MASTER OF EDUCATION (M.ED.)
IN SPECIAL EDUCATION
AT
REINHARDT UNIVERSITY

"TRANSFORMING PROFESSIONAL EDUCATORS INTO DISTINGUISHED RESPONSIVE
AND COLLABORATIVE CLASSROOM TEACHERS, ACTION RESEARCHERS,
AND INSTRUCTIONAL LEADERS"

APPLICATION FOR ADMISSION PACKAGE

Office of Graduate Studies
Reinhardt University
7300 Reinhardt Circle
Waleska, GA 30183-2981
GradStudies@reinhardt.edu
770-720-5797
<table>
<thead>
<tr>
<th>M.Ed. Initial Admission Requirements</th>
<th>Evidence for Submission</th>
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</thead>
<tbody>
<tr>
<td>Proof of employment as an Special Education educator (i.e., classroom teacher or paraprofessional)</td>
<td>____ PSOE M.Ed. Application for Admission</td>
</tr>
<tr>
<td>A baccalaureate degree from an accredited institution with an undergraduate cumulative grade point average of 2.75 (on a 4.0 scale)</td>
<td>____ Official College Transcript</td>
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<tr>
<td>Documentation of education, teaching experience, volunteer and service accomplishments, and record of leadership activities (Must reflect ONE year of current full-time contractual classroom experience)</td>
<td>____ PSOE Candidate Professional Résumé</td>
</tr>
<tr>
<td>M.Ed. Program recommendation from current principal</td>
<td>____ PSOE M.Ed. Administrative Recommendation Form (two pages)</td>
</tr>
<tr>
<td>Documentation of professional strengths, abilities, experiences, and career goals</td>
<td>____ PSOE Autobiographical Statement</td>
</tr>
<tr>
<td>Proof of certification in Special Education, General Curriculum.</td>
<td>____ Copy of a GA Teaching Certificate in Special Education, General Curriculum K-12.</td>
</tr>
<tr>
<td>Commitment to enter and complete the program within the four-semester period (Must be employed as a P-5 classroom educator for the duration of the program)</td>
<td>____ PSOE Letter of Commitment</td>
</tr>
<tr>
<td>Documentation of official registration for M.Ed. classes.</td>
<td>____ Reinhardt University Registration Form</td>
</tr>
</tbody>
</table>

If you have any questions about the application process, please contact the Office of Graduate Studies at GradStudies@reinhardt.edu or 770-720-5797. For specific questions about the M.Ed. program, contact Dr. Jim Curry at (770) 720-9136 or JLC1@reinhardt.edu. Keep this checklist for your records.

**NOTE:** If admission is denied on the first review, an applicant’s file automatically remains in the pool for one year, and will be considered during the next admission review. The decision from the PSOE Admissions Committee is communicated in writing to the applicants. There is no provisional admission status.
Reinhardt University

Master of Education Program in Special Education

Application for Admission

Semester/Term of Entry: **Summer Semester**       Year of Entry: **20**

**Important:** This application is for admission into the graduate program at Reinhardt University and serves to identify you as a potential candidate for the Master of Education (M.Ed.) Program in Special Education. This application should be returned to the Reinhardt University Office of Graduate Studies.

**I. BIOGRAPHIC INFORMATION**

Name: ____________________________ Preferred Name: ________________

Last    First    Middle/Maiden

Mailing Address

Street/PO Box       City       State       Zip

County of Residence: __________________ Country of Citizenship: ________________

Telephone Number: ____________________________ Home: ____________________________

Alternate/Cell

Home E-mail Address: ____________________________ Marital Status: ________________

Social Security Number: ___ ___ - ___ ___ - ___ ___ ___ __ Date of Birth: ________________

Ethnic Origin (Optional):

___ American Indian or Alaska Native or Pacific Islander
___ Native Hawaiian
___ Asian
___ Hispanic/Latino
___ White
___ Not Hispanic/Latino
___ Black or African American

Gender (Optional): ___ Female ___ Male

Did you previously attend Reinhardt University?  ____Yes ____ No

If transcripts or other documentation may arrive under any name(s) other than the one above, please list:

________________________________________________________________________

II. EMPLOYMENT

Current Place of Employment: ____________________________

Address:____________________________________________________________________

Work Telephone:________________________________________________________________

School E-mail Address:________________________________________________________________

Reinhardt University
Master of Education Program in Special Education
Application for Admission

III. ACADEMIC/EDUCATION HISTORY

Post Secondary Education:
Previous colleges attended Dates attended Degree Earned Hours Earned


Have you ever been placed on probation or dismissed from any college/university? ____________
(If yes, please explain on a separate sheet of paper)

Have you ever been convicted of any crime? ____________
(If yes, please explain on a separate sheet of paper)

IV. EMERGENCY CONTACT INFORMATION

Name: ___________________________ Relationship: ________________
Last First/Preferred

Address:
Street/PO Box City State Zip

Daytime Telephone: ________________ Alternate Telephone: ________________

V. OTHER

How did you learn about the M.Ed. Program in Special Education? ____________________________

I certify that the information provided on this application is true and accurate. I understand that it is solely my responsibility to complete the admission process correctly, in a timely manner, and to determine if materials requested have been received by the University prior to the deadline. False statements on this application may result in denial of admission and/or dismissal from the University. I agree to abide by all rules, regulations and financial policies set forth by Reinhardt University.

Applicant Signature: ___________________________ Date: ________________

Reinhardt University is an equal opportunity college, committed to providing equal education and employment opportunity to all qualified persons regardless of their economic or social status. Reinhardt does not discriminate in any of its policies, programs, or activities on the basis of race, age, culture, nationality, socioeconomic status, gender, religious belief, sexual orientation, physical (dis)ability and ideology.

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Directions: Please provide information for each of the eight areas listed below. Please use the exact order and format as provided.

1. Name and contact information
2. Education, including degrees, universities, and majors. List the highest degree earned first.
3. Teaching experience and other work history. Include all positions held. For teaching and other education positions, list the name of the school, the district, and the grade(s) taught.
4. Instructional leadership activities and/or positions (Instructional leadership includes such activities and positions as chairing curriculum committees, planning professional development activities, implementing new teaching strategies, observing and providing feedback to fellow teachers, mentoring colleagues, holding lead teacher positions, and other activities and positions that influence others. New teachers can include educational leadership activities from their undergraduate college or university.)
5. Volunteer and service accomplishments (This can include any volunteer or service work that was of benefit to others. Although you should focus on the recent past, you can include earlier activities that have had a substantial impact on others. Examples: Foster parent, Peace Corp Volunteer, Big Brother/Sister, Sunday School Teacher, PTSA Leader, etc.)
6. Presentations and publications (This can include any grade, school, district, state, or national level presentations or papers that you have completed as part of your ongoing educational development. Grant proposals and educational reform efforts can be included.)
7. Professional memberships (Describe your affiliation with any professional educational organizations including: Professional Association of Georgia Educators (PAGE), Georgia Association of Educators (GAE), National Education Association (NEA), and other professional societies or groups of which you are a member.)
8. Academic and professional honors (Describe any academic and/or professional honors that you have received as teacher or education student. This could include teacher of the year, nomination for teacher of the year, graduating with honors, etc.)

THE CANDIDATE PROFESSIONAL RÉSUMÉ MUST BE INCLUDED IN YOUR APPLICATION PACKET.
To the Applicant: The comments and recommendation on this form are confidential and will be used solely for the application process.

1. I waive my right to see the completed form. ____________________________
   Applicant’s Signature & Date

2. I do not waive my right to see the completed form. ____________________________
   Applicant’s Signature & Date

To the Administrator:

Name of Applicant ____________________________
Name of Administrator ____________________________
School ____________________________
Position ____________________________

Applicant’s current employment assignment ____________________________
How long has this applicant been employed in your school? ______

Please rate the following characteristics on a scale of one to five for each of the descriptors.

<table>
<thead>
<tr>
<th>#</th>
<th>Initiative</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
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<tr>
<td></td>
<td>Very Low</td>
<td>Waits to be told before acting</td>
<td>Acts independently on routine tasks</td>
<td>Occasionally tries out new things on own</td>
<td>Consistently implements new ideas</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Communication skills</td>
<td>Very Poor</td>
<td>Oral and written expression contains errors or may be unclear</td>
<td>Oral and written expression may not contain errors but may be confusing</td>
<td>Oral and written expression is consistently clear and accurate</td>
<td>Oral and written expression is clear and anticipates possible misunderstandings</td>
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<tr>
<td></td>
<td>Demonstrated collaboration</td>
<td>Very Poor</td>
<td>Works alone</td>
<td>Collaborates when required</td>
<td>Collaborates primarily with select groups when appropriate</td>
<td>Seeks opportunities to work with all peers</td>
</tr>
<tr>
<td>4</td>
<td>Organizational skills</td>
<td>Very Poor</td>
<td>Disorganized; often late with assigned work</td>
<td>Reflects some organization; occasionally needs extra time to complete assigned work</td>
<td>Well organized; seldom late with assigned work</td>
<td>Very well organized; never late in turning in assigned work</td>
</tr>
<tr>
<td>5</td>
<td>Demonstrated scholarship</td>
<td>Very Poor</td>
<td>Always needs help</td>
<td>Works largely according to written guidelines</td>
<td>Uses outside resources at times</td>
<td>Seeks and utilizes outside activities and resources regularly</td>
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<tr>
<th>#</th>
<th>Potential as a teacher leader (See examples below.)</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Very Low</td>
<td>Low</td>
<td>Some</td>
<td>High</td>
<td>Very High</td>
<td></td>
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Some examples of potential as a teacher leader:
- Working with colleagues on curriculum and instructional matters
- Chairing curriculum committees
- Planning professional development activities
- Implementing new teaching strategies
- Observing and providing feedback to fellow teachers
- Mentoring colleagues
- Presenting at school, district, state, or national level conference(s)
- Holding lead teacher positions
- Facilitating team and/or school meetings
- Assisting in making decisions about instructional materials, allocation of resources, student assignments, organization of the school day, etc.
Please provide any comments you would like to add about this applicant in the spaces below.

________________________________________________________________________________________________________

________________________________________________________________________________________________________

________________________________________________________________________________________________________

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________________________________________________________________________________________________________

This program requires the collaboration of the school and its administration. Should this candidate be accepted into the M.Ed. program, the school will be asked to:
encourage the candidate to take on various leadership roles, share the school improvement plan with the candidate, and provide approval for the candidate to
conduct classroom action research during the second year of the program that is relevant to the improvement plan. I certify that I am willing to provide assistance to
the candidate as outlined above.

__________________________________________  ____________________________  ________________
Administrator’s Signature                                Title                                    Date

NOTE: To maintain confidentiality, please place this completed and signed recommendation form in an envelope, seal it, and sign the back of it over the
sealed flap. Give the envelope to the candidate for inclusion with other M.Ed. application materials.
TO THE APPLICANT: Your autobiographical statement provides the PSOE Admissions Committee with information concerning your professional strengths, abilities, experiences, career goals, and communication skills. Your statement will be reviewed in terms of both its content and your appropriate use of formal written English. Please provide a thorough, detailed statement that addresses each of the following:

1. Your professional training, interests, needs, and concerns
2. The nature and quality of your professional experiences
3. Service/volunteer activities in which you have participated, what you did, and how these experiences have impacted your perspective toward others. (Examples: Peace Corp, Big Brothers/Sisters, Sunday school Teacher, PTA Leader).
4. Instructional leadership activities in which you have participated, what you did, and how these experiences have impacted you as an educator.
5. Specific instructional, curricular, and/or classroom issues pertaining to your school that may be addressed and/or improved during the M.Ed. program
6. Reason(s) why you want to pursue the Master of Education degree program at Reinhardt University

Note: Address your professional memberships, professional affiliations, leadership positions, awards, honors, scholarships, fellowships, and other special recognitions in your professional résumé. The autobiographical statement should be typed, double-spaced, and three to four pages long.

THE AUTOBIOGRAPHICAL STATEMENT MUST BE INCLUDED IN YOUR APPLICATION PACKET.
I am applying to the Master of Education Program in Special Education at Reinhardt University to begin Summer Semester, 2023. I agree that, should I be accepted, I will attend classes on the Reinhardt University campus (or any other designated site). I understand that classes will be held according to the following tentative schedule (which is subject to change):

**Summer, Fall, Spring, and Summer Semesters:**
Individual class dates to be arranged (Usually T-W-TH); classes will start at 4:30 p.m.

I understand that the program is an intensive four-semester program. I certify that I am prepared to make the adjustments necessary in my schedule to allow me to participate in all classes and complete all program requirements and expectations.

I understand that if I find I cannot participate in the assigned cohort for the scheduled period of time, I will be required to complete a Request to Resume the M.Ed. Program for readmission at the appropriate scheduled semester. The PSOE Admissions Committee, which considers the candidate's previous performance in addition to normal admissions criteria, will review this request; re-entry to the program is not guaranteed. Approval by the PSOE Admissions Committee is required for me to continue the program.

Applicant's Name (Please Print)                Applicant's Signature               Date

THE LETTER OF COMMITMENT MUST BE INCLUDED IN YOUR APPLICATION PACKET.
REINHARDT UNIVERSITY
Registration Form
This Registration Form Must Be Included With Your Application For Admission.

M.Ed. in SPED Program

Current Classification:
_____ Freshman (0-30 hrs)
_____ Sophomore (31-60 hrs)
_____ Junior (61-90 hrs)
_____ Senior (91 + hrs)
√ Graduate

Student ID# ______ Name __________________________ Term __________

☐ Total Hours

Main Campus: Classroom Location to be Announced

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course No.</th>
<th>Section</th>
<th>Session</th>
<th>Time</th>
<th>Days</th>
<th>Credit Hours</th>
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Student's Signature __________________________ Advisor's Signature __________ Date __________

When you register at Reinhardt University, it is YOUR responsibility to notify the Office of the Records, Registration and Advisement Office and the Office of Financial Aid prior to the first day of class if you decide NOT to attend. If you do not formally drop classes, you will receive a statement for tuition and fees based on this registration.