

## **CODEL Admission Information and Application Packet**

c/o CODEL Doctoral Program Office  
CSU Channel Islands, One University Drive, Madera Hall #1707  
Camarillo, CA. 93012  
805-437-2002

### **Application Deadline is January 15th**

Students are admitted annually for the fall term. Coursework begins in the summer prior.

### **Program Purpose**

The Collaborative Online Doctorate in Educational Leadership (CODEL) at California State University Channel Islands and Fresno State is designed for experienced education professionals currently employed in schools, higher education and research institutions who want to earn an Ed.D. while continuing in their current positions. The goal is to develop the next generation of diverse educational leaders who understand the need to create new technologically sound pedagogies grounded in meeting their needs in innovative research and practice.

Graduates of the program will be qualified for a variety of leadership positions in education and education-related settings, such as superintendent, central office administrator, school principal in P12 settings, or chancellor, president, or administrator in community colleges or 4-year universities.

### **Program Vision**

To enrich and support leaders who are devoting their lives to social justice and democracy in and through education.

### **Program Mission**

To prepare leaders to meet the educational challenges of today and in the future by equipping graduates to:

- Acquire theoretical, practical, methodological and empirical knowledge
- Conduct field-based research
- Serve the needs of an increasingly diverse student population
- Establish sound educational policy and practice
- Play a leadership role in educational reform
- Conduct educational assessments and evaluations
- Lead innovations in teaching, learning and communicating online

## **Application Instructions**

Entrance is restricted to the fall semester only, and admission to the CODEL Educational Leadership Program is highly competitive. A cohort of 24-26 students will be selected each spring semester and begin coursework in summer. The application deadline is January 15th.

Two applications must be completed for admission:

1. The CODEL Program Application (included in this packet)
2. The Fresno State Graduate Admissions Application (available online at [www.csumentor.edu](http://www.csumentor.edu))

Instructions on how to complete both applications are detailed below.

### **The CODEL Program Application**

The CODEL Program Application is available in this packet or online at: <http://teachingcommons.cdl.edu/edleadership/codel/index.html>.

Please download, complete, and print the application for submission directly to the CODEL Program Office at CSU Channel Islands. There is no fee to complete the program application.

Submit pages 3 and 4 (included in this packet), a current resume, statement of purpose, writing sample, employer letter of support, and three (3) letters of recommendation to the CODEL Program Office at CSU Channel Islands. Applicants may mail in their documents as they become available, or they can submit all the documents together.

Upon receipt of your program application (pages 3 and 4), an email confirmation will be sent. Qualified applicants will be invited for an interview with the CODEL Admissions Committee. You will be contacted by email to schedule an interview. It is important to provide an accurate email address or phone number to avoid any delays in the admissions process. A postmark date of January 15 is acceptable.

### **The Fresno State Graduate Admissions Application**

The Fresno State Graduate Admissions Application is available to complete and submit online at: [www.csumentor.edu](http://www.csumentor.edu). If you are unable to complete the application online, please contact the Doctoral Program in Educational Leadership Office at 559-278-0455 for more information. There is a \$55.00 non-refundable fee to complete the application and payment can be submitted online.

Access to this application closes on February 15th at midnight.

### **Steps to Complete the Fresno State Graduate Admissions Application**

1. go to [www.csumentor.edu](http://www.csumentor.edu)
2. complete the FALL 2018 Graduate Admissions Application (available on October 1)
3. click on the "Apply Online" tab at the top of the page
4. select "Graduate AdmissionsApplication"
5. select the "2018-2019 CSU Graduate Admissions Application" from the list provided
6. the term is Fall 2018
7. click the "select a campus and major" button
8. select "Fresno State Campus" and click "set campus"
9. select "Educ Leadership P-12 CODEL (Ed.D.)," to apply to the P-12 specialization,
10. or select "Educ Leadership CC CODEL (Ed.D.)," to apply to the C. College/Higher Education. specialization
11. follow the instructions to input the information necessary to complete the application
12. this application requires a \$55.00 fee and this fee can be paid online

**Application: CODEL Program**  
 c/o CODEL Doctoral Program Office  
 CSU Channel Islands, One University Drive, Madera Hall #1707  
 Camarillo, CA. 93012  
 805-437-2002

Deadline: January 15  
 Complete and submit pages 3 and 4 with the Supplemental Documents (page 5)

**A. Personal Information**

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

Previous or Other Name (if any) \_\_\_\_\_

Home Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**B. Specialization (select one)**

- Pre K-- 12 Leadership     Community College/Higher Education Leadership

**C. Education Background**

I have attended Fresno State      My FS ID# is: \_\_\_\_\_

Name of Institution	Major Degree	Year Awarded
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

1 set of official transcripts (for each post-secondary institution attended) has been sent directly to:

California State University, Fresno  
 Graduate Admissions  
 5150 N. Maple Ave. M/S JA57  
 Fresno, CA 93740-8026

**D. GRE Test Scores**

Date of Exam	Verbal	Quantitative	Analytical Writing
_____	_____	_____	_____

Official GRE scores have been sent directly to Fresno State Enrollment Services by ETS (Institution code: 4312) (Department code: 0000)

If you have not taken the GRE yet, please indicate your test date: \_\_\_\_\_

**E. Resume**

Current Employer: \_\_\_\_\_

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 On file  
 On file  
 On file  
 On file

Office Use Only:

On file  
 ETS

Current Position:

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Office Use Only

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**F. Statement of Purpose**

The statement of purpose is limited to 2 --- 3 double spaced typed pages. It should address the following areas: (a) your educational experiences that have prepared you to embark on a doctoral program; (b) your professional work experiences as an educational professional, highlighting specific examples demonstrating your leadership skills; (c) your general philosophy of leadership which includes your beliefs on inclusiveness, diversity, and your commitment to critically assessing current educational challenges facing leaders and; (d) your reasons for seeking a doctoral degree and how it will help you meet professional goals.

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**G. Writing Sample**

Examples of acceptable samples might include representative research reports, publications, class papers, or a master's thesis. If you would like your writing sample returned to you after the Admissions Committee has completed their review, please check the box below.

Please return my writingsample.

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**H. Letters of Recommendation**

Please list your references and indicate if the letters are included with your application or should be expected by mail directly to the CODEL Program Office at Channel Islands. If one of your letters is from your supervisor (Employer Letter of Support), please indicate below by checking the appropriate box.

	Included	By Mail	Supervisor
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**I. Fresno State Graduate Admission Application**

By checking this box, I confirm that I have completed a Graduate Admissions Application for California State University, Fresno (Fresno State) and paid the \$55.00 application fee at [www.csumentor.edu](http://www.csumentor.edu).  
*Instructions on how to complete the Graduate Admissions Application are available on page 2 of this application packet.*

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**J. Applicant Signature**

I certify that the information provided on this application and the documents provided, is accurate, complete, and honestly presented. I confirm that I wrote the statement of purpose and that it is, in its entirety, my own original work.

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

An email confirming receipt of your application will be sent within 3 business days of its arrival at the CODEL Program Office at CSU Channel Islands.

Questions? Contact Stephanie Cruz at [stephanie.cruz@csuci.edu](mailto:stephanie.cruz@csuci.edu) or 805-437-2002.

## Supplemental Documents

### Official Transcripts

Official transcripts for all postsecondary coursework must be submitted directly to Fresno State Graduate Admissions Office. Official transcripts are not required for coursework completed at Fresno State.

### GRE Scores

GRE General Test scores are required in order for your application to be considered. There is a minimum score of 4.0 required on the GRE Writing, but no minimum score requirements on the other portions of the exam. The exam must have been completed within the past 5 years, as older scores will not be considered.

### Resume

The resume must include all pertinent and dated education and work experience information. The resume should also include information that responds to the following four areas: 1) demonstrated preparation and experience in leadership related to education, 2) scholarship and research potential which might include academic awards, publications, thesis work, or research interests, 3) technological proficiency, and 4) professional or community service activities. Please limit the resume to 2-3 pages.

### Writing Sample

The purpose of the writing sample is to demonstrate the level of the candidate's writing skills and his/her degree of readiness to embark on a writing intensive academic experience. Examples of acceptable samples might include representative research reports, publications, class papers, or a master's thesis. (If submitting a master's program thesis, the Doctoral Program Office will return the copy when the application review is complete).

The sample will be evaluated on the following four dimensions: 1) the ability to identify and address a significant educational problem or issue within your discipline, 2) the ability to demonstrate insight and thoughtful commentary regarding the problem, 3) the ability to communicate ideas clearly and concisely, and 4) the ability to produce a product that is mechanically correct and free from grammatical and spelling errors.

### Statement of Purpose

The function of the Statement of Purpose is to allow the CODEL Admissions Committee an opportunity to learn more about each candidate. Please limit the statement to 2-3 double spaced typed pages. The statement should be clear, concise, and mechanically correct. It should address the following areas:

1. your educational experiences that have prepared you to embark on a doctoral program,
2. your professional work experiences as an educational professional, highlighting specific examples demonstrating your leadership skills,
3. your general philosophy of leadership which includes your beliefs on inclusiveness, diversity, and your commitment to critically assessing current educational challenges facing leaders in urban settings and,
4. your reasons for seeking a doctoral degree and how it will help you meet professional goals.

### Employer Letter of Support

A letter of support from your immediate supervisor is required indicating his/her knowledge of your intention to enroll in a doctoral program and his/her support of the endeavor. The supervisor may complete a letter of recommendation to fulfill this requirement (this letter can be included with the three required letters of recommendation). Please indicate on your Application Checklist which reference is your supervisor.

If a supervisor's letter cannot be provided, please include a personal statement describing your plan for meeting your professional responsibilities and the demands of the program. Please keep the statement to no more than 1 typed double spaced page.

### Letters of Recommendation

Three letters of recommendation are required. In addition to a letter of recommendation, please ask each reference to also complete the CODEL Educational Leadership Recommendation Form (see page 6). Each recommendation form must be signed by the applicant in the wavier section at the top of the form. The letter and the completed recommendation form should be placed in a sealed envelope and signed across the seal. If your reference prefers to mail the letter directly to the CODEL Program Office at CSU Channel Islands, the address is available at the bottom of the recommendation form. The deadline for letters of recommendation is January 15.

# Recommendation Form: CODEL Educational Leadership

**Application Deadline is January 15**

I do  I do not waive my right of access to this confidential letter of recommendation and similar evaluative statements received in connection with my admission to the CODEL Educational Leadership Program. I understand that I am not required to waive my right to access these materials as a condition of receipt of any service or benefit provided by the program campus and that this waiver does not preclude my requesting the name of those individuals who provide confidential statements or evaluations.

Applicant Signature:

*\*If you are sending this form electronically and you are not able to sign or check the box above, the default selection is that you are waiving your right of access to this letter of recommendation and evaluative statements.*

	Exceptional (Top 5%)	Outstanding (Top 10%)	Above Average (Top 25%)	Average (Mid 25%)	Not Applicable	Below Average (Lowest 50%)
Depth of preparation and experience in public education	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstration of educational leadership potential and skills of successful experience in educational leadership roles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Academic ability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Problem solving ability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Interest in critically assessing educational practices	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Commitment to bringing about improvements in education	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Understanding of challenges facing California education leadership and scholarship potential	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- Strongly recommended
- Recommended
- Recommended with qualifications
- Not recommended

Please attach a letter (on letterhead) making specific comments about this applicant. Please write candidly about the applicant's educational leadership potential and skills, ability to succeed in a rigorous program of doctoral study, and interest in critically assessing and bringing about improvements in educational policies and practices.

Your Name: \_\_\_\_\_ Signature: \_\_\_\_\_

On behalf of the applicant and the CODEL Educational Leadership Program, we thank you for taking the time to complete this Letter of Recommendation.

CODEL Doctoral Program in Educational Leadership  
CSU Channel Islands, School of Education  
One University Drive, Madera Hall #1707  
Camarillo, CA. 93012  
Attn: Stephanie Cruz