



## **Master of Science in Early Childhood/Elementary Education**

<http://education.samford.edu/gs>

Dear Prospective Graduate Candidate:

Thank you for your interest in the Master of Science in Early Childhood/Elementary Education degree at Samford University.

The Master of Science in Early Childhood/Elementary Education is designed to prepare early childhood/elementary classroom teachers to be teacher leaders within their classroom as well as their school and school system. I am enclosing a package of information which describes admission requirements and standards of the program. If you would like more information or have questions, please contact the Graduate Studies Coordinator, Leslie Mann, at [lmann@samford.edu](mailto:lmann@samford.edu).

We look forward to hearing from you.

Sincerely,

Maurice Persall, Ed.D.  
Chair and Professor, Graduate Studies

## **To apply:**

To be eligible for admission, a candidate must hold a bachelor's degree from an accredited institution of higher education and a Class B Alabama teaching certificate in the area in which he or she wishes to pursue graduate studies.

1. Complete graduate studies application and submit with \$25 application fee (check or money order made payable to Samford University)
2. Submit two official transcripts from all colleges and/or universities attended
3. Submit a copy of a Class B Alabama teaching certificate (minimum GPA of 3.0 on all previous graduate coursework)
4. Submit a one page statement of purpose for pursuing the degree
5. Submit Writing Sample: A three-page writing sample describing a problem that faces elementary (K-6) education today (nationally), analyzing salient points of the issue, and evaluating potential solutions. The sample should demonstrate formal writing and should include appropriate citations. Follow APA format.
6. Submit three letters of recommendation – one must be from your principal or immediate supervisor – the other two must be from other administrators you report to
7. Submit completed Disposition Form by candidate's principal or supervisor – this means your supervisor will complete a letter of reference and the Disposition form
8. Provide official score report of the Graduate Record Examination (GRE) with a minimum score of 287-verbal and quantitative combined– **NO SCORE OLDER THAN 6 YEARS WILL BE ACCEPTED. GRE is the preferred test;** however, a minimum score of 396 will be considered on the Miller Analogies Test (MAT). Applicants submitting GRE scores will be given preference. Applicants must provide documentation of both official score reports, if applicable.

### **\*IMPORTANT\***

GRE score reports should be sent **DIRECTLY** to **Leslie Mann**, Graduate Studies Coordinator, at the address listed below. GRE scores can take anywhere from 10 days to 8 weeks to come back so it is the applicant's responsibility to plan accordingly to ensure a complete application is in place by the deadline. No applications (complete or incomplete) will be accepted after the application deadline.

9. Completed Immunization form sent **DIRECTLY** to Student Health Services (205.726.2835)

Please submit all application materials to:

Leslie Mann, M.Ed.  
Coordinator, Graduate Studies Program  
Samford University  
School of Education  
Graduate Studies Department  
800 Lakeshore Drive Birmingham, Alabama 35229  
[lmann@samford.edu](mailto:lmann@samford.edu)

### Application Deadlines:

| TERM BEGINNING | APPLICATION DEADLINE      |
|----------------|---------------------------|
| Summer 2012    | Friday, March 30, 2012    |
| Fall 2012      | Friday, July 6, 2012      |
| Spring 2013    | Friday, November 16, 2012 |

ALL application materials MUST be in by the deadline above for consideration. Thank you!

Please direct questions regarding the application deadline to the Graduate Studies Coordinator at [lmann@samford.edu](mailto:lmann@samford.edu).

### **General Information:**

1. Program Checklist  
Candidates must follow the checklist currently in place when the student begins their program
2. Candidates holding a degree in a teaching field may be eligible to transfer up to six (6) semester hours (or no more than two (2) courses) of coursework from another institution, provided these courses are equivalent to Samford's courses, the courses are on the same level as the degree the candidate wishes to pursue (ex: Master's level to Master's level), and these courses were NOT used towards the completion of a previous degree. Transfer courses require the pre-approval of the Chair of the Graduate Studies, the Certification Officer, and the Alabama State Board of Education (ALSDE). Candidates wishing to receive pre-approval must provide three (3) official copies of transcripts and detailed catalog course descriptions for each course from the University where these courses were taken. No courses will be considered older than six (6) years and the candidate must have earned a grade of B or better in each course the candidate wishes to be considered for transfer.
3. Scholarships  
Please contact the graduate studies office at 205.726.2019 for more information.

### **Completion Requirements:**

1. Completion of Coursework  
Candidates in all graduate programs must ensure that they take the correct courses, according to the checklist, and earn the correct number of semester hours for completing a degree.
2. Grade Point Average  
A GPA of 3.0 must be maintained throughout the graduate program and until the completion of the program. Candidates whose GPA drops below 3.0 are required to withdraw from the program.
3. State Certification Application  
Upon starting the last semester of classes, candidates will come to a Comprehensive Examination orientation meeting. At this meeting, the Certification Officer, will present you with all materials needed to apply for your State certification. All certification paperwork should be turned in to the Certification Officer no later than the last day of the candidate's last class before graduation.

4. Comprehensive Exit Examination

Chair of Graduate Studies will inform candidates of the Comprehensive Examination process at the Comprehensive Examination orientation meeting. Candidates will complete the Comprehensive Examination process at a date determined by the Chair of Graduate Studies.

Name:

S.S. \_\_\_\_\_

Master's Degree  
Early Childhood/Elementary Education  
(30 semester hours)

| <b>Teaching Field</b>                         |   |         |      |       |
|---|---|---------|------|-------|
| 15 semester credits required                  |   |         |      |       |
| Course  | Course Name   | Credits | Term | Grade |
| EDUC 509                                      | Reading Instruction for the Master Teacher          | 3       |      |       |
| EDUC 513                                      | Instructional Design for Optimal Student Learning   | 3       |      |       |
| EDUC 515                                      | Standards-Driven Teacher Leadership                 | 3       |      |       |
| EDUC 517                                      | Effective Curriculum Design                         | 3       |      |       |
| EDUC 597                                      | Curriculum Integration of Instructional Technology  | 3       |      |       |
| <b>Foundations of Professional Studies</b>    |   |         |      |       |
| 6 semester credits required                   |   |         |      |       |
| Course  | Course Name   | Credits | Term | Grade |
| EDUC 510                                      | Instructional Adaptation for Student Diversity*     | 3       |      |       |
| EDUC 514                                      | Social Dynamics and Student Learning                | 3       |      |       |
| *Clinical component included in these courses |   |         |      |       |
| <b>Evaluation of Teaching and Learning</b>    |   |         |      |       |
| 6 semester credits required                   |   |         |      |       |
| Course  | Course Name   | Credits | Term | Grade |
| EDUC 518                                      | Action Research: Theory and Techniques*             | 3       |      |       |
| EDUC 519                                      | Field-Based Action Research*                        | 3       |      |       |
| *Advanced Clinical                            |   |         |      |       |
| <b>Teaching Field Elective</b>                |   |         |      |       |
| 3 semester credits required                   |   |         |      |       |
| Course  | Course Name   | Credits | Term | Grade |
| EDUC 512                                      | Contemporary Legal Issues for the Classroom Teacher | 3       |      |       |

\*This checklist is the most current checklist approved by ALSDE, please note this checklist is subject to change and the candidate will be held responsible for completing all requirements of the checklist currently in place when the candidate begins their program.

\*\*\*Survey of Special Education and Educational Technology coursework will be required in addition to the program requirements for this program, if not previously completed.



Application for Admission to Graduate Studies

Today's Date \_\_\_\_\_

Program of Intended Study \_\_\_\_\_  
Recertification, MSE or EdS      Major

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**Personal Information (Print)**

Name \_\_\_\_\_  
LAST                      FIRST                      MIDDLE                      MAIDEN

Social Security Number \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Personal Email \_\_\_\_\_

The following information is for statistical purposes only and will, in no way, be used in a discriminatory manner:

Date of Birth \_\_\_\_\_ Religious Preference \_\_\_\_\_ Race \_\_\_\_\_ Gender \_\_\_\_\_

Country of Birth \_\_\_\_\_ Country of Citizenship \_\_\_\_\_

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**Present Employer Information**

Present Employer \_\_\_\_\_

Number of years employed at this employer: \_\_\_\_\_ Supervisor \_\_\_\_\_

**\*Please note: Alabama State Board of Education standards require a minimum of three (3) years successful teaching experience to be eligible for the Instructional Leadership program and Instructional Leadership certification from ALSDE.**

Employer Address \_\_\_\_\_

Work Phone \_\_\_\_\_

Work Email \_\_\_\_\_

Title of Position \_\_\_\_\_

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**\*Instructional Leadership majors, please note: Alabama State Board of Education standards require a minimum of three (3) years successful teaching experience to be eligible for the Instructional Leadership program and Instructional Leadership certification from ALSDE. If less than three years with current employer, please document additional years of experience below. Notarized Experience Verification Form(s) submitted as part of your complete application to Samford University Graduate Studies must also reflect three years successful teaching experience.**

**School system employer and date(s) employed – must total a minimum of three (3) years:**

| School System | Date(s) employed: |
|---------------|-------------------|
|               |                   |
|               |                   |
|               |                   |
|               |                   |

Are you applying with a cohort? \_\_\_\_ If so, what school system? \_\_\_\_\_

When do you anticipate beginning graduate school? \_\_\_\_\_

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**Teaching Certificate Information**

Are you in possession of a U.S. or international teaching certificate? Yes \_\_\_\_ No \_\_\_\_

If yes, please identify highest Class level and teacher number: \_\_\_\_\_

If you do not hold a certificate, are you or will you be eligible for a U.S. or international certificate?

Yes \_\_\_\_ No \_\_\_\_

If you do not currently hold a certificate, but will be eligible, please give eligibility date: \_\_\_\_\_

Any candidate who does not currently hold a certificate, but will be eligible, must provide documentation that certification has been applied for in place of providing a copy of the certificate as part of the candidate’s application materials and must provide the Graduate Studies office with a copy of the certificate immediately when the certificate is received. If the certificate is not provided, the candidate will not be eligible for graduation until a copy of the certificate is on file.

**Graduate School Testing Information**

-OFFICIAL SCORE REPORT must be submitted as part of a complete application to graduate study. No score older than six years will be accepted.

Graduate Record Exam (GRE) \_\_\_\_\_  
 \_\_\_\_\_  
 Date Taken Score Date Taken Score

**OR**

Miller Analogies Test (MAT) \_\_\_\_\_  
 \_\_\_\_\_  
 Date Taken Score Date Taken Score

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**Academic Experience**

**High School and College/University Information**

Name of High School \_\_\_\_\_

Graduation Year \_\_\_\_\_ Degree earned \_\_\_\_\_

Name of College/University \_\_\_\_\_

Graduation Year \_\_\_\_\_ Degree earned \_\_\_\_\_ \*Need two official transcripts

Name of College/University \_\_\_\_\_

Graduation Year \_\_\_\_\_ Degree earned \_\_\_\_\_ \*Need two official transcripts

Name of College/University \_\_\_\_\_

Graduation Year \_\_\_\_\_ Degree earned \_\_\_\_\_ \*Need two official transcripts

Name of College/University \_\_\_\_\_

Graduation Year \_\_\_\_\_ Degree earned \_\_\_\_\_ \*Need two official transcripts

If any additional education was earned, please describe in detail on an attached sheet of paper.

Have you ever been placed on academic probation by any school? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, please explain:

\_\_\_\_\_

Have you had an introductory Special Education course? \_\_\_\_\_ If so, where and when? \_\_\_\_\_

Have you had an introductory educational technology course? \_\_\_\_\_ If so, where and when? \_\_\_\_\_

I understand that if I have not previously earned credit at the master’s level or above in special education and technology, I will be required to take one or both courses in addition to my graduate program, depending on the course(s) I am lacking.

In completing this application, I realize that Samford University is a Christian institution and that it has a right to require of it’s candidate’s conduct that is at all times honorable, clean, and sober. I certify that I have given complete and accurate information concerning my academic background. I understand if any information is intentionally falsified, my eligibility for degree completion, “good-standing status”, and eligibility for ALSDE certification may be denied.

Signature \_\_\_\_\_ Date \_\_\_\_\_

By signing this application, I understand that I am ultimately responsible for meeting the requirements of my program/degree. This form must be completed and signed before application can be processed in the Admissions Office. Samford University is an Equal Opportunity institution and does not discriminate in receiving applications and offering programs based upon race, color, gender, national origin, age (over 40), disability, marital status, or veteran status, and in all ways, fulfills its obligations under Title VII of the Civil Rights Act of 1964, as amended, and Title I of the Americans with Disabilities Act of 1990.

Please submit all application materials (with the exception of the Student Health form) to:

Leslie Mann, M.Ed.  
Graduate Studies Coordinator  
Samford University  
School of Education  
Graduate Studies Department  
800 Lakeshore Drive Birmingham, Alabama 35229





## **Disposition Form**

The faculty of the graduate program in the School of Education at Samford University believe that effective educational leaders must demonstrate the following dispositions.

*An effective educational leader:*

1. Interacts appropriately and positively with others
2. Treats others with courtesy, respect, and open-mindedness
3. Works with diverse groups and handles issues of diversity with respect and affirmation
4. Shows concern for the self-concept and self-esteem of others
5. Demonstrates leadership in challenging all students to high levels of achievement
6. Participates and contributes actively to team efforts
7. Facilitates the work of others
8. Is reliable, responsible, and consistent
9. Demonstrates leadership and reflective decision-making consistent with the role of teacher leader/chief learning officer
10. Exhibits a strict code of honesty related to all assignments in the workplace as well as in graduate work
11. Acknowledges the written work of others scrupulously in research and other projects

All applicants for graduate studies in the School of Education at Samford will submit a reference form from their employer rating their performance related to these dispositions. Candidates will evaluate themselves against these criteria as they move through their graduate program. Anyone who fails to demonstrate these dispositions while a graduate candidate at Samford will be asked to meet with a team of graduate professors and will be asked to provide a self-improvement plan. Continued failure to uphold these standards of conduct will result in dismissal from the program.



DISPOSITION FORM – must be completed by the applicant’s supervisor

Name of applicant: \_\_\_\_\_

Program for which the applicant is applying: \_\_\_\_\_

**Please rate the applicant based on your observation of his or her performance.**

|  | High | Above Average | Average | Below Average | Not Observed |
|--|------|---------------|---------|---------------|--------------|
| Interacts appropriately and positively with others   |      |               |         |               |              |
| Treats others with courtesy, respect, and open-mindedness  |      |               |         |               |              |
| Exhibits sound judgment and moral reasoning  |      |               |         |               |              |
| Works with diverse groups and handles issues of diversity with respect and affirmation                                     |      |               |         |               |              |
| Shows concern for the self-concept and self-esteem of others   |      |               |         |               |              |
| Demonstrates leadership in challenging all students to high levels of achievement  |      |               |         |               |              |
| Participates and contributes actively to team efforts  |      |               |         |               |              |
| Facilitates the work of others   |      |               |         |               |              |
| Is reliable, responsible, and consistent   |      |               |         |               |              |
| Demonstrates leadership and reflective decision-making consistent with the role of a teacher leader/chief learning officer |      |               |         |               |              |
| Exhibits a strict code of honesty related to all assignments   |      |               |         |               |              |
| Acknowledges the work of others scrupulously   |      |               |         |               |              |

Reference’s name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Student Health Services

Dear Prospective Candidate:

Please **carefully review the Immunization form**. The University requires all candidates to submit this Immunization Record in order to reduce the risk of communicable disease on campus. **The completed form is due no later than two weeks after the first day of class of the term the candidate will be starting their program.** The record must be signed by a healthcare provider or include a health department stamp. **Failure to submit this documentation within two weeks after the first day of class of the term the candidate begins their program will result in a \$150 fine and a registration hold on your account.**

If you need to receive any immunizations to complete your form, you may do so at Student Health Services on campus. Please note that we do not process insurance claims and that you will incur some expense for any vaccinations, skin test, or laboratory testing done on campus. Our office is available Monday through Friday, 8:00am to 12:00pm and from 1:00pm to 4:30pm. Please call the office at (205) 726.2835 if you have any questions concerning this form or if you would like to schedule an appointment for immunizations. No appointments are scheduled during the month of July.

To obtain the Immunization Form, please go to:

[http://www.samford.edu/groups/stuaff/stuhealth/Immunization\\_Record.pdf](http://www.samford.edu/groups/stuaff/stuhealth/Immunization_Record.pdf)

Return the completed form to:

**Samford University  
Student Health Services  
800 Lakeshore Drive  
Birmingham, Alabama 35229**

Before mailing the form, **please make a copy for your personal records.** We look forward to having you on campus!



## My Application Checklist

Please keep this checklist to help you keep track of your application materials. All materials listed below must be submitted to the Graduate Studies office by the application deadline in order to be considered for admission.

I have submitted...

- Application
- Application fee
- Two official transcripts from each institution attended
- GRE or MAT score no older than six years
- Copy of most recent teaching certificate
- Experience Verification form (notarized), if applicable
- Scholarly Essay
- Statement of Purpose
- One letter of reference from my immediate supervisor
- Disposition form completed by my immediate supervisor
- Two additional letters of reference (for a total of three letters) from professors, colleagues, or employers
- Student Health Immunization form directly to Student Health Services (205.726.2835)
- Portfolio (for Instructional Leadership and Teacher Leader majors only)
- Request for interview (for Instructional Leadership and Teacher Leader majors only)

Recertification students should only submit the application, application fee, two official transcripts from each institution attended, copy of most recent teaching certificate, and Student Health Immunization Form

Please submit all application materials to:

Leslie Mann, M.Ed.  
Graduate Studies Coordinator  
Samford University  
School of Education  
Graduate Studies Department  
800 Lakeshore Drive Birmingham, Alabama 35229

All Student Health Immunization forms should be submitted directly to Student Health Services (205.726.2835)



## **IDENTITY**

Samford University is a Christian community focused on student learning.

Samford was founded in 1841 by Alabama Baptists. In the present day, it maintains its ties to Alabama Baptists, extending and enhancing their original commitment by developing and maintaining in the campus community an exemplary Christian ethos and culture.

## **MISSION**

The mission of Samford University is to nurture persons in their development of intellect, creativity, faith, and personhood. As a Christian university, the community fosters academic, career, and ethical competency while encouraging social and civic responsibility, and service to others.

## **CORE VALUES**

The Samford community values lifelong:

- belief in God, the Creator of heaven and earth, and in Jesus Christ, His only Son, our Lord.
- engagement with the life and teachings of Jesus
- learning and responsible freedom of inquiry
- personal empowerment, accountability, and responsibility
- vocational success and civic engagement
- spiritual growth and cultivation of physical well-being
- integrity, honesty, and justice
- appreciation for diverse cultures and convictions
- stewardship of all resources
- service to God, to family, to one another, and to the community.

## **SCHOOL OF EDUCATION GRADUATE STUDIES CORE VALUES**

The School of Education Graduate Studies department values lifelong:

- dedication to every student's success
- continuous improvement
- trust and personal responsibility in all relationships
- productive partnerships
- intelligent opportunism

## **VISION**

Anchored in Christian understanding, Samford University will be a diverse community, stressing vigorous learning and personal faith, in the Baptist tradition. Within that commonality, the Community will be: innovative in teaching, learning and research; sensitive to global issues; aggressive in self-assessment and continuous improvement. Faithful to its mission, Samford will be known and acknowledged worldwide by holding to its core values. The world will be better for it.

## **Bursar's Office information**

### **E-bills**

The University e-mail system is the official means of communication with students. E-mail notification of new e-bills availability will come via Samford University e-mail. Samford University does not provide paper statements.

Students need to register parents or other designated individuals to receive e-bill notices and access the e-bill system. The following link will guide the student in registering an "Authorized User"

[http://www4.samford.edu/admin/bursar/Steps\\_for\\_Authorized\\_User\\_Setup.pdf](http://www4.samford.edu/admin/bursar/Steps_for_Authorized_User_Setup.pdf)

### **Payment Options**

#### **On-line Payment with Check**

Payment by electronic check using the e-bill system is the most efficient and Samford's preferred method of payment. Payment by electronic check can be made by using your checking or savings accounts.

#### **On-line Payment with Credit Card**

MasterCard, American Express and Discover can be used to make online payments. A 2.75% (Minimum of \$3.00) convenience fee will be assessed by third-party web processor. Reminder: this fee will not be assessed if payment is made by e-check.

#### **Other Payment Options**

The Bursar's Office continues to accept payment by check through the mail. Payment by check or cash can be made in person.

A 5% late fee (currently capped at \$100 – subject to change) will be assessed on the day after the payment due date on any past due balance.

Any student with a past due balance will not be eligible for registration for the next semester or commencement participation and will not be able to obtain their grades, transcript, and/or diploma.

#### **Direct Deposit**

Refunds are issued for accounts that have a credit balance from Title IV funds (ex. Stafford Loans, Perkins Loans, Pell Grants, SEOG grants). Also, at the request of the student, refunds may be issued from scholarships and personal payments. In lieu of a paper check, direct deposit is available for students expecting refunds. **Only personal checking accounts can be used to set up direct deposit.**

The following link will guide the student in setting up a direct deposit account.

[http://www4.samford.edu/admin/bursar/How\\_to\\_Set\\_Up\\_Direct\\_Deposit.pdf](http://www4.samford.edu/admin/bursar/How_to_Set_Up_Direct_Deposit.pdf)

***Visit the Bursar's Office Website for detail information regarding:***

***<http://www4.samford.edu/admin/bursar>***

### **Payment Schedule**

**E-bill Dates**

**Due Dates**

**Late Fee Assessment Dates**

**Refund Schedule**

**Tuition & Fees**

**Financial Policies**

**Refund Policy**

***Phone Numbers & Web Addresses***

**Bursar's Office**

1-800-888-7214

205-726-2816

[broffice@samford.edu](mailto:broffice@samford.edu)

<http://www4.samford.edu/admin/bursar>

<http://www.samford.edu/parents.aspx>

**Office of Financial Aid**

1-800-888-7245

205-726-2905

<http://www4.samford.edu/admin/finaid>

**Admissions**

1-800-888-7218

205-726-3673

<http://admission.samford.edu/>

**Student Records**

1-877-888-2911

205-726-2911

<http://www4.samford.edu/groups/sturec/>

**Bookstore**

205-726-2834

<http://bookstore.samford.edu/home.aspx>

**Post Office**

205-726-2933

**Samford University Switchboard**

205-726-2011