



M.Ed. Educational Leadership & Preliminary Administrative Services Credential Program

Resume and Reflective Essay for Entrance into the Program

Resume: Please staple your professional resume to your reflective essay.

Reflective Essay: In responding to the essay prompts below, we want you to be reflective in your writing. That means that in addition to describing an experience or activity, you go into some depth explaining what made it meaningful to you. Think deeply about how the experiences reflect your learning as a future administrator, your relationships with your colleagues, and your rapport with diverse communities.

Your essay should be typed, and it should consist of three parts. You should write two to three paragraphs for each part.

Accomplishment

In this section analyze an experience you consider a personal accomplishment. First, briefly describe the experience. Then discuss why you consider the experience an accomplishment for you. Think deeply about how the experience affects your learning as a future educational leader, your relationships with other people and your growing understanding of school leadership.

Diversity

Issues of diversity are increasingly affecting teachers, teaching and learning in schools. In this section, we want to learn about your views relating to people different from yourself.

First, choose an experience (or relationship) and briefly describe it so that readers will understand the context of the situation. Then, discuss what you learned from the experience. What preconceptions did you bring to the experience? How were your beliefs or attitudes changed because of the experience?

Commitment

In this section you have the opportunity to present yourself as someone who is committed to teaching, learning and working to improve student performance. Choose an experience that demonstrates that you have the type of commitment to lead in an educational setting. Briefly describe the experience and then reflect upon it so that we can learn how the experience demonstrates your commitment to becoming an administrator. Please include your Statement of Purpose for entering the master's degree and/or credential program in this section.

Evaluative Criteria

This essay will be assessed for:

- **writing conventions** including composition (including organization and vocabulary), spelling, grammar, typing, punctuation, and usage;
- **accomplishments** including thorough explanation of the situation, in-depth reflections, arguments and positions and strong connections between examples and details and yourself;
- **diversity** including description and in-depth reflections, a broad view of diversity, how preconceptions were changed and the commitment to all children in diverse classrooms.
- **commitment** including a purposeful commitment to teaching and learning, experience as lifelong learner and personal change clearly articulated.



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Please attach this cover sheet to the front of your Resume and Reflective Essay.

Name:	Last 4 digits of ID#:
Cluster/Location:	Advisor:
Signature:	Date:

You may submit your resume and reflective resume in one of the following ways:

1. Mail to your academic advisor, Lorene Thomas.	University of La Verne, RCA Attn: Lorene Thomas 1950 3 rd Street La Verne, CA 91750
2. Scan in PDF format and e-mail to your academic advisor.	lthomas@laverne.edu
3. Fax to (909) 448-1614	Number of pages including this cover page: