembling the following information required to be submitted with the licensure application. All required information is submitted to Dr. Sutton Flynt, Licensing Agent, Ball Hall 202, who will forward the application to the state licensing agency.

1. The application (gray and yellow sheets): pick up in Ball 123
2. Praxis Exam- must be the original copy- no photocopies accepted
3. An official transcript from all universities with coursework not already on file with the Tennessee State Department of Education
4. A letter of employment stating that the applicant has been employed as a teacher for at least the past eight months
5. A Copy of a teaching license