

# **Application Instructions: MA in Educational Leadership & Policy Studies (Workforce Development Leadership)**

## **Program Description**

Educational Leadership and Policy Studies aims to develop TK-12, higher education, and workforce development leaders from diverse backgrounds who will positively impact all educational settings. The program specifically focuses on cultivating leaders who promote learning, equity, social justice and achievement for all students. Educational Leadership and Policy Studies seeks to prepare transformational leaders with the capacity to effectively facilitate and manage change.

Workforce Development has emerged as a vibrant field in professional education and training. In educational settings, workforce development unites the activities of many units, blending academic, career and technical studies, and advising and counseling.

The Workforce Development Leadership (WDL) program aims to develop leaders from diverse backgrounds with the skills and dispositions to successfully organize and manage workforce development programming. The program focuses on cultivating leaders who promote learning, equity, social justice, opportunity and achievement for all students.

## **Minimum Admission Requirements**

Admission as a classified graduate student requires:

- Completion of a baccalaureate degree at the time of application;
- GPA in the last 60 units of 2.5 or better;
- Completion and successful review of application materials for admission;
- Successful interview with faculty, demonstrating:
  - Preparation for graduate level study
  - Leadership experience
  - Familiarity with current issues in education
  - Knowledge of conflict resolution and negotiation skills
  - Knowledge of education as a professional field
  - Entry level understanding of ethical leadership
  - Knowledge of workforce development as a profession
  - Vision for education

## **Admission Procedures**

Each applicant must submit the following:

- A resume highlighting relevant experience;
- A Personal Statement; (maximum 500 words) that addresses:
  - Your experiences or the factors that led you to apply for the program;
  - The leadership characteristics you believe you possess;

- Those personal characteristics you believe you possess that will enable you to be successful in the program; and
  - Your professional interests
- Essay (Writing Sample Prompt)
    - Describe your ultimate objective(s) in workforce development advocacy. What steps do you plan to take to achieve these objectives?
    - Maximum 250 words
  - Two letters of recommendation; and
  - One set of official transcripts from all colleges and universities attended, *other than Sacramento State*; official electronic transcripts sent directly from colleges/universities to [gradtranscripts@csus.edu](mailto:gradtranscripts@csus.edu) or sealed official hard copy transcripts sent to:
 

Office of Graduate Studies  
 California State University, Sacramento  
 Riverfront Center, Room 215, MS 6112  
 6000 J Street  
 Sacramento, CA 95819

Program staff will contact you to set up a brief interview. Interviews may take place through video conferencing or via other online technologies.

## Documents Page in Quadrant IV

### Required:

- A resume highlighting relevant experience;
- A Personal Statement; (maximum 500 words) that addresses:
  - Your experiences or the factors that led you to apply for the program;
  - The leadership characteristics you believe you possess;
  - Those personal characteristics you believe you possess that will enable you to be successful in the program; and
  - Your professional interests
- Essay (Writing Sample Prompt)
  - Describe your ultimate objective(s) in workforce development advocacy. What steps do you plan to take to achieve these objectives?
  - Maximum 250 words

**Optional:**

none

**Letter of Recommendations Page in Quadrant IV**

Required: two letters of reference

- It is recommended that one of the references be from a person who has observed the applicant's graduate-level academic potential (e.g., current or former instructor) and the other reference from a person who has observed the applicant's relevant experience in diverse settings (e.g., supervisor). NOTE: References from friends or family members will not be accepted.

Application Deadline: March 1, 2022