

May 2009

To Potential Applicants:

Thank you for your interest in the UNT Cooperative Masters Degree Program. This will be the fifth cohort in this highly successful initiative. The Dallas Independent School District collaborates with the University of North Texas to offer this program to Dallas ISD employees. The pool of applicants will be developed primarily from nominations by Dallas ISD principals. If you have an interest in a career in school administration, and the support of your building principal, please complete and submit the application. Admission to the program will be selective with a maximum of 30 participants selected.

This is a two-year program. Successful applicants will begin course work in September of 2009 and finish after the spring semester in 2011. In the fall and spring semesters, classes will meet after school hours. During summer sessions, classes meet several days each week. Students in the program are fully responsible for tuition, fees, and books. It is best, if possible, that teachers remain in the school with the principals who nominate them for the program. Principals' support is important when they are enrolled in the internship.

Applicants must meet the following requirements:

1. Acceptable current GRE scores (a combined verbal and quantitative score of 1000 constitutes unconditional fulfillment of the GRE requirement) You may apply before taking the GRE.
2. Minimum GPA of 3.0 for recent undergraduate or graduate courses
3. Professional teacher certification in good standing and at least three years teaching experience
4. Employees in good standing throughout the program

If you meet these criteria and wish to be considered for admission to the program, complete the application form and submit it along with the other required documents.

The timeline for the selection process is:

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|----------------------|---|
| <u>May 22, 2009:</u> | Completed applications due by noon. Screening of applications will generate a list of finalists who may apply to the UNT graduate school as potential participants in the cohort. |
| <u>May 31, 2009:</u> | Final selection of cohort members and notification of all applicants. |
| <u>June 1, 2009:</u> | Selected students submit applications to the UNT graduate school. |

Please contact John Starkel (starkel@dallasisd.org or 972-925-5602) if you have questions about the program or the application process.

Sincerely,



Jacqueline Landry, Executive Director
Professional Development

UNT Cooperative Masters Degree Program – Cohort 5 (2009-2011)

The University of North Texas

Classes meet at Universities Center at Dallas, 1901 Main, in Downtown Dallas

Last Name First Name MI DISD ID Number

School Position

(____) _____ - _____ (____) _____ - _____ (____) _____ - _____
Home Telephone Work Telephone FAX number

Dallas ISD email (preferred for all correspondence) Alternative email

Participants in the program will be selected through a screening/interview process conducted by the Dallas ISD. To be eligible for consideration, applicants must meet the following qualifications:

- *Acceptable GRE scores taken within the last five years (You may take the GRE after submitting this application.)*
- *GPA of 3.0 or higher on recent course work*
- *Teacher certification with a minimum of three years teaching experience*
- *Employee in good standing throughout the program*

GRE Scores: Verbal score _____ Quantitative Score _____ Total _____ Date taken _____

Undergraduate Grade Point Average: _____ Graduate Grade Point Average: _____

The Dallas Independent School District is actively seeking qualified campus administrators who are bilingual in English and Spanish. Please check the appropriate box to indicate your ability to use Spanish in a school setting.

Fluent Some Marginal None

Please include the following documents in your application packet:

- *Updated résumé*
- *A brief essay (no more than 500 words) explaining why you are applying to the UNT Cooperative Masters Degree Program – Cohort 5 for 2009-2011. The essay should include reasons why you believe you would make a successful school administrator and what the selection committee should know about your interests, skills, and ambitions.*
- *A letter of recommendation from your principal*

My signature below indicates that the information provided in this application is accurate and true.

Signature

Date

Signature of Nominating Principal

Date

Signature of Learning Community Executive Director

Date

**Send your application packet to John P. Starkel by May 22, 2009
Box 39 OR starkel@dallasisd.org OR Fax: 214-321-6744**