



Master of Education (M.Ed) Admission Checklist

Please complete this form and enclose it with your application form

Applicant's Name: _____
Last First Middle

M Ed in Leadership in Education

M Ed in School Counselling

Official Transcripts

Send a request of the undergraduate universities attended to mail formal transcripts to the address at the bottom of this page.

Application Form

City University of Seattle Application form (completed, dated and signed).

Application Fee

Non-refundable application fee of CAD \$50(cheque, bank draft or money order payable to City University of Seattle or credit card information).

Résumé

Submit a 1-2 page resume outlining your professional history as well as prior educational endeavors.

Consent Form to Contact References

Letters of Reference

Three letters of references using the City University of Seattle's Recommendation for Admission form. Have the forms filled out by a) your principal; b) a colleague; and c) a person of your choice. Personal letters of references on letter head may also be submitted in place of the form.

Self-Assessment Questionnaire

Complete the self-explanatory questionnaire.

Send or email all documents to:

City University of Seattle, Vancouver BC Site
Attention: M. Ed Admissions Office
789 West Pender Street, Suite 310
Vancouver, BC, V6C1H2, Canada
VancouverBC@CityU.edu

Name Of Applicant _____

Address _____

City _____ **Province** _____

Postal Code _____

Intended Major _____

THE FOLLOWING QUESTIONS ARE TO BE COMPLETED BY THE PERSON PROVIDING REFERENCE

The applicant is seeking admission to the Master of Education Program at City University of Seattle. Your thoughtful appraisal of the candidate's abilities and potential is helpful in reaching a decision regarding admission. We are interested in learning about the candidate's professional promise.

Please describe the candidate's performance by checking the appropriate box opposite each characteristic.

	HIGHEST 25%	MID 50%		LOWEST 25%	
CHARACTERISTIC	EXCELLENT	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	NO BASIS FOR JUDGMENT
Oral communication skills					
Written communication skills					
Leadership potential					
Potential for graduate level study					
Working relations with peers, subordinates, supervisors					
Participation in professional development opportunities					
Ability to plan and assess instruction for all learners					
Ability to implement new ideas and techniques					

Please see reverse side for additional questions.

**Please Use This Space To Provide Comments About The Applicant's Qualifications
For And Commitment To Graduate Study**

How Long Have You Known The Candidate And In What Capacity

What Is Your Overall Assessment Of The Applicant's Ability To Complete Graduate Level Study?

_____ Highly Recommend _____ Recommend With Reservation
_____ Recommend Without Reservation _____ Do Not Recommend

Name Of Respondent _____
Address _____
Position / Title _____ **Daytime Phone** _____
Signature _____ **Date** _____

Return This Form To:
City University of Seattle
Office of Admissions - M Ed Program
789 West Pender Street, Suite 310
Vancouver, B.C.
V6C 1H2

CityU in Canada Albright School of Education- M. Ed School Counselling Self-Assessment Questionnaire

ONLY FILL OUT THIS QUESTIONNAIRE PAGE IF YOU ARE APPLYING FOR THE M.ED. SCHOOL COUNSELLING PROGRAM

Please complete the answers to these questions in another document and enclose them with your application. Questions 1-3 should be answered in one essay; questions 4, 5 and 6 should be answered in a separate essay. You should be able to provide roughly 100-300 words for the answers to each question.

1. Self-Awareness

- a. What are your strengths and weakness and growth areas as an educator?
- b. What are your strengths and weaknesses or growth areas as a person?
- c. Briefly describe one or two important personal or professional experiences that have contributed to your identity and view of education.

2. Professional Goal Statement

- a. State your reasons for wanting to complete a Master's degree and why you have chosen to apply for this M.Ed. program
- b. Briefly describe the optimal professional qualities you think educational leaders or school counsellors should possess prior to entering the field in either of those capacities. To what degree do you think you possess those qualities?

3. Commitment and Support System

- a. Graduate school is challenging! It requires a major commitment of time and effort as well as sacrifices. *You will be working at significantly higher and demanding levels of scholarship.* Realistically consider and describe the institutional and personal challenges you might encounter in your Master's program and identify the strategies or strengths you will use to overcome these challenges. Such challenges might include unresolved personal issues, biases or blind spots, habits or attitudes, interpersonal difficulties, time, finances, program and university requirements, work commitments.
- b. Describe your personal support system (family, friends, co-workers, institutional support), showing how it will assist you in completing your degree.

In a separate essay, provide answers to these three questions:

4. What is your understanding of the scope of practice for school counsellors?
5. What personal challenges might you face in your role as school counsellor?
6. A grade 6 teacher has informed you that she is concerned about one of her male students who seems to have lost a great deal of weight and seems withdrawn. His grades have recently declined.
 - a. Describe how you might work with this student.
 - b. How would you feel about working with this student?
 - c. Before beginning your coursework, explain what inherent (instinctive) traits you would bring to your work with this student.

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CityUniversity
of Seattle

IN CANADA



CityU in Canada

Albright School of Education

M. Ed Leadership in Education-Self Assessment Questionnaire

**ONLY FILL OUT THIS QUESTIONNAIRE PAGE IF YOU ARE APPLYING FOR
THE M.ED. LEADERSHIP IN EDUCATION PROGRAM**

Please complete the answers to these questions in another document and enclose them with your application. Questions 1-3 should be answered in one essay; questions 4 and 5 should be answered in a separate essay. You should be able to provide roughly 100-300 words for the answers to each question.

1. Self-Awareness

- a. What are your strengths and weakness and growth areas as an educator?
- b. What are your strengths and weaknesses or growth areas as a person?
- c. Briefly describe one or two important personal or professional experiences that have contributed to your identity and view of education.

2. Professional Goal Statement

- a. State your reasons for wanting to complete a Master's degree and why you have chosen to apply for this M.Ed. program
- b. Briefly describe the optimal professional qualities you think educational leaders or school counsellors should possess prior to entering the field in either of those capacities. To what degree do you think you possess those qualities?

3. Commitment and Support System

- a. Graduate school is challenging! It requires a major commitment of time and effort as well as sacrifices. *You will be working at significantly higher and demanding levels of scholarship.* Realistically consider and describe the institutional and personal challenges you might encounter in your Master's program and identify the strategies or strengths you will use to overcome these challenges. Such challenges might include unresolved personal issues, biases or blind spots, habits or attitudes, interpersonal difficulties, time, finances, program and university requirements, work commitments.
- b. Describe your personal support system (family, friends, co-workers, institutional support), showing how it will assist you complete your degree.

4. In a separate essay, provide answers to these questions:

- a. Reflect on the current directions the Ministry of Education is currently taking and offer your comments on the strengths and weaknesses of current or planned approaches. You may consider curriculum, pedagogy, administration-employee relations, and other educational issues in your answer.
- b. You have just been awarded a grant to improve student learning or experience in your teaching area/situation. Please describe:
 - i. What you will implement;
 - ii. What learning will be improved;
 - iii. How you would evaluate the learning
- c. You are a principal of a school in which a student in one of the classes is autistic and is acting aggressively towards the teaching assistant assigned to work with that student. Other students in the class are clearly uncomfortable. Parents of these students are phoning to ask you to resolve the situation by removing the autistic student from the classroom. The teaching assistant's shop steward is recommending the TA not work with the student any further. The mother of the autistic student is upset and wants support for her child.
 - i. What are some of the issues and principles you have to consider in trying to resolve this dilemma?
 - ii. How are you responding emotionally as you consider the dilemma?
 - iii. What steps might you consider in trying to resolve the dilemma?

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Consent to Contact Supervisors

Name of Applicant: _____

Direct supervisors: _____ **Phone:** _____

Other supervisors: _____ **Phone:** _____

I am applying to one of the M.Ed. programs conducted by City University of Seattle (CityU). I hereby give consent for a CityU representative to contact any supervisor, Vice-Principal, Principal, or professional with whom I currently work or previously have worked, with respect to this application for either the CityU M.Ed. Leadership in Education program or M.Ed. School Counselling program.

Signature: _____

Date: _____