M.Ed. in Educational Leadership and Management
Supervisor/Director

» Official transcript of a bachelor’s degree from a regionally accredited institution

» Copy of initial or professional teaching license

» Passing scores for the Communications and Literacy subtest of the Massachusetts Test for Educator Licensure (MTEL)

» A minimum of three years teaching experience for licensure candidates

» Three letters of recommendation

» Professional resume

» Official transcripts of graduate level course work from a regionally accredited institution (if applicable)

» Graduate application and fee

» An essay, no more than one page in length, in response to one of the following questions:
  ▪ Tell us about a positive situation in which you helped a person and made a significant difference in that person’s life.
  ▪ What are the most important factors in establishing a long-term working relationship with students, friends, etc.?
  ▪ Tell us about a significant event that involved you in a teaching or helping mode.
    • Describe the situation as it occurred at the time.
    • What did you do in that particular situation?
    • How did you feel about the situation at the time you were experiencing it?
    • How do you feel about the situation now?
    • What would you change, if anything?