



North Carolina State University

Northeast Leadership Academy

Master of School Administration Application Procedures

Preferred Admission Criteria:

- Three years teaching experience in PK-12 public or private school is strongly preferred
- Special education or English as a Second Language teaching experience preferred
- Undergraduate GPA of 3.0 or better strongly preferred (2.5 GPA minimum)

Application Procedures:

Applying to NCSU's Master of School Administration Program involves an electronic and paper submission process. To begin, apply electronically to the NCSU Graduate School.

1. Go to NCSU's Graduate School's Online Application web page:
<http://www.ncsu.edu/grad/applygrad.htm>
2. On the right side of the page, click on the Create Account tab to register for a new account.
3. "Application Instructions" are provided within the electronic application, please read carefully. There is a nonrefundable \$75 application fee. *Your application can be more rapidly processed if you use a credit card.*
4. When completing the online application form from the dropdown menu, select the program: **School Administration - Distance Education Track – MR – Summer One.**
5. Make sure you select that you have **NC Residency**. (This step is very important!)

To complete your application, you will need the following items:

- **Transcripts** from each college attended (except NC State.) Upload unofficial transcripts.
- Three **letters of reference**. One letter must be from your current supervisor. The system will send an email to your references asking them to electronically submit their reference.
- Official score report from either the Miller's Analogy Test (**MAT**) or the Graduate Record Examination (**GRE**) (taken within the past 5 years). [See below for more information]
- Your Professional **Resume**: Please be detailed and include information on your teaching assignments (grades and subject), current work assignment (location) and include current supervisor name and contact information (address, phone, and email)
- A statement of **purpose or biographical statement**. You are asked to: "*Describe your career goals and research interests, as well as your publications, work experience, and academic honors and organizations. You may also include an optional statement of the key learning objectives you hope to achieve in your studies, your achievements, talents, background, experiences, and traits that will contribute to the enrichment or diversity of the University or community, beyond your academic credentials.*"
- A **writing sample** for the MSA program. You are asked to provide: "*Philosophical Statement or Educational Platform: In an essay, describe your educational philosophy, please include your*



view of the purpose of schooling; the key ingredients of an adequate education for all students; and how educational leaders should be viewed by students, teachers, and parents.”

If you have any problems with the electronic application process, please contact:

Sharon Walker
RE: Northeast Leadership Academy
300 Poe Hall, Campus Box 7801
Raleigh, NC 27695-7801

Email: sharon_walker@ncsu.edu
Phone: 919-515-3127 Fax: 919-515-6305

Your application can be more rapidly processed if you can pay the application fee using a credit card. If not paid on-line with a credit card, the application fee should be mailed directly to the Graduate School.

The Graduate School
North Carolina State University
Room 240, Research Building III
1005 Capability Drive
Campus Box 7102
Raleigh, NC 27695

Once your university application has been completely submitted, please complete the NELA Information Survey that will take approximately 20 minutes. You will need to complete it during one session because the link will only work once on your computer:

Required NELA Information Survey at: <https://www.surveymonkey.com/s/C8K99XV>

For questions or additional information about the program content or coursework:

Dr. Bonnie Fusarelli, bonnie_fusarelli@ncsu.edu, 919-515-6359
Dr. Lesley Wirt, lesley_wirt@ncsu.edu, 919-513-8521



MAT or GRE?

The **MAT** has only one question type—analogies. The analogy questions on the MAT test a broad range of topics and concepts including geography, history, vocabulary, art, science, math, modern events, sequence of letters and words, literature, and grammar. Students with a well-rounded humanities background tend to do well on the MAT.

Here is a sample MAT question-- BACH : MUSIC :: MONET :

- (a) painting
- (b) architecture
- (c) design
- (d) dance

The correct answer is (a) because the composer BACH is associated with MUSIC in the same way that MONET is associated with (a) PAINTING.

The MAT is a paper format exam that features 120 questions administered in a 60 minute time period. Thus, you must work quickly to complete all of the questions. An on-line study guide is available at: <http://www.pearsonassessments.com/NR/rdonlyres/17D54A0A-EEB2-4D23-A4A8-DFF536495A5B/0/TheMAT.pdf>

The **GRE** is a longer test with a wider variety of questions types. The GRE is composed of three different sections which test students on their math, verbal, and writing ability:

- The Verbal section of the GRE consists of antonyms, analogies, sentence completion, and reading comprehension. Like the MAT, much of the Verbal section's antonyms, analogies, and sentence completion, much, tests students' vocabulary skills.
- The Quantitative section of the GRE focuses on arithmetic, algebra, geometry, and word problems.
- The Analytical Writing section of the GRE provides two prompts; one prompt asks the student to analyze an issue and the other asks the student to take a position on an issue and present an argument for the issue.

GRE scores are composed of three different scores: one for the Verbal section, one for the Quantitative section, and one for the Analytical Writing section.

The MAT and GRE are very different tests. The most important factor in deciding whether to take the GRE or MAT is determining which exam will produce the best score for you. The GRE has math and writing sections, and therefore, if you are weak in math or writing the MAT may be the better option. If you are strong in reading comprehension or math (which on the GRE is at the high school level) the GRE gives you opportunity to pick up some easy points.

Keep these considerations in mind:

- Are you a good writer or strong in math? If so, the GRE may be better test for you.
- Are you a poor writer or weak in math? If so, the MAT may be better test for you.
- Do you become easily fatigued when testing? Since the MAT is considerably shorter than the GRE, the MAT might produce a better result.

*Adapted from http://www.powerscore.com/gre/help/gre_vs_mat.htm

Based on the short timeframe to apply for NELA we strongly recommend that you register for the MAT at East Carolina University. Directions follow.

ECU Testing Center

East Carolina University, Brewster D102, Greenville, NC 27858

Phone: 252-328-6811

Miller Analogies Test

Code: 1354

General Info: The test is administered on the computer. You must register for the test one week in advance. The test is administered by appointment only beginning at 8:30 AM with the last test beginning at 3:30 PM. However, on the first Wednesday of the month, you can take a test until 6:30 pm. You will be given a raw score immediately after the test. You must send this to NCSU (address you were previously provided). Additionally, you must send NCSU the official results when you receive them.

By phone - Register by the phone using a VISA or Master Card (252) 328-6811.

By mail - Send payment to the address above. Include your name, address, phone number, date of birth, and the test date you for which you wish to register. If paying by money order, please make check payable to ECU. If paying by credit card, please provide the type of credit card you are using (VISA or Master Card only), the card number and expiration date.

In person – ECU recommends to call in advance for a walk-in appointment. Go to Brewster D-102 with a money order, Visa, or Master Card. Cash is not accepted.

\$90.00 fee is due at the time of registration and must be received at least one week before the test date. Note that seating is limited and dates may close early. If your payment is received after the deadline or if the test you specify is full you will be placed on the next available test.

Other Accommodations: Occasionally people are not comfortable in traditional classroom style seating. Please advise the test center of your seat request before your test date. Bring to the test: Current official photo identification with signature (Driver's License), as well as another form of signature ID, and two #2 pencils. Please arrive for your exam 15 minutes prior to your appointment.

Parking: We do not recommend parking on the streets near campus as you may be towed. If you do not have a valid ECU parking sticker, you may purchase a \$5.00 visitor parking permit at the Department of Parking and Transportation Services, 305 E. Tenth Street, Monday through Friday, 7:30 a.m. to 5:00 p.m. After hours, Visitor Permits may be obtained at the ECU Police Department walk-up window at 609 East Tenth Street. The ECU Police Department is open 24 hours a day, seven (7) days a week. For additional parking information call 252-328-6294.

Directions: Directions to ECU's campus and the Brewster Building can be found at the ECU website: <http://www.ecu.edu/maps/>. The Brewster Building is located off of 10th street, across from College Hill Drive and beside Christenbury Gym and Fletcher Music Hall.