

Sonoma State University Educational Leadership Program

Description of

- Preliminary Administrative Services Credential (PASC I)
- Preliminary Administrative Services Credential Intern Credential
- Professional Administrative Services Credential (PASC II)
- M.A. Degree in Education with Specialization in Educational Administration

The School of Education at Sonoma State University offers programs for the Preliminary (PASC I) Administrative Services Credential, the Preliminary Administrative Services Intern Credential, and the Professional Administrative Services Credential (PASC II). All programs have been formally approved by the California Commission on Teacher Credentialing.

The Administrative Services Credential programs were designed collaboratively with school administrators to prepare graduates for positions of leadership in K-12 educational settings. Both the PASC I and the PASC II credentials authorize the holder to serve as a vice principal, principal, coordinator, program director, superintendent, or in other district or county level positions. The Intern Credential authorizes individuals to serve in administrative positions while completing the approved program of PASC I study. Areas of competence addressed in each program are developmental, and expand upon prior learning and experiences included in each level of preparation. Throughout all programs, participants progress from concrete applications of what is being studied, to more advanced applications of theory into practice that call for the critique and redefinition of one's knowledge base. Likewise, throughout the programs, multiple learning opportunities are provided adult learners which emphasize the acquisition of personal awareness and personal reflection. The curriculum focuses on outcomes rather than specific discrete courses; on the development of process skills that emphasize problem solving and decision making; and on demonstrable procedures that relate directly to the CTCC approved Administrative Standards adopted in 2003.

The Preliminary Credential program focuses on entry-level skills for effective administration with particular emphasis on the responsibilities of school site administrators. The program is 27 semester units and can be completed by starting in August and finishing the following June. The program is conducted in late afternoons and evenings or on Friday evening and Saturdays meeting five times a semester. The Professional Credential program offers advanced study and fieldwork for practicing administrators in all areas of educational leadership. The program is 12 semester units and focuses on candidates examining the six administrative standards adopted by the CTCC. The program is offered on five Saturdays in the fall semester and five Saturdays in the spring semester.

The objective of the M.A. degree program with concentration in Educational Administration is to provide a strong academic foundation for competent administrative practice. PASC I course work is used as the specialized course of study for the MA and each candidate completes the MA core classes required for all School of Education MA candidates. Completion of a thesis, creative project, or cognate gives candidates the opportunity to synthesize the credential program work and related leadership activities.

Credentialing procedures and requirements are technical. It is the student's responsibility to consult the SSU catalog, the School of Education Office and the Credentials Office regarding program requirements and to seek proper advisement. All programs are to be planned in conjunction with the cohort leader of the candidates program.

Preliminary Administrative Services Credential (PASC I) Preliminary Administrative Services Intern Credential

The following addresses frequently asked questions.

1. **What is the Preliminary Administrative Services Credential and the Intern Credential?**
The PASC I credential is the first level of a two-tier credential which prepares individuals for work in educational leadership positions. The Intern Credential can be thought of as “emergency” authorization issued to individuals who are hired as administrators before they have completed the PASC I training. Interns work as administrators while completing their university-approved training.
2. **What are the legal requirements to apply for the Preliminary Administrative Services Credential (PASC I)?**
 - a. A valid California teaching credential or a services credential with a specialization in pupil personnel, health, or library services.
 - b. A minimum of three years of successful full-time teaching experience in public or private schools or three years experience authorized by the services credential held.
 - c. Successful completion of the California Basic Educational Skills Test (CBEST).
 - d. Completion of an approved Preliminary Administrative Services Credential program.
 - e. Other requirements as specified by the California Education Code.
3. **What do I need to do for admission to the PASC I Program?**
 - a. Hold a baccalaureate degree from an accredited institution.
 - b. Apply for graduate study at SSU via: www.csumentor.edu. Submit proof of the CSU Mentor application with your PASC I program application.
 - c. Apply to the PASC I Program using application forms available from the Program Coordinator or from the Credentials Office.
 - d. Verify grade point average of at least 2.5 cumulative and 3.0 for graduate work in education.
4. **What documentation is to be submitted in the program application?**

The following must be submitted to the Credentials Office with application packet:

- a. Two sets of transcripts from institutions listed on page 3 of application (unofficial ok.)
- b. Two photocopies of a valid California teaching or services credential.
- c. Verification of three years appropriate full-time experience on school district or county office stationary.
- d. Favorable recommendations from two administrators indicating your leadership potential. (Forms provided in the application packet.)
- e. The program application which includes your professional goals statement.
- f. Documentation of University Admission or Application

NOTE: You will be required to submit official verification of passing CBEST scores no later than the end of the first semester of program coursework, and a personal interview may be scheduled as part of the application process.

5. **What are the PASC I/Intern Program requirements?**
The PASC I Program consists of 27 semester units and can be completed starting in August and ending the following June. The Intern Program can be completed in the same length of time. The course of study for both follows:

PASC I/Intern Program Course of Study

EDEL 580A	Intro. to Educ Leadership and School Mgmt (3 units)
EDEL 580B	Advanced Educ Leadership and School Mgmt (3 units)
EDEL 581	Mgmt of Educational Personnel: Policies and Procedures (3)
EDEL 582	School/Community Relations and Politics (3)
EDEL 583	School Law (3)
EDEL 588	Educational Curriculum, Instruction and Program Assessment (3)
EDEL 589	Leadership with Diverse Populations (3)
EDEL 587	Field Experience in Administration (3) taken each semester for a total of (6)

6. **Should the course of study be taken in a certain sequence?**
The program must be started in the fall. It is designed to start in August and finish the following June. If a student wants to take two years to complete the program they must start the program with EDEL 580A in August and finish with EDEL 580B as the last course.
7. **In what ways does the Intern Program course of study differ from the PASC I Program course of study?**
An intern can apply to the program whenever they are appointed into an administrative position. Fieldwork supervision starts as soon as they are admitted, however they follow the same course sequence for all other classes as non-interns.
8. **How many units may be transferred into the program?**
A maximum of nine units may be transferred for courses taken at other institutions provided they meet the following requirements:
 - a. Courses must be at the graduate level, from an accredited institution and acceptable in a graduate degree at the school.
 - b. Courses must have been taken within the last five years.
 - c. Courses must have been passed with a grade of B or better.
 - d. Courses must be equivalent to those required in the SSU program and must be approved by the program coordinator.
Students will be asked to submit a School of Education petition that includes a photocopy of the catalog description, transcripts, and other documentation for courses to be evaluated.
9. **How does one challenge a course?**
Resident students may challenge courses in the program by successfully passing written and/or oral examinations which demonstrate their achievement of course competencies. Consult the university catalog and the School of Education for policies and procedures. It is important to note that EDEL 587 cannot be challenged.
10. **What administrative practicum experience must I have during the program?**
Because the PASC I Credential is a K-12 authorization, the state suggests that administration practicum experiences include the following where possible:
 - fieldwork in schools with diverse student populations
 - fieldwork at more than one grade level (e.g., elementary school and high school).
11. **What about the CBEST?**
The PASC I Credential cannot be awarded without proof of having passed the CBEST. Verification of passing scores must be submitted to the Credentials Office before the second semester of coursework.

12. **How do I maintain my standing in the program?**
Students are expected to maintain a GPA of 3.0 or better in the program. Retention in the program is based on validation of academic and professional skills by faculty and practitioners using standards established by the Commission on Teaching Credentialing (CTC).

13. **How do I obtain the credential following completion of the PASC I/Intern Program?**
Candidates who are completing their PASD I/Intern program requirements at SSU must file their credential application with the Credential Analyst. Detailed explanations of this procedure will be provided candidates at the appropriate time.

It is important to note that following completion of the program, the Commission on Teacher Credentialing will issue to candidates Certificate of Eligibility for the Preliminary Administrative Services Credential that authorize their employment in administrative positions requiring the PASC I Credential. Once employed in an administrative position, individuals then apply to the CTC for the award of the PASC I Credential which is valid for a period of five years. During the initial year of employment as administrator, individuals are expected to begin work in the PASC II Program.

Professional Administrative Services Credential (PASC II)

The following addresses frequently asked questions.

1. What is the Professional Administrative Services Credential (PASC II)?

The Professional Administrative Services Credential is a clear credential designed to widen the vision and broaden the skills of the practicing administrators. The major goal of this advanced preparation program is to provide for the professional development of the practicing administrator within a context of administrator research, reflection, analysis and evaluation. To this end, students will complete an individualized induction plan that reflects an assessment of professional needs. The plan will include provisions for mentoring, academic course of study, and other professional development experiences that address areas of identified areas for growth.

2. Do I need the PASC II Credential?

As explained in the description of the PASC I Program, the Preliminary Administrative Services Credential is only valid for five years from the date one assumes a position that requires the credential. The intent of the law is that PASC I holders will begin the second tier program upon their initial employment in a position of administration.

3. What are the legal requirements needed to qualify for the Professional Administrative Services Credential (PASC II)?

In order to qualify for the PASC II Credential, individuals must:

- a. Possess a valid PASC I Credential
- b. Have a minimum of two years successful full-time experience in public or private schools in a position requiring an administrative services credential, as attested to by the employing district or agency.
- c. Successfully complete an approved professional administrative services credential preparation program.
- d. Complete other requirements as specified by the California Education Code.

4. What do I need for admission to the PASC II Program?

- a. Apply for graduate study at SSU via: www.csumentor.edu Submit proof of the CSU Mentor application with your PASC II program application.
- b. Apply to the PASC II Program using applications forms from the Credentials Office.
- c. Verify a grade point average of at least 3.0 in the PASC I Program.
- d. Submit two sets of official transcripts from institutions listed on page 3 of application to the Credentials Office. (unofficial o.k.). If you are continuing from the SSU PASC I program your transcripts should already be on file.
- e. Submit one photocopy of a valid PASC I Credential to the Credentials Office.
- f. Secure favorable recommendations from two school administrators (forms available with application packet).

5. What are the PASC II course requirements?

The program consists of the following requirements:

EDEL 590A INDUCTION PLAN (2 units)

Students will enroll in EDEL 590A(2) within their first year of administrative service and will develop in consultation with their employer and SSU program faculty, an induction plan that meets the Professional Administrative Services Credential requirements. The plan will reflect an assessment of the administrator's strengths and needs, future professional goals, and requirements of the position in which the students works. The plan will include a mentoring component, and plan for the completion of the academic requirements leading to the Professional Administrative Services Credential.

EDEL 596 A and C

EDEL 596A is the first of two “content” courses in the Professional Clear Administrative Program at Sonoma State University and EDEL 596C is the second and last in the series of content courses for the Professional Clear Administrative Credential. The courses are designed to study six substantive educational problems that are developed for this year’s program. Each problem is studied from the perspective of the Six CCTC Administrative Standards, and provides a deeper understanding of both the educational problem and the administrative standards. This helps students understand complex problems from a systems perspective, and helps administrators develop the skills to evaluate situations from a variety of lenses.

EDEL 596 B and D (2 units in the fall and 2 units in the spring)

Candidates enrolled in the Professional Clear Administrative Credential Program will work with university faculty in the development, execution, analysis, and critique of a Collaborative Action Research Project. The Collaborative Action Research Project should involve an issue/problem/topic in the student’s current position. The proposal and methodology are developed in the fall and the project is carried out until May when findings are written up and presented to other candidates in the program.

EDEL 590B ASSESSEMENT OF COMPLETION OF INDUCTION PLAN (2)

During the final semester of the program, students will enroll in EDEL 590B(2), Competency Review Seminar. During this seminar, the candidate, in conjunction with program faculty and the employing school district, will determine that the induction plan proposed in Ed 590A, has been completed. The Competency Review will include review of the special concentration in Advanced Field Experience and the development of an on-going future professional development plan that reflects student strengths, and areas of need that are identified during the PASC II Program.

6. When should I begin the PASC II Program:

The Commission on Teacher Credentialing believes individuals should begin the Induction Plan portion of the PASC II Program when they begin their initial job in school administration.

7. How do I maintain my standing in the program?

PASC II courses are taken Credit/No Credit and all courses must be passed to continue in the program.

8. What is the maximum time for completion of the PASC II?

Candidates have five years from the issuance of the PASC I to complete the PASC II. However, because of the program structure, individuals can easily complete the SSU Program in two semesters.

9. How long is the PASC II valid?

The Professional Administrative Services Credential is valid for five years and is renewable thereafter every additional five years. During each five year period individuals are expected to complete 150 hours of professional development activity which is documented with the renewal application sent to the CTC.

10. How do I apply for the Professional Credential?

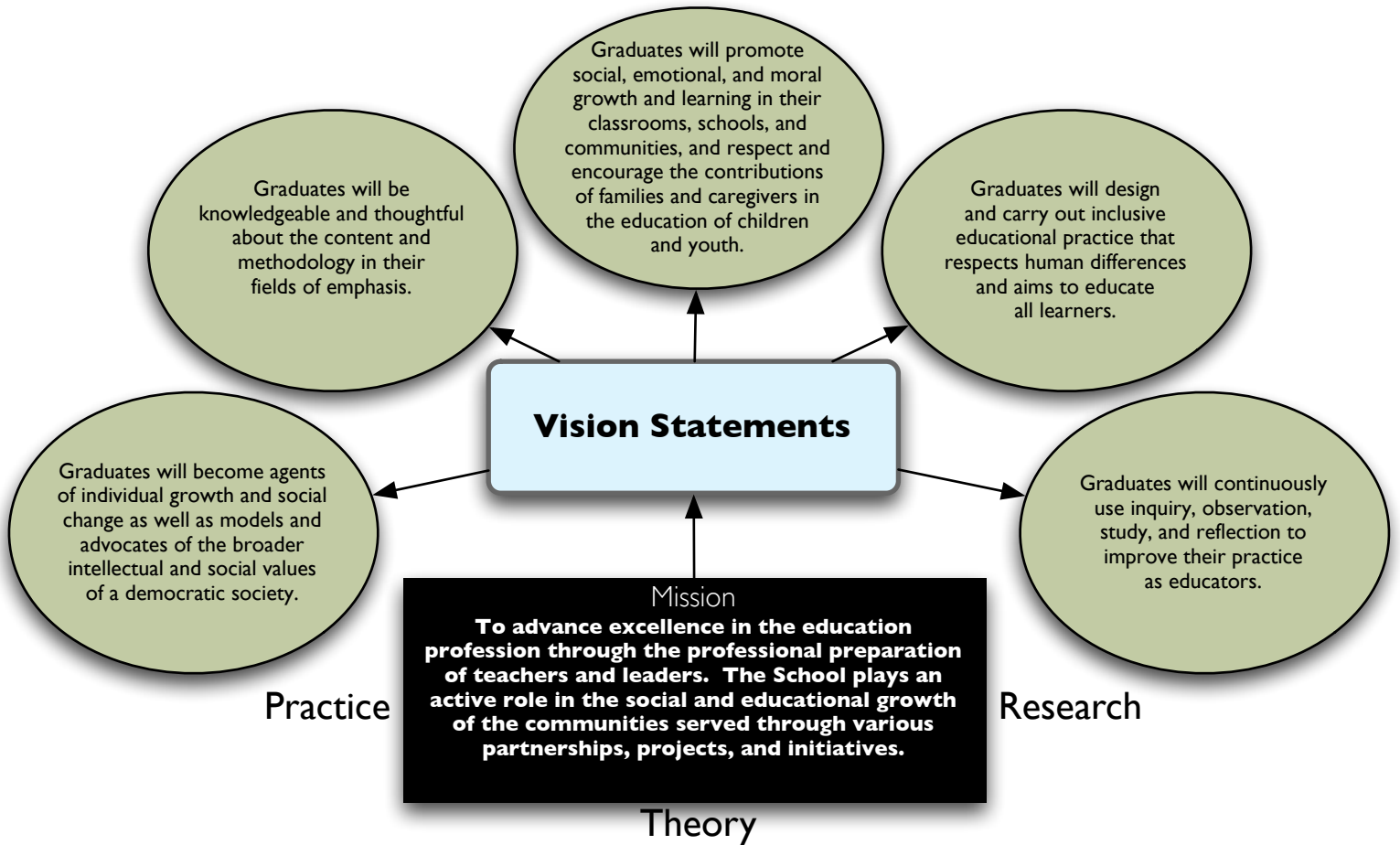
Candidates who are completing the PASC II Program should file their credential application with the Credentials Analyst when it is clear that all course work will be completed successfully. Detailed information regarding this process will be explained to students at the appropriate time.

Master of Arts Degree in Education with Specialization in Educational Administration

The following addresses frequently asked questions.

1. **How long is the Master of Arts Degree Program?**
The Master of Arts Degree in Education is a minimum of 30 semester units. Courses taken in PASC I count toward the M.A. and each person takes the required core classes for either the thesis, project or cognate.
2. **Should I get a Master of Arts Degree?**
Definitely yes! Individuals planning careers in educational leadership positions will be expected to have the degree as they advance in their administrative assignments. Also, concentrating in a particular area such as educational leadership will allow you to gain specialized knowledge that will assist in your professional accomplishments.
3. **What if I already have a Master of Arts Degree?**
A Master of Arts Degree in an area related to educational administration should suffice in your career. Related areas include Special Education, Counseling, Psychology, Curriculum and Instruction, Organizational Development, etc.
4. **What do I need to do for admission to the Master of Arts Degree Program?**
When you apply to the PASC I Program you can indicate that you are also applying for the MA Degree. No additional documentation will be needed.
5. **What are the requirements for the Master of Arts Degree?**
Program coursework for the MA Degree must equal 30 units. Your coursework in the PASC I The Program coursework must included the core curriculum which is:
 - EDUC 570 The Reflective Educator (3 units)
 - EDUC571 Educational Research (3)
 - EDUC 598 Thesis/Project Design (3)
 - EDUC 599 Supervised Research (3)
6. **What is the culminating product in the Degree?**
Students are expected to complete a thesis, creative project, cognate or exam for their final product in the program. Detailed explanations of these options are provided in the online MA handbook found on the School of Education website.
7. **Can I work on the PASC I/II while completing the MA Degree?**
Candidates may work toward their administrative certification while working toward their Master of Arts Degree. However students are encouraged to complete the administrative certification first in order to be eligible for job opportunities when they arise.

Sonoma State University School of Education Conceptual Framework



Performance Expectations

Graduates of the School of Education:

- Are able to design and implement pedagogy and curriculum that are informed by theory, research, professional standards, and reflective practice;
- Demonstrate depth and breadth of content and pedagogical knowledge;
- Are knowledgeable about and able to design, implement, and evaluate instructional practice and educational assessments responsive to the full range of individuals – social, linguistic, cultural, and ethnic diversity and/or physical and learning disabilities;
- Successfully create and work in collaborative and inclusive communities;
- Develop and promote a global, multicultural perspective based on an understanding of how individuals are differently positioned in terms of knowledge, power, identity, and privilege;
- Act on key values including but not limited to social justice, anti-bias principles, and democratic practices;
- Make decisions based on developmental learning theory;
- Use various means – knowledge of research, formative and summative assessments, reflection and evaluation – to improve teacher practice and student learning;
- Use multiple and appropriate assessment measures including both qualitative and quantitative techniques;
- Use technology to enhance teaching and support active, authentic learning.

Dispositions

Graduates of the School of Education:

- Are passionate about being educators;
- Promote social and emotional growth and an ethic of caring, nurturing, and learning in their classrooms, schools, and communities;
- Are culturally responsive and responsible, knowledgeable and appreciative of the diversity among learners;
- Have a genuine appreciation of the importance of a liberal arts education;
- Value the arts in learning;
- Are committed to anti-bias principles, social justice, and democratic practices;
- Are committed to professional ethical standards.

Application for: FALL _____
Year



NAME: _____
Last First Middle

School of Education
Sonoma State University
Educational Leadership Program
Program Application Admission Periods

For Fall Admission	For Spring Admission*
November 1st to March 1st <i>Applications received after this period will be considered in the order received, on a space available basis.</i>	July 1st to October 1st <i>* Spring Admission for this program is open to QUALIFIED Interns only. Contact the Credentials Office for more information.</i>

Contact the Credentials Office at 707-664-2832 for any changes to these periods.
School of Education deadlines for inters are flexible as they may apply once they have secured a teaching position.

APPLICATION PACKET CHECKLIST
(Please submit paperwork in this order)

- 1. Program Application (EL-1 to EL-5)
- 2. CBEST Scores (verification of passing scores)
- 3. Two Sets of Transcripts of all Colleges and Universities listed on page 3
(unofficial o.k.) (No internet transcripts)
- 4. Two Photocopies of a valid California Teaching or Services Credential
- 5. Letters of Recommendation (two required: use forms provided)
- 6. Documentation of University Admission or Application
- 7. Letter on official school letterhead verifying 3 years of experience on your basic Credential



EDUCATIONAL LEADERSHIP PROGRAM

PLEASE INDICATE THE PROGRAM(S) TO WHICH YOU ARE APPLYING:

- PASC I (Preliminary Administrative Services Credential)
- PASC INTERN (Preliminary Administrative Services Intern Credential)
- PASC II (Professional Administrative Services Credential)
- Master of Arts Degree in Education with Specialization in Educational Leadership

NOTE: Candidates may concurrently pursue a Master of Arts Degree and a PASC I or PASC II Credential. If you are pursuing both programs please be sure to check the two programs you want.

Please print or type in completing this application.

Semester Applying for : Fall 200___ Spring 200___ Date of Application: _____

Name of Applicant: _____
Last First Middle

Former Name(s): _____

*SSN: _____ *Date of Birth: _____ *E-Mail _____ (*this information is required)

Home Address: _____

_____ Zip: _____

Home Telephone: () _____ Work Telephone: () _____

Ethnic Identity- Indicate the group(s) with which you most strongly identify

- | | |
|--|--|
| <input type="checkbox"/> 1. American Indian/Alaskan Native | <input type="checkbox"/> L. Laotian |
| <input type="checkbox"/> 2. Black Non-Hispanic, including African American | <input type="checkbox"/> V. Vietnamese |
| <input type="checkbox"/> 3. Mexican-American, Mexican, Chicano | <input type="checkbox"/> T. Thai |
| <input type="checkbox"/> A. Central American | <input type="checkbox"/> S. Other Southeast Asian |
| <input type="checkbox"/> B. South American | <input type="checkbox"/> G. Guamanian |
| <input type="checkbox"/> Q. Cuban | <input type="checkbox"/> H. Hawaiian |
| <input type="checkbox"/> P. Puerto Rican | <input type="checkbox"/> N. Samoan |
| <input type="checkbox"/> 4. Other Latino, Spanish-origin, Hispanic | <input type="checkbox"/> 6. Other Pacific Islander |
| <input type="checkbox"/> C. Chinese | <input type="checkbox"/> 7. White |
| <input type="checkbox"/> J. Japanese | <input type="checkbox"/> F. Filipino |
| <input type="checkbox"/> K. Korean | <input type="checkbox"/> 8. Other |
| <input type="checkbox"/> R. Asian Indian | <input type="checkbox"/> D. Decline to State |

Employer/District: _____ Present Position and Title: _____

Length of time in present position: _____

Have you earned a Master of Arts Degree? Yes _____ No _____

If yes, where was it obtained and in what area? _____

If no, do you wish to pursue this degree at SSU? _____



APPLICATION INFORMATION

Name of Applicant: _____
Program(s) applied for: _____

1. Which valid teaching or service credential(s) do you hold? (Please list expiration dates for each)

2. Have you ever previously applied for admission or ever been admitted to a credential program at Sonoma State University? _____ Yes _____ No

If yes, what program? _____
Semester/year admitted? _____
Semester/year completed? _____

3. The CBEST must be taken for individuals applying to the PASC I Program and to Master of Arts Degree Program.

Have you taken the CBEST? _____ Yes _____ No
Date taken or to be taken: _____

4. List all colleges/universities attended and dates of attendance:

5. Previous courses completed in school administration (dates, course titles, units, where taken)



6. Note: A minimum of three years successful-time teaching experience in public schools or private schools of equivalent status, or three years experience in the field of pupil personnel, health or librarian services is a requirement for the issuance of the PASC I Credential. **IMPORTANT:** Verification of this experience must be documented on appropriate official stationery of the employing school district or county.

A minimum of two years full-time employment in an administrative position that requires the Preliminary Administrative Services Credential is a requirement for the issuance of the PASC II Credential. **IMPORTANT:** Verification of this experience must be documented on appropriate official stationery of the employing school district of county.

Chronology of the full-time employment authorized by the credentials you hold.

Please summarize your history of employment beginning with your current position. Include the following information: District, School, Grade, Subject, Responsibilities, Dates:

7. List three (3) references (include name, title, address, telephone):

1. _____

2. _____

3. _____

Signature: _____ Date: _____

Note: All program application materials should be returned together with required documentation to the Credentials Office in the School of Education, 1078 Stevenson Hall. 1801 E. Cotati Avenue, Rohnert Park, CA 94928
The application to the University should be completed online via: www.csumentor.edu and any documents requested by the University through Admissions and Records should be submitted to the Admissions and Records Office.

SONOMA STATE UNIVERSITY
School of Education/Credentials Office
(707)664-2832
www.sonoma.edu/education



TO BE COMPLETED BY INDIVIDUALS APPLYING TO THE PROFESSIONAL ADMINISTRATIVE SERVICES CREDENTIAL PROGRAM (PASC II)

Name of Applicant: _____

I completed the Preliminary Administrative Services Credential Program (PASC I) at the following institution of higher education:

And was recommended for the credential from that institution on (month, year) _____

IT IS MY UNDERSTANDING THAT DOCUMENTATION OF TWO YEARS FULL-TIME ADMINISTRATIVE EXPERIENCE IN A POSITION REQUIRING THE PASC I CREDENTIAL WILL BE NEEDED BEFORE THE PASC II CREDENTIAL WILL BE ISSUED TO ME.

I HAVE COMPLETED TWO YEARS FULL-TIME ADMINISTRATIVE EXPERIENCE IN A POSITION REQUIRING THE PASC I CREDENTIAL. (circle one) Yes* No

*If yes, attach a verification of the position written on district/county stationery and signed by the Director of Human Administration or his/her designee.

Signature: _____

Date: _____

Note: This form is to be included with your program application packet and should be returned to the Credentials Office, 1078 Stevenson Hall. 1801 E. Cotati Avenue, Rohnert Park, CA 94928.

SONOMA STATE UNIVERSITY
School of Education/Credentials Office
(707)664-2832
www.sonoma.edu/education



PROFESSIONAL GOALS STATEMENT
(Must be Typed)

Name: _____ Date: _____

Program(s) to which you are applying:

- _____ Preliminary Administrative Services Credential Program (PASC I)
- _____ Preliminary Administrative Services Credential Intern Credential
- _____ Professional Clear Administrative Services Credential (PASCII)
- _____ M.A. Degree with Specialization in Educational Administration

Directions: Describe your professional career goals. Indicate why you are interested in applying to the Educational Leadership Program at Sonoma State University. Include in your response a statement of how you envision the program might contribute to your professional growth. Please limit your response to no more than two double spaced pages, please attach.



SONOMA STATE UNIVERSITY
School of Education

CANDIDATE REFERENCE/EVALUATION

_____ is applying to the School of Education at Sonoma State University for admission to the Master of Arts Degree and/or Advanced Credential Program in Educational Leadership.

Your evaluation of this candidate's potential as graduate student and professional is appreciated. Please be candid in your assessment and provide information that will assist in the evaluation of the candidate's application. Thank you for your assistance in this.

1. Position/role held by the candidate during the time you have known him/her:

2. Years (inclusive) covered by your recommendation: From_____ To_____

3. In what setting have you observed and/or worked with the applicant?

4. What are the candidate's major strengths as potential student at SSU?

5. What is the applicant's potential as a professional in the field of educational leadership?

6. In your opinion, does the candidate have the personality and professional capability/potential to be an effective professional in the chosen field? Please comment:

7. Please circle one number for each item indicating the relative strengths and weaknesses demonstrated by the candidate. The scale ranges from 5 (outstanding ability) to 1 (shows a definite weakness).

	High			Low		Not Observed
a. is committed to the education of all students	5	4	3	2	1	_____
b. holds a school vision of high standards of learning	5	4	3	2	1	_____
c. cultivates and promotes a safe, caring and supportive learning environment	5	4	3	2	1	_____
d. treats people fairly, equitably and with dignity and respect	5	4	3	2	1	_____
e. recognizes and values cultural differences	5	4	3	2	1	_____
f. collaborates and communicates with families and the broader school community	5	4	3	2	1	_____
g. sets high professional standards for self	5	4	3	2	1	_____
h. utilizes ethical principles in decision-making	5	4	3	2	1	_____
i. communicates well both orally and in writing	5	4	3	2	1	_____
j. accepts responsibility	5	4	3	2	1	_____
k. demonstrates leadership skills	5	4	3	2	1	_____
l. demonstrates a work ethic required for high levels of personal and organizational performance	5	4	3	2	1	_____
m. works wells with others	5	4	3	2	1	_____
n. accepts constructive feedback	5	4	3	2	1	_____
o. solves problems creatively	5	4	3	2	1	_____
p. is able to handle stress	5	4	3	2	1	_____
q. is willing to examine one's own assumptions, beliefs and practices	5	4	3	2	1	_____

Name your own characteristics of this person and rank them on the scale provided:

r. _____	5	4	3	2	1	_____
s. _____	5	4	3	2	1	_____

8. How would you rate this applicant overall? 5 4 3 2 1

9. Do you have any reservations about recommending this candidate for advanced graduate study at Sonoma State University? _____yes _____no

If you indicated “yes” please explain:

10. If you were responsible for the hiring of individuals in school leadership positions, would you hire this candidate following completion of the Advanced Credential Program? _____yes _____no

If you indicated “no” please explain:

11. Other comments you have regarding the candidate:

Signature: _____ Date: _____

Printed Name: _____

Title: _____

School/District/Agency: _____

Phone:(____) _____

Please return this form to: Credential Office
School of Education
1078 Stevenson Hall
Sonoma State University
1801 East Cotati Avenue
Rohnert Park, CA 94928

By law, a university cannot guarantee the confidentiality of recommendations. Your assessment of the applicant is nonetheless important and valued.



SONOMA STATE UNIVERSITY
School of Education

CANDIDATE REFERENCE/EVALUATION

_____ is applying to the School of Education at Sonoma State University for admission to the Master of Arts Degree and/or Advanced Credential Program in Educational Leadership.

Your evaluation of this candidate's potential as graduate student and professional is appreciated. Please be candid in your assessment and provide information that will assist in the evaluation of the candidate's application. Thank you for your assistance in this.

1. Position/role held by the candidate during the time you have known him/her:

2. Years (inclusive) covered by your recommendation: From_____ To_____

3. In what setting have you observed and/or worked with the applicant?

4. What are the candidate's major strengths as potential student at SSU?

5. What is the applicant's potential as a professional in the field of educational leadership?

6. In your opinion, does the candidate have the personality and professional capability/potential to be an effective professional in the chosen field? Please comment:

7. Please circle one number for each item indicating the relative strengths and weaknesses demonstrated by the candidate. The scale ranges from 5 (outstanding ability) to 1 (shows a definite weakness).

	High			Low		Not Observed
a. is committed to the education of all students	5	4	3	2	1	_____
b. holds a school vision of high standards of learning	5	4	3	2	1	_____
c. cultivates and promotes a safe, caring and supportive learning environment	5	4	3	2	1	_____
d. treats people fairly, equitably and with dignity and respect	5	4	3	2	1	_____
e. recognizes and values cultural differences	5	4	3	2	1	_____
f. collaborates and communicates with families and the broader school community	5	4	3	2	1	_____
g. sets high professional standards for self	5	4	3	2	1	_____
h. utilizes ethical principles in decision-making	5	4	3	2	1	_____
i. communicates well both orally and in writing	5	4	3	2	1	_____
j. accepts responsibility	5	4	3	2	1	_____
k. demonstrates leadership skills	5	4	3	2	1	_____
l. demonstrates a work ethic required for high levels of personal and organizational performance	5	4	3	2	1	_____
m. works wells with others	5	4	3	2	1	_____
n. accepts constructive feedback	5	4	3	2	1	_____
o. solves problems creatively	5	4	3	2	1	_____
p. is able to handle stress	5	4	3	2	1	_____
q. is willing to examine one's own assumptions, beliefs and practices	5	4	3	2	1	_____

Name your own characteristics of this person and rank them on the scale provided:

r. _____	5	4	3	2	1	_____
s. _____	5	4	3	2	1	_____

8. How would you rate this applicant overall? 5 4 3 2 1

9. Do you have any reservations about recommending this candidate for advanced graduate study at Sonoma State University? _____yes _____no

If you indicated “yes” please explain:

10. If you were responsible for the hiring of individuals in school leadership positions, would you hire this candidate following completion of the Advanced Credential Program? _____yes _____no

If you indicated “no” please explain:

11. Other comments you have regarding the candidate:

Signature: _____ Date: _____

Printed Name: _____

Title: _____

School/District/Agency: _____

Phone:() _____

Please return this form to: Credential Office
School of Education
1078 Stevenson Hall
Sonoma State University
1801 East Cotati Avenue
Rohnert Park, CA 94928

By law, a university cannot guarantee the confidentiality of recommendations. Your assessment of the applicant is nonetheless important and valued.