



Master of School Administration (MSA) Regional Hybrid & Online Cohorts

The Master of School Administration degree (MSA) is designed to prepare you to become a school leader. Program studies include a significant service leadership component. ECU faculty deliver MSA course content in an instructional environment that encourages and supports you to serve as a problem-solver, communicator, innovator, collaborator, and change agent in your school and school district. It is vital that you have a supportive school and district setting where you can complete these service leadership experiences.

MSA Application & Admission Information

All application materials must be submitted through the ECU Graduate School online application process. The application is available in summer at <https://gradschool.ecu.edu/apply>.

Application deadline: March 15

MSA Application Requirements:

- **Online application** -- Complete the online application for School Administration (MSAM) Summer II found on the Graduate School application website.
- **Application fee** – Submit the non-refundable \$75 application fee using the directions on the application or in the confirmation email you receive after submitting the online application.
- **Official Transcripts** – You are required to submit official transcripts from all institutions where you earned a degree (or completed more than 50% of the credits toward the degree). Unofficial transcripts will not be accepted. All documents must be submitted directly to ECU from your institution.

Note: If you attended ECU, you are not required to request transcripts from ECU as they are sent automatically when you submit the online application and application fee.

Electronic transcripts from your institution can be sent to the Graduate School via the following email address: gradschool@ecu.edu or mailing address:

ECU Graduate School
Ragsdale 131, Mail Stop 570
Greenville, NC 27858.

- **Statement of Purpose** – The statement of purpose should express the reasons you want to be considered for admission and how the MSA will assist you in realizing your professional goals and aspirations. (Do not exceed 500 words.)
- **Current Resume** -- Upload your current resume highlighting teacher leadership experiences.
- **Written Scenarios** – Upload your responses to the written scenarios listed in this document.
- **Letter of Support Form** – Upload a scanned copy of the Letter of Support form located within this document.
- **Three References** – As indicated in the online application, submit the names and email addresses of 3 professional references. One of the references must be from your current principal or immediate supervisor. These letters are in addition to the Letter of Support described above.
- **NC Professional Educator License** – Upload a scanned copy of current, valid SP2 North Carolina teaching license. Candidates for the MSA program must have a SP2 license and a minimum of three years of successful classroom teaching experience.
- **Personal Interview** – Following initial review of your completed application and required documents, you may be contacted to set up a personal interview. The interviews are conducted virtually via WebEx or Microsoft Teams.

Additional MSA Program and Application Information:

Heidi Puckett, Ed.D.
Teaching Associate Professor
Director of Outreach
pucketh14@ecu.edu

Michelle Casey, Ed.D.
Teaching Assistant Professor
caseym14@ecu.edu

Karen Jones, Ph.D.
Associate Professor
MSA Program Coordinator
joneskar15@ecu.edu

<https://education.ecu.edu/LEED/MSA>

ECU MSA Application – Written Scenario Requirement

Please provide a response to each of the following scenarios and upload the document to the appropriate place in the application portal.

Responses should be approximately 200-250 words.

- A teacher is having difficulties getting their class to settle down during transition from the lunchroom. The teacher has come to you for suggested strategies on how to help the students settle down. What do you say and/or do?
- A teacher is having difficulties differentiating their instruction to help an EL student in class. They would like some strategies to help teach the lesson and help this one student in particular simultaneously. What do you say and/or do?
- You have scheduled a summer meeting with your School Leadership Team to begin working on the new School Improvement Plan. The previous school year results indicate your students' proficiency increased by 4% and "met growth." However, your school still received a "D" on the state report card and is classified as "low performing." What do you say and/or do?



Dear Superintendent and Principal,

The purpose of this letter is to notify you that the individual on the attached form has submitted an application to pursue the Master of School Administration (MSA) degree at East Carolina University (ECU). Since this degree program was re-authorized by the UNC-General Administration and the State Board of Education, effective in August 2010, we have attempted to increase our communication in partnering with the student's current school and school system early on in the process.

As you may know from your experiences over the past few school years, the program is aligned with the North Carolina Standards for School Executives and includes a stronger collaborative effort to prepare potential school leaders as well as a significant service-learning component. This new leadership preparation model requires our students to immerse themselves into problems of practice throughout the two-year program of study resulting in meaningful contributions to the field. The field experiences require students to work with the principal and other stakeholders to present solutions that potentially resolve problems of practice within the service leadership framework. This model of leadership preparation has resulted in authentic learning for our students and the completion of six Service Leadership Projects (SLP) that will be submitted electronically to NCDPI for licensure.

Recognizing the level of involvement the program requires, we want our candidates for admission to demonstrate up front that their school and system leaders are aware of their intent to apply to this program. This serves as an initial indication that you support the candidate's pursuit of further academic preparation and in-field school leadership experiences. By indicating your support at this time, you are not making a commitment to them as prospective candidates for a school leadership position upon completion of the degree/license. Rather, this form indicates that you are supportive of them pursuing admission to this program and will support them in these experiences should they be admitted.

Our MSA students understand that they have much to learn, and they must work hard at aligning themselves and their activities with their school's mission and vision. We hope to provide a strong support team for each student and acknowledge that clear communication among everyone will be essential to their ultimate success!

Our faculty members are committed to maintaining purposeful relationships with educators in the region by responding to specific areas of need. We appreciate the strong partnership with your school system and welcome your feedback and further input regarding areas where we can be of service.

Sincerely,

Marjorie C. Ringler, EdD - Chair
Department of Educational Leadership (LEED)

Karen D. Jones, PhD
MSA Program Coordinator



MSA Applicant

I am interested in pursuing the MSA degree and administrator's license and recognize that if accepted into the program I will need the support of my principal and school system leaders in fulfilling my academic and field work experiences. I am requesting your initial support so I may satisfactorily complete the application process. Please know that if accepted, I will work to establish and maintain relationships built on trust and mutual respect, and I will serve the school and align my efforts with the school's mission and vision. **If at any time during the admission process or during my MSA program of study there is a change in my current employment status, I understand it is my responsibility to immediately notify the LEED office.**

Student's Name: _____

Student's Signature: _____ Date: _____

Supervising Principal

I have read the cover letter and support the application of this student to pursue this degree/program at this time.

Principal's Name: _____ School: _____

Email: _____ Phone: _____

Principal's Signature: _____ Date: _____

Superintendent/Superintendent's Designee

I have read the cover letter and support the application of this student to pursue this degree/program at this time.

Superintendent/Designee Name: _____ School System: _____

Email: _____ Phone: _____

Superintendent/Designee Signature: _____ Date: _____