

North Carolina State University
Durham Principal Leadership Academy (DPLA)
Master of School Administration
Application Checklist
DUE DATE: November 4, 2016

Application Checklist:

- _____ 1. Completed NCSU's Graduate School Online Application
- _____ 2. Paid the \$75 application fee.
- _____ 3. Selected: **School Administration - Distance Track – MR – Spring 2017.**
- _____ 4. Confirmed on application that you have **NC Residency** and completed the required form in the application system.
- _____ 5. Uploaded unofficial **transcripts** from each college attended (except NC State). If you are recommended for admission, the Graduate School will request an official copy of your transcript(s) be sent directly to the Graduate School (for address see <http://www.ncsu.edu/grad/contact-us/index.php>. Please do not send the transcripts to the department).
- _____ 6. Confirmed the submission of three (3) **letters of reference** via the online application system.
- _____ 7. Submitted official score report from either the Miller's Analogy Test (**MAT**) or the Graduate Record Examination (**GRE**) (taken within the past 5 years). [Send unofficial scores ASAP and then have your official scores sent to NCSU Graduate School. Please request a print-out of your unofficial score from the test administrator the day you take the test. Then email copy of score report to sharon_walker@ncsu.edu]
- _____ 8. Uploaded 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)
- _____ 9. Uploaded your statement of **purpose or biographical statement**.
- _____ 10. Uploaded your **writing sample** for the MSA program: "*Philosophical Statement or Educational Platform.*" (You may have to combine two of the documents for #8, 9, and 10 into one computer file in order to upload at the online application site.)
- _____ 11. Mailed your **Durham Principal Leadership Academy Background Information** form to:
Dianne Griffiths, DPLA
NC State University, College of Education
Campus Box 7801, 608P Poe Hall
Raleigh, NC 27695-7801
- _____ 12. Completed the **Required DPLA Information Survey** at:
<https://www.surveymonkey.com/r/DZ2DPL8>
- _____ 13. Save the Date for Candidate Assessment Day on November 12, 2016 at the Friday Institute on NC State University's Centennial Campus. <https://www.fi.ncsu.edu/directions/>

*** NCSU's DPLA Application Due Date: November 4, 2016**

*** Mandatory Attendance at Candidate Assessment Day on November 12, 2016**

Preferred Admission Criteria:

- Three years teaching experience in PK-12 public or private school is strongly preferred
- Undergraduate GPA of 3.0 or better strongly preferred (2.5 GPA minimum)

Application Procedures:

All application materials should be submitted via the Graduate School's online application.

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 Track – MR – Spring 2017.
5. Make sure you select that you have **NC Residency** and complete the required form in the application system. (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: Durham Principal 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 NCSU Graduate School
1020 Main Campus Drive, Room 2300A
Campus Box 7102
North Carolina State University
Raleigh, NC 27695

Once your university application has been completely submitted, please complete the
DPLA 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/r/DZ2DPL8>

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

Dr. Bonnie Fusarelli, bonnie_fusarelli@ncsu.edu, 919-631-2026
Dr. Lesley Wirt, lesley_wirt@ncsu.edu, 919-513-8521

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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 abilities:

- 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 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

Possible local testing sites are below:

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A+ Testing and Assessment Center

1100 Logger Court, Building E-101 Raleigh, North Carolina 27609

Phone: 1-866-443-6448

Miller Analogies Test

General Info: You may register for the test by mail or online. The test is administered on Monday, Tuesday and Thursday 8:30 a.m. – 2:00 p.m. and 3:30 p.m. – 5:30 p.m., Friday 8:00 a.m. – 2:00 p.m. and miscellaneous Saturdays (Currently October 1 and October 8, 9:00 a.m. – 1:00 p.m.) When registering you will supply the selected date/time. You will be given your raw score immediately after the test. You must send this to NCSU Graduate School (address you were previously provided). Additionally, you must send NCSU the official results when you receive them.

Registration – Can be done online at <http://hsbenterprise.org/exam-registration.html>. Registration can also be printed out and sent to the above address.

\$100.00 fee is due at the time of the test, however you can pay in advance. You may pay with cashier's check, money order or credit/debit card through PayPal on the website.

What should I bring: Bring to the test two forms of ID: one must be government issued (driver's license or passport) or school issued with signature; the other can be a Social Security card or birth certificate and the names of up to 3 schools to which you want your scores sent.

For more information: Call 866-443-6448 or reference the above mentioned website.

ETS – NC Central University

1801 Fayetteville Street, Taylor Education Building, Room 113 Durham, NC 27707

Phone: 1-866-473-4373

GRE General Test

General Info: You must register for the test online. The test is administered on multiple days and you will choose your date when you register. You will be given your raw score immediately after the test. You must send this to NCSU Graduate School (address you were previously provided). Additionally, you must send NCSU the official results when you receive them.

\$205.00 fee is due at the time of registration and can be paid by credit/debit card, PayPal E-check Service, money order, certified check or voucher.

What should I bring: All ID documents must include your name, photograph and signature to be acceptable. The following ID documents are acceptable for admission to a test center within your country of citizenship:

- Passport with name, photograph and signature
- National ID with name, photograph and signature

NC STATE

College of Education

- Government-issued driver's license with name, photograph and signature (including provisional driver's license. See **Acceptable Documents if Presented with Supplemental ID** below for more information)
- State or Province ID card, including those issued by motor vehicle agencies with name, photograph and signature
- Military ID with name, photograph and signature

If your primary ID does not contain a signature, you can present a supplemental ID with photo and signature or a supplemental government-issued ID with a photograph, as long as they are in the same name you used when you registered.

Report to the test center at least 30 minutes prior to your scheduled testing time. If you arrive late, you may not be admitted and your test fee will be forfeited. Plan to be at the test center up to four and one-half hours.

For additional information and registration:

Visit the following website: https://www.ets.org/gre/revised_general/about

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**Durham Principal Leadership Academy (DPLA)
Background Information**

Name: _____

1. Have you ever been dismissed from any employment?

☐ YES (If yes, provide explanation.) ☐ NO

2. Have you ever resigned, voluntarily or involuntarily, in lieu of contract non-renewal, non-extension or termination of employment?

☐ YES (If yes, provide explanation.) ☐ NO

3. Have you ever been denied tenure/career status?

☐ YES (If yes, provide explanation.) ☐ NO

4. Have you ever had a contract non-renewed, non-extended or been dismissed from employment?

☐ YES (If yes, provide explanation.) ☐ NO

5. Have you ever been or are you currently being investigated for alleged misconduct related to your employment or arising out of your employment?

☐ YES (If yes, provide explanation.) ☐ NO

6. Have you ever been convicted, pled guilty, or pled nolo contendere (no contest) to any criminal offense other than a minor traffic violation (criminal offense includes, but is not limited to a felony, a misdemeanor, or Driving While Impaired). Please explain relevant circumstances in detail.

NOTE: In response to this question, include all offenses other than minor traffic offenses. The following are not minor traffic offenses and must be listed: DWI, DUI, Failure to Stop in the Event of an Accident (hit and run) and Driving While License Revoked or Suspended (DWLR).☐ YES (If yes, provide explanation.) ☐ NO

7. Have you ever received probation, deferred prosecution, or any type of pre-trial adjudication, including a PJC (prayer for judgment) other than for a minor traffic offense?

☐ YES (If yes, provide explanation.) ☐ NO

8. Have you ever participated in a diversion program in lieu of prosecution?

☐ YES (If yes, provide explanation.) ☐ NO

9. Have you ever been arrested, indicted or otherwise charged or accused of a crime regardless of whether you were convicted or whether the charges were dropped other than for a minor traffic offense?

☐ YES (If yes, provide explanation.) ☐ NO

Durham Principal Leadership Academy (DPLA) Background Information

10. Are you currently under criminal investigation or named in an indictment, accusation or special presentment of any offense other than for a minor traffic violation?

☐ YES (If yes, provide explanation.) ☐ NO

11. Have you ever been, or are you currently being, investigated or charged with a violation of a Professional Code of Ethics or any similar code of conduct?

☐ YES (If yes, provide explanation.) ☐ NO

12. Have you ever been, or are you currently being, investigated for alleged or suspected child abuse or neglect by any governmental agency?

☐ YES (If yes, provide explanation.) ☐ NO

13. Have you ever had a professional certificate, credential, or license or any kind revoked or suspended?

☐ YES (If yes, provide explanation.) ☐ NO

14. Have you ever been reprimanded, censured, placed on probationary status or suspended for any alleged misconduct or alleged violation of professional standards or conduct?

☐ YES (If yes, provide explanation.) ☐ NO

15. Are there any pending adverse actions against you relating to a professional certificate, credential, or license in North Carolina, any other state or country?

☐ YES (If yes, provide explanation.) ☐ NO

16. Are you on a child abuse registry or a sex offender registry of any kind?

☐ YES (If yes, provide explanation.) ☐ NO

17. Have you ever been denied a professional license for which you applied?

☐ YES (If yes, provide explanation.) ☐ NO

18. Have you ever been granted a professional license on a conditional or probationary basis for any alleged misconduct or alleged violation of professional standards of conduct?

☐ YES (If yes, provide explanation.) ☐ NO

19. Have you ever surrendered a professional license of any kind before its expiration?

☐ YES (If yes, provide explanation.) ☐ NO

20. Have you ever been disciplined by any public agency responsible for licensure of any kind, including, but not limited to, educational licensure?

☐ YES (If yes, provide explanation.) ☐ NO

**Durham Principal Leadership Academy (DPLA)
Background Information**

21. Have you ever been involuntarily placed on leave by an employer?

☐ YES (If yes, provide explanation.) ☐ NO

22. Has an administrator ever met with you to address specific concerns about your teaching or classroom management?

☐ YES (If yes, provide explanation.) ☐ NO

23. Have you ever been placed on a formal improvement plan (ex: directive action plan or corrective action plan) for your teaching?

☐ YES (If yes, provide explanation.) ☐ NO

24. As a participant in DPLA, I agree to immediately inform the DPLA Directors if I am put on a formal improvement plan (directive, or corrective action, etc...) and fully disclose the nature and content of the improvement directive.

☐ YES (If yes, provide explanation.) ☐ NO

25. As a participant in DPLA, I agree to immediately seek assistance from the DPLA Directors or Coaches if any of my supervisors formally or informally raise concerns about my job performance.

☐ YES (If yes, provide explanation.) ☐ NO

26. What NC teaching license do you currently hold?

☐ NC SP1 ☐ NC SP2 ☐ Lateral Entry ☐ Other (please list: _____)

27. What NC license do you anticipate holding during the 2017-2018 school year?

☐ NC SP1 ☐ NC SP2 ☐ Lateral Entry ☐ Other (please list: _____)

28. List any other licenses held: _____

Signature

Date

Please return the completed form as soon as possible by email, fax, or mail to:

Dianne Griffiths

Email: degriffi@ncsu.edu

Fax: (919) 515-8950

Address: Dianne Griffiths, DPLA

NC State University, College of Education

Campus Box 7801, 608P Poe Hall

Raleigh, NC 27695-7801