Gonzaga University Offers Quality, Personalized Learning

The Gonzaga Master of Education Program is designed for educators who aspire to be effective teacher or administrative leaders. The program is designed for working educators and uses the practical issues in teaching and leadership in local districts as the contexts for study. Applicants are admitted into a cohort of educators and experience the benefits of a collaborative learning community close to their own schools and districts.

“I gained fresh perspective, deepened friendships with colleagues, and renewed my commitment to the profession of teaching.”

Joan, Gonzaga Grad 2000
Salmon Arm, B.C.

Programs designed for working professionals with a focus on practical issues in teaching and leadership.

- Two-year programs
- Weekend classes
- Offered on-site
- Approved in Alberta
- With consent of Ministry in BC
- 24-month payment plan

For additional information, contact your Regional Representative, or Dr. Charles P. Rose, Regional Partnership Coordinator.

Gonzaga University
SCHOOL OF EDUCATION
Graduate Admissions
Spokane, WA 99258-0025
TOLL-FREE: 800.533.2554
PHONE: 509.313.3481
E-MAIL: soegrad@gonzaga.edu
WEBSITE: www.gonzaga.edu/soe/grad

Be inspired...

"The Gonzaga M.Ed. Program aims to develop your personal, professional, and global knowledge regarding issues directly affecting our classrooms and schools today.”

L’Donna, Gonzaga Grad 2014
Prince George, B.C.
Department of Educational Leadership & Administration

Purpose Statement

The purpose of the degree program is to prepare reflective educational leaders who promote student, professional and organizational learning to address challenges and opportunities inherent in a changing world.

Department of Educational Leadership & Administration

Conceptual Framework Statement

The Department of Educational Leadership and Administration develops reflective leaders who are committed to a spirit of inquiry and social justice and who guide their communities toward a rich, equitable, and comprehensive education for all students.
Welcome and thank you for your interest in the Gonzaga Master of Education Program. The program is designed for educators who aspire to be effective teacher or administrative leaders. We believe that educational teams become stronger when greater understanding exists about the roles of each of the team members. Topics are explored from the perspectives of both teachers and administrators, with coursework differentiated depending on the career goals of participants.

The program is designed for working educators and uses the practical issues in teaching and leadership in local districts as the contexts for study. Applicants are admitted into a cohort of educators from the local areas and experience the benefits of a collaborative learning community close to their own schools and districts. University faculty come to the cohort location. Courses are held in the evenings or on weekends, depending on the needs of the cohort.

As candidates work on assignments for each of the program courses, they have the opportunity to explore issues important to them in their own classrooms, schools, and districts. Each cohort is assigned a faculty advisor who works with cohort members throughout the entire program. Currently, the program is accredited in the state of Washington, approved in Alberta and offered under the written consent of the Ministry in British Columbia.

Program Overview: 34 credits

**EDLA 525**
*Educational Leadership and Inquiry (3)*
This course creates opportunity for personal reflection upon one’s role as a leader in the classroom and in the broader culture. Because schools are centers of inquiry, candidates develop the capacities to lead a process of evidence informed decision-making. Candidates will examine leadership theory, practice, and the communication skills associated with professional inquiry.

**EDLA 633**
*Organizations and Educational Leadership (3)*
This course is designed to enhance candidates’ understanding of organizations and to build their capacities as leaders, with and without authority, to help the organization achieve its goals.

**EDLA 564**
*Art and Science of Teaching (3)*
This course focuses on a comprehensive framework for enhancing student learning. The course perspective will build on the educational applications of brain research and on strategies for creating and sustaining safe, effective, learning environments. Candidates will apply what they are learning to their own classrooms and schools.

**EDLA 548**
*Educational Leadership and School Improvement (3)*
This course will examine the beliefs, knowledge, and skills that promote collaboration with all stakeholders working toward creating a school improvement plan that promotes students success. The course will address practical elements of dynamic school leadership applied to researched-based practices regarding change, team building, staff development models, and supervisory processes that foster the improvement of schools.
EDLA 698  
Research and Data Analysis (3)  
The research course continues from the Educational Leadership and Inquiry course and focuses on helping candidates understand and apply methodological, ethical, writing and formatting issues related to the research process. The course is designed to prepare candidates for planning and reporting on self-selected research projects.

EDLA 565  
Assessment and Learning (3)  
This course is designed to help candidates extend their expertise in educational measurement, assessment and evaluation of student learning at the classroom, building, district, state, provincial, and national levels. Candidates will study the philosophical, cultural, ethical, and political issues surrounding the measurement, assessment and evaluation of student learning, then design and apply valid and reliable ways of integrating student learning goals with a variety of assessment methods in order to improve their students’ learning.

EDLA 653  
Curriculum Development (3)  
This course includes the basic approaches to planning and modifying school curricula and places them in historical, ideological, and political contexts. Topics include the diagnosis of needs, selection and organization of learning experiences, evaluating curricular systems and the elements of change that promote equity and access to learning.

EDLA 641  
Educational Leadership and Community (3)  
This course will explore the multiple, complex ways that our schools and society shape each other, with special attention devoted to school leadership issues. Theory, research, and models of effective practice will inform the educational leader’s role as a bridge between school and community. This bridging role includes being actively involved in building reciprocal relations within and between the school and community, facilitating understanding and communication among and between various interest groups as they impinge on the school, and developing mutually beneficial linkages and partnerships for the benefit of the school, particularly as they enhance the mission of promoting powerful and equitable learning for students, professionals, and the organization.

EDLA 690  
Professional Literature Review (1)  
This course is intended to develop candidates’ skills for finding, summarizing, and synthesizing academic literature in preparation for writing their capstone project. Candidates will read academic sources (e.g., journal articles or books) about a topic of their choosing and write a literature review according to department and APA guidelines.

EDLA 626  
Culture, Diversity, and Human Rights (3)  
Candidates will examine issues concerning accepting, respecting, appreciating, and accommodating all members of society who are entitled to enjoy the benefits of education regardless of their race, color, national origin, gender, native language, age, social or economic status, family structure and life style, sexual orientation, religious perspective, or ability levels. Candidates will address cultural competence from a global perspective and will explore various life/world views. Candidates will explore diversity from a global perspective.

EDLA TBD  
Cohort Elective (3)  

EDLA 689  
Professional Seminar (3)  
This seminar is intended to be a culminating experience in the Master of Education Program. Candidates work with the academic advisor to complete the research paper. The final paper is presented to a group of peers in a seminar setting.

EDLA 699  
Comprehensive Oral Exam (0)  

Note: Research/Capstone Experience
During the first semester, candidates identify a relevant topic of interest related to educational leadership and throughout the program, will develop and extend a line of inquiry and research. Candidates are required to expand on the topic in a thorough review of professional literature, followed by the planning and implementation of an action research project designed to improve their students’ learning or learning environments. Candidates are guided through the research process by their advisor and prepare a 5 chapter, written report of their work at the end of the program. A comprehensive review, including a portfolio presentation of work examples demonstrating how they have met the program outcomes, is completed and concludes the capstone experience.
General Program Description

Master of Education in Leadership and Administration – British Columbia
Master of Education (School Administration) - Alberta

Thank you for your interest in Gonzaga University’s Master of Education Programs. The Master of Education in Leadership and Administration - BC – and the Master of Education (School Administration) - AB – are 34 credit degree programs. Gonzaga University is a fully approved program for TQS purposes.

The programs are designated as full-time graduate programs and feature a cohort model in which candidates remain with the same participants throughout the two years.

There are three semesters each year. The fall semester runs from September through December while the spring semester runs from January through April. The summer semester begins the second weekend in May, following the Commencement Ceremony on campus. It concludes at the end of the second full week in July.

Classes are held on Friday Evenings/Saturdays, twice per month, from 5 pm to 9 pm on Fridays and from 8 am to 2 pm on the Saturdays.

All candidates complete a capstone project that features three elements:
1. an action research undertaking or alternative defined with the cohort’s academic advisor
2. a professional seminar in which each candidate presents the results of the capstone undertaking and receives response from the other members of the cohort and advisor
3. an oral exam regarding how you met the Program Outcomes
Financial Matters

Canadian students often request documentation for bursaries, tribal authority sponsors, Student Aid BC, Student Aid Alberta, and for other reasons. The registrar furnishes “verification of enrollment” letters upon request.

The total cost of the program is dependent upon the exchange rate and falls under the provisions of the Canadian Revenue Agency. We recommend that you consult a Canadian tax expert to fully understand the tax implications of participation in these programs.

The University accepts semester-by-semester payments but also provides an interest-free 24-month plan or a 3-month payment plan, which ever is most convenient for the student. In addition to tuition, there are some fees involved. Please see the list of fees.

To Prospective Candidates in British Columbia

The Master of Education in Leadership and Administration Degree Program is offered under the written consent of the Ministry of Advanced Education effective April 11, 2007 having undergone a Quality Assessment Process and been found to meet the criteria established by the Minister. Nevertheless, prospective students are responsible for determining that the Program and the Degree will be appropriate to their needs (for example, acceptable to potential employers, professional licensing bodies, or other educational institutions).

To Prospective Candidates and the Public in Alberta

The Master of Education in School Administration Program is offered pursuant to the written approval of the Minister of Advanced Education and Technology effective September 2009, having undergone a quality assessment process and been found to meet the criteria established by the Minister. Nevertheless, prospective students are responsible for satisfying themselves that the program and the degree will be appropriate to their needs (for example, acceptable to potential employers, professional licensing bodies, or other education institutions).
Example of Program Schedule

Master of Education in Leadership and Administration – British Columbia
Master of Education (School Administration) - Alberta

34 Credit Program

**Fall Semester 1**
- EDLA 525: Educational Leadership and Inquiry/3 credits
- EDLA 633: Organizations and Educational Leadership/3 credits
- EDLA 690: Professional Literature Review/1 credit

**Spring Semester 1**
- EDLA 564: Art and Science of Teaching/3 credits
- EDLA 565: Assessment and Learning/3 credits

**Summer Semester 1**
- EDLA 698: Research and Data Analysis/3 credits

**Fall Semester 2**
- EDLA 626: Culture, Diversity, and Human Rights/3 credits
- EDLA 653: Curriculum Development/3 credits

**Spring Semester 2**
- EDLA 641: Educational Leadership and Community/3 credits
- EDLA xxx: Elective/3 credits. (Cohort Advisor will provide a menu of options)

**Summer Semester 2**
- EDLA 689: Professional seminar/3 credits
- EDLA 699: Oral Exams/0 credits
- EDLA 648: Educational Leadership and School Improvement/3 credits
## 2-year Calendar for Cohorts Beginning Fall 2016

*All dates subject to change depending on needs and schedules of instructors*

### 2016 – 2017

<table>
<thead>
<tr>
<th>Fall 2016</th>
<th>Fri – Sat</th>
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<tbody>
<tr>
<td>Sept</td>
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### 2017 – 2018

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<td>Oct</td>
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<tr>
<td>Nov</td>
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<th>Fri – Sat</th>
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<td>Mar</td>
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<tr>
<td>Apr</td>
<td>6 &amp; 7, 20 &amp; 21</td>
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*TBA Re: BC Family Day*
SOE Tuition and Fees for Alberta and British Columbia

2016-2017

Tuition is presently $615 US per credit. The tuition for 2016/17 will be set early in 2016 and will not increase over the duration of the program.

Fees will include the following, are in US Funds and are billed separately from tuition.

<table>
<thead>
<tr>
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<th>Amount</th>
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<tbody>
<tr>
<td>Application Fee</td>
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<tr>
<td>Technology Fee</td>
<td>$ 85.00 per semester</td>
</tr>
<tr>
<td>Pro Sem / Orals Fee</td>
<td>$ 125.00</td>
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<tr>
<td>Graduation Fee</td>
<td>$ 75.00</td>
</tr>
<tr>
<td>Payment Plan Fee</td>
<td>$ 150.00 (optional)</td>
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</tbody>
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Note:
- Late course registration fee, if necessary $ 50.00
- Transcript fee $ 5.00
Tuition and Fee Payment Options

2016-2017

Tuition

34 credits x $615 US per credit = $ 20,910.00 US

Fees

App Fee $ 50.00
Technology Fee $ 85.00 per semester (six semesters)
Pro Sem / Orals Fee $ 125.00
Grad Fee $ 75.00
Payment Plan Fee $ 150.00 (optional)

Payment Options

A. By Semester Illustration

1st of six semesters
2 three credit courses + Lit Review Readings = 7 credits

7 x $615 US per credit = $ 4,305.00 US (plus Technology fee)

2nd/3rd/4th/5th semesters
2 three credit courses = 6 credits

6x $615 US per credit = $ 3,690.00 US (plus Technology fee)

6th semester = 3 credits

3x $615 US per credit = $ 1,845.00 US (plus Technology fee)

(plus Pro Sem/Orals/Grad fees)

B. By Payment Plan Illustration

$20,910.00 US over 24 installments
20910 ÷ 24 = $ 871.25 US per month (plus fees)

One time Payment Plan Fee of $150 US
Technology Fee each of 6 semesters
Pro Sem/Orals Fee & Grad Fee in final semester
Students assume responsibility of all costs incurred as a result of enrollment at Gonzaga University and agree to abide by university policies and procedures. Do not wait to apply for this payment plan until you are “fully accepted” by the School of Education. If you are registered, you must make payment or payment arrangements by the published payment deadline. 

All payments to Gonzaga University must be made in United States funds.

24 Month payment plan applications will be accepted if they are received in Student Accounts by August 17, 2015. The $150.00 non-refundable participation fee must accompany the application in the same envelope. If you are faxing or emailing the application, please pay the $150.00 online through our Zagweb portal.

Any applications received after the deadline will not be processed.

Your monthly payments will be calculated based on the tuition costs for your program. Any semester or course fees or charges not included in the Amount Due on the Note (#1) will be due and payable when incurred by the student. Please note that fees other than tuition (e.g. internship, practicum, orals & reader fees, books/materials) are not included in the payment plan. These fees will be added to your regular payment in the month in which they are charged to your Student Account and will be payable in full.

Billing statements are available ONLINE ONLY. Email notifications are sent to your ZAGmail address when your billing statement is ready to view.

Payments are due on the first of each month, beginning September 1, 2015 and ending August 1, 2017. Payments received in our office after the 10th of the month will be subject to a 3% late fee. If you mail a check payment, please include your name and Gonzaga identification number to ensure proper posting to your Student Account. All checks must be clearly payable in U.S. FUNDS. No post-dated checks will be accepted.

If you wish to make your monthly payments by credit or debit card, there is an opportunity to pay Gonzaga online through CASHNet, a third party, via Zagweb. American Express, Diner's Club, Discover, MasterCard and VISA are accepted. A service fee of 2.75% per transaction is associated with this option.

All accounts must be kept current. If your account is more than 60 days in arrears, you may be dropped from the payment plan and will then have to pay in full each semester.

Please complete the application, and mail the application & fee to:

Gonzaga University, Student Accounts, PO Box 3463, Spokane, WA 99220

Be sure to include your check for $150.00 in U.S. funds for the participation fee. Applications without the participation fee will be returned. Upon receipt of the application and fee, you will be mailed a promissory note, which must be signed and returned to us to validate your participation in this plan.

If you have any questions, please contact Mary Beth Charleboix at (509) 313-6817 or 1-800-440-5392 or charleboix@gonzaga.edu.
Graduate School of Education  
Canadian Site-Based Education Center Students Only  

Gonzaga University 24-Month Payment Plan Application  
Fall 2015 start – Payments are monthly September 1, 2015 – August 1, 2017

Please print clearly:

Name_________________________________________ Student Identification No.________________________

Billing Address_______________________________

City_________________________________________ State/Province_________________________ Zip/Postal Code________________

Home phone (_____ )_________________________ Work phone (_____ )_________________________ Birth date________________

Employer_________________________________________ Employer Address_______________________________

City_________________________________________ State/Province_________________________ Zip/Postal Code________________

Cohort Name (per School of Education)____________________________________________________________

Which Canadian Program/Major? (Please check one)

_____ Master of Education in Leadership & Administration (MELA) 34 credits times $615.00 equals $20,910.00 US funds

_____ Master of Education in School Administration (MEDSA) 34 credits times $615.00 equals $20,910.00 US funds

_____ Master of Counselling – Canada 42 credits times $740.00 equals $31,080.00 US funds

Fees or charges not included in the Amount Due on the promissory note will be due and payable when incurred by the student. Examples or such fees are: Technology fees, room and board charges or course fees.

Personal References: (spouse may be listed as a reference)

1. Name_________________________________________ Relationship________________________
   Address_________________________________________ City/State/Zip________________________
   Telephone (Home)_________________________ (Work)_________________________

2. Name_________________________________________ Relationship________________________
   Address_________________________________________ City/State/Zip________________________
   Telephone (Home)_________________________ (Work)_________________________

By signing this application I agree to the terms set forward. I further agree that in the event that my promissory note payments are delinquent that my employer or personal references may be contacted for purposes of locating me. I understand that the terms of the promissory note are based on the information provided and hereby certify that the above information is true and correct to the best of my knowledge. All of my payments will be made in United States funds.

_________________________________________________________ Student Signature

_________________________________________________________ Today’s Date

Mail the completed application and fee to: Mary Beth Charleboix  
Student Accounts  
Gonzaga University  
PO Box 3463  
Spokane WA 99220

or fax to (509) 313-6399. or email to charleboix@gonzaga.edu

Applications will be accepted if they are received in Student Accounts by August 17, 2015.

Fee: $150.00 Code: FOCP

MBC
Students and Income Tax
(including apprenticeships)
Lifelong Learning Plan (LLP)
Includes Form RC96
Gonzaga University Offers Quality, Personalized Learning

Here is what some of our graduates have to say:

“Why Gonzaga for your graduate studies? One word – relationships! I was amazed by the care and compassion shown by all Gonzaga’s staff and faculty. Whether it was contacting the librarian for assistance finding a journal article, or one of my professors regarding an assignment, I always received a friendly and timely response.

The Gonzaga M.Ed. Program aims to develop your personal, professional, and global knowledge regarding issues directly affecting our classrooms and schools today. The program has the flexibility to tailor your studies to the areas you are passionate about; curriculum studies, gender studies, elementary or secondary studies. It is amazing to look back and see the personal and professional growth this program has had for me. I am a better teacher, and a better teacher-leader because of it.”

L’Donna, Gonzaga Grad 2014
Prince George, B.C.

“The Gonzaga program not only helped me to be more effective in my classroom, it also broadened my thinking beyond the classroom to see things more clearly at a school level, a district level and a provincial level. My leadership skills have been challenged and strengthened and I have made valuable connections with colleagues and lasting friendships within my cohort. This is a thought-provoking and worthwhile program that I would highly recommend.”

Tamara, Gonzaga Grad 2014
Prince George, B.C.

“Almost every Gonzaga student I’ve met, entered the Masters program with many of the same trepidations that I did. Could I fit the work into my already insane schedule? Would I get anything out of the program besides a jump on the pay grid? Well, all alumni know the answers to those questions. For me, I found the richness of the discussions, the camaraderie, and the supportive faculty made the experience far more than a rubber stamp on my pay grid.

I came out of the program confident that I had earned not only my Masters degree, but, my place amongst my colleagues as a leader and an expert in an area which became the focus of my degree.”

Kevin, Gonzaga Grad 2004
Penticton, B.C.

“Like many on my staff, my initial interest in the GU Masters was based on improving my standing on the pay grid. Very quickly, it became much more than that. Every time the cohort met, I gained fresh perspective, deepened friendships with colleagues, and renewed my commitment to the profession of teaching. Far from being a ‘terminal degree’, the GU program enabled me to go on and earn a PhD several years later. This is a stellar program for working professionals, and I highly recommend it.”

Joan, Gonzaga Grad 2000
Salmon Arm, B.C.

“The cohort was friendly and inspiring. We came from such diverse backgrounds and experiences that it gave me a broader understanding of our school system. I highly recommend it.”

Ken, Gonzaga Grad 2014
Mackenzie, B.C.
A Message from the Dean

Welcome!

One year has passed since I took the helm as the Dean of the School of Education at Gonzaga University where all of us are guided by our theme, “Preparing socially responsible professionals who serve with care, competence, and commitment”. Each day we strive to be an educational organization that leads by example and makes a concerted effort to have a positive impact on all those we serve regardless of race, ethnicity, socioeconomic status, religion, country of origin, or sexual orientation.

In August 2013, I outlined a vision for the School that emphasized professionalism, scholarship, teaching, collaboration, partnerships and service. During this past year we engaged in many activities that touched on one or more of these elements and we are making significant progress with respect to partnerships. We have reached out to determine ways in which our faculty, staff and students can work together with public schools, Catholic schools, Native American Tribes and the military. We look forward to pursuing this work in new collaborative partnerships.

These elements also guide our vision for the graduate degree programs we offer on campus and the site-based programs we provide in Canada. Our Canadian programs are unique in that they feature a field-based means of personalizing your learning. Faculty travel to Canada and provide courses face-face for the engagement of intellectual opportunities, professionalism, collaborative work and to promote on-going communication with your Advisor throughout the program. Our excellent faculty is committed to your success and future.

The Master of Education – School Administration is offered in Alberta with the approval of the Campus Alberta Quality Council, while The Master of Education in Leadership and Administration is offered in British Columbia under the consent of the British Columbia Ministry of Advanced Education. The intent of these graduate programs is to help each candidate to build capacity through relevant coursework embedded in real school experiences. The cohort model enables everyone in the program to grow and develop in a community of learners that is focused on effective school practices. Our passion is to help you achieve your professional goals.

On behalf of the faculty, staff, and administration of the School of Education, I welcome you and invite you to become a part of our educational community. I wish you all the best in your personal and professional endeavors and hope to see you soon.

Sincerely,

Vincent C. Alfonso, PhD
Dean, School of Education
Application Requirements

Master of Education in Leadership and Administration – British Columbia
Master of Education (School Administration) - Alberta

1. **Degree:** A Baccalaureate Degree from an accredited institution.

2. **Application:** A completed Graduate Application Form completed on-line.

3. **Application Fee:** A non-refundable application fee of $50 US is required at the time of submitting the online Application for Admission. The fee is waived if the applicant is a Gonzaga graduate.

4. **Transcripts:** One official transcript from each college or university attended.

5. **Recommendations:** Two (2) recommendations from your most recent supervisors. Gonzaga University forms are required. See “Supervisor Recommendation Directions” (included in Information Package).

6. **Statement of Purpose:** See “Candidate Instructions” (included in Information/Application Folder).

7. **Vita:** A vita or résumé that highlights your career history and leadership experiences. See “Candidate Instructions” for specific content and format guidelines.

*Please submit all application items on-line and have transcripts sent to:

Gonzaga University
Graduate Admissions Office
School of Education
502 E. Boone Ave. Box 25
Spokane, WA 99258-0025

If you have questions, please contact the Gonzaga Regional Representative in your area, Gonzaga’s Regional Partnership Coordinator, the Graduate Admissions office or visit the website at: [www.gonzaga.edu/soe/dela](http://www.gonzaga.edu/soe/dela)

Dr. Charles P. Rose
Regional Partnership Coordinator
Tel: 403.288.5266
cprose@shaw.ca

Graduate Admissions Office
School of Education
Tel: 800.533.2554 ext. 6 (toll free)
soegrad@gonzaga.edu
Admissions Information

The Master of Education (School Administration) program in Alberta (MESA) and the Master of Education in Leadership and Administration program in British Columbia (MELA) are designed for K-12 educators with at least three (3) years of classroom or other school experience who are preparing for leadership roles in their schools or as educational leaders in their academic departments, schools, or communities. Applicants should describe their program readiness and evidence of leadership experience through the admissions materials: candidate vita, statement of purpose, and supervisor recommendations.

The overall goal of the admissions process is to identify and select students who are most likely to meet their own professional goals, fulfill MESA or MELA program goals, and thrive in today’s complex and challenging school environment. In selecting students, there are four dimensions we seek:

1. **Mission:** We look for a personal and professional fit with the University and School of Education Mission, an important part of which is the preparation of socially responsive and discerning practitioners who serve their communities and professions. (See the School of Education website: www.gonzaga.edu/soe/grad.) We look for evidence of fit in the applicant’s résumé, written statement, and two letters of recommendation.

2. **Dispositions:** We promote, support, and respect diversity. Our students assimilate Gonzaga’s traditions, the variety of human cultures and an understanding of the problems of the world, through the development and discipline of their imagination, intelligence, and moral judgment. In the admissions process, we look for evidence of such positive professional dispositions in the applicant’s two letters of recommendation.

3. **Academics:** We provide academic excellence in teaching, advising, service, and scholarship. We foster inquiry, intellectual creativity, and evidence-based decision making to accept the challenges facing a global society. Because what is assimilated needs to be communicated if it is to make a difference, we also look for and seek to develop in our students the skills of critical thinking, global thinking, analytical thinking, effective speaking, and scholarly writing. In the admissions process, we look for evidence of academic readiness in the applicant’s transcripts and written statement.

4. **Leadership:** We support an environment that is challenging, inclusive, reflective, and collegial. We model and promote leadership, scholarship, and professional competence in multiple specializations. Our goal is that the integration of personal, professional, and academic experiences, along with our program’s specialized competencies, will enable our graduates to provide creative, intelligent, and moral leadership in their chosen professions and in public service. In the admissions process, we look for evidence of leadership capacity in the applicant’s résumé, written statement, and two letters of recommendation.
School of Education
Canadian Application
for Admission

PLEASE COMPLETE YOUR APPLICATION ON LINE

LEGAL NAME
Last __________________________________________ First __________________________________________ Middle initial _______ Former/maiden _______

HOME CONTACT INFORMATION
Home Address __________________________________________
City ______________ Province __________ Postal Code ________ Country _______
Home Phone ___________________________ Cell Phone ___________________________
E-mail ___________________________

SCHOOL OR BUSINESS CONTACT INFORMATION
School or Business Name __________________________________________ Title __________
School or Business Address __________________________________________
City ______________ Province __________ Postal Code ________ Country _______

PERSONAL INFORMATION
DATE OF BIRTH _______ _______ ________
Month Day Year
COUNTRY OF CITIZENSHIP __________________________
S.I.N. __________________________

HOW DID YOU HEAR ABOUT US?
☐ Regional Representative
☐ Friends/family
☐ Internet
☐ Other __________________________

GRADUATE PROGRAM FOR WHICH YOU ARE APPLYING
☐ Leadership and Administration (B.C. only)
☐ School Administration (Alberta only)

TERM AND LOCATION FOR WHICH YOU ARE APPLYING
YEAR _______ ☐ Fall ☐ Spring ☐ Summer SITE __________________________

APPLICATION FEE

Nonrefundable, in U.S. funds only, please submit with your application a check, cash, money order, or pay online at:
https://commerce.cashnet.com/SOE3
### Colleges and Universities Attended

<table>
<thead>
<tr>
<th>Bachelor's degree institution</th>
<th>City, state, country</th>
<th>from (m/yr)</th>
<th>to (m/yr)</th>
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### Employment History

#### Current/Most Recent

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<tr>
<th>Employer name</th>
<th>Your Title</th>
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<th>Start date (m/yr)</th>
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<tbody>
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<td>Address</td>
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<td>Phone</td>
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<th>Phone</th>
<th>Relationship</th>
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### Background Question

Given the Mission of Gonzaga University and the campus spirit we try to create, we ask whether you have ever been convicted of a crime or have a case pending against you at this time?

- [ ] Yes  [ ] No

If yes, please send written details.

Have you ever been placed on probation or been expelled from an institution of higher learning due to a violation of the honor code or incidents of academic dishonesty?

- [ ] Yes  [ ] No

If yes, please send written details.

### University Policies

Equal Opportunity Policy: Gonzaga is an equal opportunity, affirmative action University. The University does not discriminate against any person on the basis of race, religion, sex, national origin, age, marital or veteran status, sexual orientation, physical or mental impairment that limits a major life activity, or any other non-merit factor in employment, educational programs or activities which it operates. All University policies, practices, and procedures are consistent with Gonzaga’s Catholic, Jesuit identity and Mission Statement.

504 Policy: Federal law prohibits us from making preadmission inquiry about disabilities. Information regarding disabilities, voluntarily given or inadvertently received, will not adversely affect any admission decisions. If you require special services because of a disability, you may notify the Dean of Students’ Office. This voluntary self-identification allows Gonzaga University to prepare appropriate support services to facilitate your learning. This information will be kept in strict confidence and has no affect on your admission to the University.

I understand that any willful misrepresentation or omission of facts in this application may make me ineligible for admission to the University or subject to immediate dismissal.

---

**Applicant Signature** ____________________________ **Date** ____________
Dear Supervisor,

You have been given this packet because someone you have supervised is applying to a master’s degree program at Gonzaga University and has given your name as a reference.

1. **Written Recommendation**
   Please write your letter of recommendation on school or district letterhead. It is crucial that you address all of the items; we score the candidate’s likelihood of success in graduate work and “fit” to our program against all of these criteria.

   ✓ Describe and give explicit examples of the candidate’s ability to lead or leadership experiences in the school setting.
   ✓ Describe and give explicit examples of the candidate’s commitment to serving students.
   ✓ Describe and give explicit examples of the candidate’s teaching ability.
   ✓ Describe and give explicit examples of the candidate’s commitment to diversity and ability to advocate for the success of all students.

2. **Professional Dispositions**
   Please rate the candidate according to the scale five (5) strongly agree to one (1) strongly disagree. The last column on the rating sheet may be checked if you feel you have “insufficient knowledge” of the candidate to make a judgment.

3. **Ethics, Freedom of Information/Privacy Legislation**
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2. **Dispositions:** We promote, support, and respect diversity. Our students assimilate Gonzaga’s traditions, the variety of human cultures and an understanding of the problems of the world, through the development and discipline of their imagination, intelligence, and moral judgment. In the admissions process, we look for evidence of such positive professional dispositions in the applicant’s two letters of recommendation.

3. **Academics:** We provide academic excellence in teaching, advising, service, and scholarship. We foster inquiry, intellectual creativity, and evidence-based decision making to accept the challenges facing a global society. Because what is assimilated needs to be communicated if it is to make a difference, we also look for and seek to develop in our students the skills of critical thinking, global thinking, analytical thinking, effective speaking, and scholarly writing. In the admissions process, we look for evidence of academic readiness in the applicant’s transcripts and written statement.

4. **Leadership:** We support an environment that is challenging, inclusive, reflective, and collegial. We model and promote leadership, scholarship, and professional competence in multiple specializations. Our goal is that the integration of personal, professional, and academic experiences, along with our program’s specialized competencies, will enable our graduates to provide creative, intelligent, and moral leadership in their chosen professions and in public service. In the admissions process, we look for evidence of leadership capacity in the applicant’s résumé, written statement, and two letters of recommendation.
Recommendation Guide

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Candidate Instructions
for Completing Vita & Statement of Purpose for Graduate Admissions

VITA
Please format your vita as shown below and explicitly address each of the bulleted items. In each of the five sections outlined below, provide the dates with the most recent date first.

• **Education and Work Experience**
  Describe your work history including location, length of service, position, and your work with diverse populations.

• **Professional Development/Training**
  List career-related training and professional development programs completed within the past four years.
  Include the source of training, the duration, and year completed.

• **Technology Training**
  Briefly describe your level of training and experience in using information technology including computers, software, and telecommunications networks as tools for business, education, teaching, and personal use.

• **Volunteer/Unpaid Service**
  List and describe any voluntary/unpaid post-secondary employment and/or community service experience.
  Please include the name of organization, length of service, and a brief description of duties.

• **Leadership Experience**
  Please describe any specific training and/or experiences you have had as a group/project leader, co-coordinator of change initiatives, or as a trainer.

STATEMENT OF PURPOSE
Introduction: Please begin your statement of purpose with a brief background about yourself.

✓ Describe why you are interested in the Gonzaga graduate program.
✓ Describe and give examples of the strengths that you bring to the program that will help you as an educational leader.
✓ Describe leadership experiences that you have had in or out of the school setting. Include examples from leadership experiences.
✓ Describe and give examples of your personal commitment to working/teaching students, service to others, and advocating for all students.
✓ Share with us what you expect to accomplish in acquiring a master’s degree and what you hope you will accomplish once you have earned your degree.

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Some Thoughts and Suggestions regarding the Statement of Purpose/Letter of Intent

In applying to do a Masters Program, candidates are required to provide a typed statement of purpose. For the most part, what is required is a sharing of your interest and purpose in undertaking graduate studies. What do you hope to achieve through completion of the Masters Program? Why this university? What strengths will you bring to the conversations and inquiry?

When assessing your Statement of Purpose, the Admissions Committee will also look for evidence of your personal commitment to students, service to others, experience in leadership and concern for equal access to quality education for all students. Carefully read and follow the Candidate Instructions.

You are invited to use a letter format, which will take the form of a 1-2 page, typewritten or word-processed letter, addressed to the Dean. It will be evaluated in light of the admissions requirements and the following criteria are also important:

* Sentence structure and mechanics (spelling, punctuation and grammar).
* Clarity and style (ease of reading and sentence structure).
* Organization and development (A clear statement or thesis, with supporting statements and/or examples, a logical and clear arrangement of ideas, unity and coherence of paragraphs, the use of relevant detail and/or evidence, and a conclusion).
* Quality of ideas and the evidence of interest in beginning or continuing to provide leadership.
* Evidence of a personal commitment to students, service to others and concern for equal access to quality education for all.

The letter should be double-spaced and be between 300 and 500 words.
Use the active voice and close with a signature block (name, address, phone and email contacts).
Please note that the reading of Gonzaga’s “Mission Statement” is also recommended.

Our advice would be that you genuinely and sincerely express your own goals, expectations and the personal growth you anticipate through the process of completing this degree.

Sincerely,

Your Regional Representatives and Regional Partnership Coordinator