



## Application Procedures and Inventory Listing

### Education/Literacy

Name: \_\_\_\_\_

<b>Application Deadline:</b>	<b>Fall Semester</b>	<b>June 15</b>
	<b>Spring Semester</b>	<b>November 1</b>
	<b>Summer Session</b>	<b>March 15</b>

**Kodály Music Education**      *Summer Session only*      **May 1**

### Inventory Listing:

Please make certain that all appropriate boxes have been checked on this form and include this inventory listing with the application materials you send to the Office of Graduate Admission.

- Signed application form
- Non-refundable \$50 application fee
- Program Selection Form
- Transcripts (**official - in sealed envelopes**)    Number of institutions attended \_\_\_\_\_
- Essay responding to question on application form
- Professional Reference (2) required for Literacy
- WES Evaluation and Translation - *Required only for college or university studies pursued outside the United States*
- TOEFL Score Report – *Required only if English is not your native language or if you have not completed a degree program taught in English. Score cannot be more than two years old.\**
- International Student Supplemental Forms—required only if you need a student visa

\*Loyola's institution code is 5370

**Please send all required documents to:**

Office of Graduate Admission  
Loyola University Maryland  
2034 Greenspring Drive  
Timonium, MD 21093

**Note:** *No action can be taken on your application for admission until all required materials, fees, and transcripts are received.*

On-line applications are available at [www.loyola.edu/graduate](http://www.loyola.edu/graduate)









**Application for Admission: Part 2 Program Selection Form**

Name \_\_\_\_\_

**1. Program Selection**

(Select one option)

**Educational Leadership**

- Master of Education
- Master of Arts in Education (thesis required)
- Post-master's: Certificate of Advanced Study in School Management  
Select One Option:  General or  Principal Certification
- Post-master's: Certificate of Advanced Study in Education  
Select One Option:  General or  Principal Certification
- Principal Certification – 18 credit post-master's course cluster

**Curriculum and Instruction**

- Master of Arts in Education (thesis required)  
Select One Option:  General  Literacy  
 Educational Leadership  Educational Technology  
 Liberal Studies  Special Education
- Master of Education (no thesis required)  
Select One Option:  Math Cohort\*  Science Cohort\*  
\*check with department for availability
- Post-master's Certificate of Advanced Study in Education

**Educational Technology**

- Master of Education
- Master of Arts in Education (thesis required)

**Kodály Music Education**

- Master of Education
- Post-master's Certificate of Advanced Study in Education

**Literacy**

- Master of Education - Reading Specialist
- Master of Education – Reading Teacher
- Post-master's Certificate of Advanced Study in Education  
Select one Option:  Reading Specialist  
 Reading Teacher

**School Counseling**

- Master of Education
- Master of Arts in Education (thesis required)
- Post-master's Certificate of Advanced Study in Education

**Special Education**

- Master of Education  
Select One Option:  Early Childhood (Birth-8 years)  
 Elementary/Middle (grades 1-8)  
 Secondary (grades 6-12)
- Post-master's Certificate of Advanced Study in Education  
Select One Option :  Early Childhood (Birth-8 years)  
 Elementary/Middle (grades 1-8)  
 Secondary (grades 6-12)

**Teacher Education**

- Master of Arts in Teaching  
Select One Option
- Biology (grades 7-12)  English (grades 7-12)
- Chemistry (grades 7-12)  Mathematics (grades 7-12)
- Earth Science (grades 7-12)  Physics (grades 7-12)
- Elementary/Middle (grades 1-6)  Social Studies (grades 7-12)

**Special Student- Non degree**

- Non-degree Course Option (bachelor's degree required)



## Background Information

Professional Relationship with Applicant: How long have you known this applicant?

Dates: from \_\_\_\_\_ to \_\_\_\_\_ Length of time \_\_\_\_\_

\_\_\_ Student under my supervision \_\_\_ Teacher under my supervision

\_\_\_ Employee under my supervision \_\_\_ Other

If applicant is a former employee, please state his/her reason for leaving: \_\_\_\_\_

## Evaluation

Please comment on whatever you think is important about the applicant, including a description of professional, academic and/or personal characteristics.

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### Ratings: Reading Specialist/Teacher Qualification Characteristics

#### Shows strong evidence of leadership skills:

Almost Always \_\_\_ Most of the time \_\_\_ Sometimes \_\_\_ Rarely \_\_\_ No Basis \_\_\_

#### Demonstrates a sense of humor and flexibility in dealing with others:

Almost Always \_\_\_ Most of the time \_\_\_ Sometimes \_\_\_ Rarely \_\_\_ No Basis \_\_\_

#### Is competent and could implement new approaches and curricula:

Almost Always \_\_\_ Most of the time \_\_\_ Sometimes \_\_\_ Rarely \_\_\_ No Basis \_\_\_

#### Exhibits maturity in working with students, parents and others:

Almost Always \_\_\_ Most of the time \_\_\_ Sometimes \_\_\_ Rarely \_\_\_ No Basis \_\_\_

#### Is conscientious and dependable:

Almost Always \_\_\_ Most of the time \_\_\_ Sometimes \_\_\_ Rarely \_\_\_ No Basis \_\_\_

#### Demonstrates mature judgment and a high degree of professionalism:

Almost Always \_\_\_ Most of the time \_\_\_ Sometimes \_\_\_ Rarely \_\_\_ No Basis \_\_\_

#### Organizes plans for implementing professional goals on both long range and a daily basis:

Almost Always \_\_\_ Most of the time \_\_\_ Sometimes \_\_\_ Rarely \_\_\_ No Basis \_\_\_

#### Shows evidence of a willingness to continue their professional growth:

Almost Always \_\_\_ Most of the time \_\_\_ Sometimes \_\_\_ Rarely \_\_\_ No Basis \_\_\_

#### Communicates clearly and effectively both orally and in writing:

Almost Always \_\_\_ Most of the time \_\_\_ Sometimes \_\_\_ Rarely \_\_\_ No Basis \_\_\_

How would you evaluate this person as a prospective reading specialist/teacher?

\_\_\_ A most desirable future professional reading specialist/teacher

\_\_\_ A desirable future professional reading specialist/teacher

\_\_\_ An acceptable future professional reading specialist/teacher

\_\_\_ Not desired as a future professional reading specialist/teacher

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