Greetings from Union University!

We are extremely excited to learn of your interest in our Master of Education Program. The Union University M.Ed. is a 14-month contemporary degree designed for cohorts of licensed classroom teachers. The M.Ed. cohorts begin each year in June and complete the degree in July of the following year. Our M.Ed. program provides an iPad® for each student, and the program’s cutting edge curriculum utilizes iPad® features to assist students in mastering the degree content and showcasing their growth as professionals. The M.Ed. includes two concentrations from which to choose:

**Teaching & Learning**
The concentration in Teaching & Learning features relevant classes for today's classroom teacher in curriculum, instruction, and leadership. Applicants must have at least 1 year of teaching experience. Classes are offered in traditional and online formats, with several courses offering a blended technology structure.

**Instructional Leadership**
The M.Ed. in Instructional Leadership is a licensure program that provides opportunities for students to develop their knowledge and skills toward becoming leaders in schools and school districts. Classes are offered in traditional and blended-online formats. Applicants for the IL concentration must have at least 3 years of teaching experience prior to enrolling in the program. Additionally, students who pursue the Instructional Leadership concentration must successfully pass the state licensure exam to obtain both the M.Ed. and state licensure.

After you have considered the enclosed details of our program, we encourage you to complete all required application materials as soon as possible. Space is limited in our cohorts, as we endeavor to maintain a very personal learning environment for our students. Completed applications must be received by April 1 of each year, to be considered for the upcoming M.Ed. cohorts. Applications received after this deadline will be considered for admission the following year. Please note that your application is not considered complete until you have submitted all of the required documentation.

**To complete the application process, please submit all items on the enclosed Admission Requirements Form.**

We are here to help you, and our exemplary graduate degree program is structured for busy professionals, like you. In addition, our outstanding faculty and caring staff will provide you with the individualized attention you deserve. As our graduates will confirm, a Union University Master’s degree is an exciting way to increase your knowledge, develop your skills, and build new friendships while advancing your career. We hope and pray that you will be among the next cohort of high quality teachers who begin their Union University Master of Education degree in June!

For additional information regarding the program, please access our Graduate Catalogue at [www.uu.edu/catalogue/graduate](http://www.uu.edu/catalogue/graduate) or the Germantown campus website at [www.uu.edu/germantown](http://www.uu.edu/germantown). If you need assistance in completing your admission requirements, please feel free to contact Terri Richmond at trichmon@uu.edu or 901-312-1918.

Sincerely,

[Signature]

Dr. Stephen R. Marvin
Assistant Dean, Graduate Studies in Education
Germantown Campus
Enclosures
GRADUATE STUDIES IN EDUCATION APPLICATION

(Please Type or Print Clearly)

Name

First

Middle

Maiden

Last

Address

Street

City

State

Zip

Telephone

Home

Work

Cell

Social Security Number

E-Mail Address

Are you 24 years of age or older? □ Yes □ No

Indicate below your academic plans at Union University.

□ Pursue the Doctor of Education Degree in Educational Leadership
  Check one:
  □ Instructional Leadership (Attach copy of teaching license)
  □ Curriculum and Supervision (Attach copy of teaching license)
  □ Higher Education (Available only through Jackson campus)

□ Pursue the Education Specialist Degree in Educational Leadership
  Check one:
  □ Instructional Leadership (Attach copy of teaching license)
  □ Curriculum and Supervision (Attach copy of teaching license)

□ Pursue the Master of Education Degree (Attach copy of teaching license)
  Check one:
  □ Teaching and Learning
  □ Instructional Leadership

□ Pursue the Master of Arts in Education Degree
  Check all that apply:
  □ To pursue the Master of Arts in Education Degree
  □ To seek initial teacher licensure (Admission to the Teacher Education Program is required)
    What endorsement area will you seek? ________________________________
  □ To add an endorsement to an existing teaching license (Attach copy of teaching license)
    What additional endorsement area will you seek? ________________________________
  □ To enroll in graduate courses for license renewal or for personal or professional growth
  □ To enroll in graduate courses to be applied to another program
  □ Other (Please specify) ________________________________

□ Pursue the Master of Urban Education Degree
  (Restricted: Prior acceptance into Memphis Teacher Residency Program required)

What semester do you anticipate enrollment at Union University? ________________________________

For Office Use Only

Program: EdD EdS MAEd-DS MAEd-ND MEd MUEd Term ________________________________

Adm Status: AP AC PA AD RE CA

Application Fee MAEd, MEd, MUEd, EdS ($25) ________________________________ Moved to Student ________________________________

EdD Assessment Fee ($50) ________________________________
OFFICIAL TRANSCRIPTS

Official transcripts from all institutions where you have attended since high school must be sent directly to the Office of Graduate Studies in Education, Union University. Course credit from a previous school that appears on the transcript of a subsequent school does not constitute an official transcript. It is the student's responsibility to see that all official transcripts are submitted as soon as possible to avoid delays in the admission process. Please list below all the institutions you have attended since high school.

<table>
<thead>
<tr>
<th>Name and Location of Institution</th>
<th>Dates Attended</th>
<th>Degree Earned (or number of hours)</th>
<th>Grade Point Average</th>
<th>Name Under Which Transcript will be Issued</th>
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Are you currently enrolled in a college or university? ☐ Yes ☐ No

Have you ever been charged, arrested, or convicted of a criminal offense? ☐ Yes ☐ No

If yes, please provide specific details. ______________________________________________________

Federal laws require that, in order to enroll at Union University, one must either be a United States citizen or have proper legal immigration status certification. Prior to enrollment, students must present immigration paperwork to Union's Designated School Official (DSO) for processing.

Are you a U.S. citizen? ☐ Yes ☐ No If no, _____ Permanent Resident _____ Resident Alien _____ Non-resident Alien

If you are not a U.S. citizen, an international student application must be completed and submitted with this application.

Union University admits students of any race, color, sex, handicap, and national or ethnic origin. As prescribed by the Department of Education and the National Center for Education Statistics, we are required to report demographic information including racial background. This information is not used in the admission process. Using the terminology of the NCES, please answer the following:

1. Are you Hispanic/Latino? ☐ Yes ☐ No

2. Respond Yes to one or more of the following groups:
   a. American Indian/Alaskan Native ☐ Yes ☐ No
   b. Asian ☐ Yes ☐ No
   c. Black or African American ☐ Yes ☐ No
   d. Hawaiian/Pacific Islander ☐ Yes ☐ No
   e. White ☐ Yes ☐ No

☐ Male ☐ Female Place of Birth: ____________________________ Church Affiliation: ____________________________

PROFESSIONAL EXPERIENCE

Current Employer ____________________________

Give name and location of school, when applicable ____________________________

Address ____________________________ Street City State Zip

Previous Employer (if less than 5 years in current position) ____________________________

Address ____________________________ Street City State Zip

Do you hold a current teaching license? ☐ Yes ☐ No If yes, in which state(s)? ____________________________

Current Endorsement Area(s) ____________________________

By signing below, I agree to abide by the rules and regulations of the college as described in the current Graduate Catalogue.

______________________________ ____________________________
Signature of Applicant Date
GENERAL ADMISSION REQUIREMENTS FOR GRADUATE STUDIES IN EDUCATION

- Application for admission to Graduate Studies in Education.
- Application fee of $25 (non-refundable) payable to Union University. Additional $25 Assessment Fee is required for EdD applicants.
- Official transcripts from all institutions attended since high school documenting the minimum program specific GPA.
- Satisfactory writing sample as required by specific program. The sample must be completed in the Office of Graduate Studies in Education during regular office hours.
- Certificate of Immunization form.

IMPORTANT—PLEASE READ

Admission to degree programs will require additional materials. If your plans include seeking a degree or initial teacher licensure or adding an endorsement to an existing teaching license, please see the Graduate Catalogue for specific requirements for program admission. If you have questions, please call the Office of Graduate Studies in Education: Jackson campus 731-661-5523, Germantown campus 901-759-0029, Hendersonville campus 615-447-2500.

Send this application with a $25 non-refundable application fee (payable to Union University) to the appropriate location below. Additional $25 Fee is required for EdD applicants.

Office of Graduate Studies in Education
Union University, Box 1876
1050 Union University Drive
Jackson, Tennessee 38305-3697

Office of Graduate Studies in Education
Union University—Germantown
2745 Hacks Cross Road
Germantown, Tennessee 38138

Office of Graduate Studies in Education
Union University—Hendersonville
205 Indian Lake Blvd.
Hendersonville, TN 37075

Annual reports indicating compliance with the Student Right-to-Know and Campus Security Act are available in the Office of Safety and Security during regular office hours. Admission to the University does not automatically guarantee admission to specific academic programs within the University.

In compliance with all applicable state and federal law, including provisions of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, Union University does not illegally discriminate on the basis of race, sex, color, national origin, age, disability, or military service in admissions; in the administration of its education policies, programs, or activities; or in employment. Under federal law, the university may discriminate on the basis of religion in order to fulfill its purposes. Persons who believe their rights under this policy have been violated should contact Office of the President, Union University.
Admission Requirements for the M.Ed. Degree
Instructional Leadership (IL) Concentration Only

(CANDIDATES FOR THE IL CONCENTRATION MUST HAVE COMPLETED THREE (3) FULL YEARS OF TEACHING EXPERIENCE PRIOR TO BEGINNING THE APPLICATION PROCESS)

1. **Application for Graduate Studies in Education Form (enclosed):**
   a. Submit completed application by the priority deadline of April 1st each year.
   b. All other application materials must be received by the final deadline of April 15th.

2. **Application Fee:** A nonrefundable application fee of $25. Checks should be made to Union University and returned with the application.

3. **Teaching License:** Please submit a copy of your current teacher license with your application and application fee.

4. **Official Transcripts:** Please request official transcripts for all undergraduate and graduate schools attended. The minimum admission requirements include an official undergraduate degree transcript from a regionally accredited college/university. In addition, students must ensure that transcripts received from non-US institutions are translated and evaluated by a recognized agency, and forwarded directly to Union University. (If you are a graduate from an undergraduate program at Union University within the last five (5) years and have not attended a regionally accredited college/university since graduating from either program, you can disregard this requirement.)

5. **Grade Point Average:** Applicant’s undergraduate GPA must be at 3.0 or higher. (Applicants not meeting this GPA criterion may be granted “Conditional Admission” only upon approval of the Graduate Admissions Committee.)

6. **Writing Sample:** All applicants are required to successfully complete a writing sample, demonstrating adequate graduate level writing skills no later than April 15th.
   - Please contact Terri Richmond by email at trichmon@uu.edu to receive information on how to conduct and complete the writing sample.

7. **Immunization Record Form (enclosed):** Please submit the enclosed form along with proof of immunity to measles, mumps, rubella (vaccinations MMR #1 and MMR #2) and varicella (chickenpox).

8. **Current Professional Resume:** Please submit an up-to-date, carefully prepared, and error-free resume.

9. **Recommendation Forms (enclosed):** Four (4) completed recommendation forms, as specified below, must be returned to the Graduate Program office (see address on other side). Each form must be returned in a sealed envelope, with signature across the sealed envelope.
   a. One (1) must be completed by the applicant’s current principal or supervisor
   b. Two (2) must be completed by fellow teachers/colleagues of the applicant
   c. One (1) must be completed by a graduate professor from his/her prior graduate program with insight into all components on the form

{continued on other side}
10. **Recommendation Form from the Director of Schools (enclosed):** This form must be completed and returned to the Graduate Program office (see address below) by the following:
   - For Shelby County Schools (SCS) employees: Your Principal
   - For all other school districts: Your Superintendent or his/her designee

11. **Performance Appraisal:** Please submit a copy of most recent performance appraisal (summary pages), from within the past three years. The form must be signed and dated by your evaluator and yourself.

12. **Verification of Experience Form (enclosed):** Please have this form completed by your school system. It must indicate at least 3 or more years of teaching experience at the time applying to the M.Ed. program. If you have taught in multiple school systems within the last 3 years, you must request a Verification of Experience form from each school system.

13. **Signed Acknowledgement Form (enclosed):** Please sign and submit this form, acknowledging your understanding that you must successfully pass the state SLLA licensure exam to obtain both the M.Ed. degree and state licensure.

14. **Personal Summary Documents:** Four well-written and proofread documents (see enclosed explanation) including:
   a. Compile a brief current professional development plan (professional goals and plan for accomplishing each goal);
   b. Describe how the Ed.S. program will assist in reaching those goals;
   c. Describe concisely how you have improved student achievement;
   d. Documentation of data showing improvement in student achievement (summary of TVAAS/TCAP data, Gateway scores, etc.) to support your explanation of Section C. A detailed explanation of the Personal Summary is included in this packet.

The M.Ed. applicant for the IL concentration will be required to meet with the Assistant Dean and complete an interview with a Screening Committee comprised of university and public school personnel who will make a recommendation to the Dean and Graduate Admissions Committee concerning admission to the M.Ed. program.

All completed materials (applications, fees, transcripts, and supplementary materials) should be returned to the following address:

Union University - Germantown
Graduate Studies in Education
Attention: Terri Richmond, Coordinator
2745 Hacks Cross Road
Germantown, TN 38138-7507

**Notification:** Each applicant will be notified in writing of the decision regarding his/her admittance into the program in the month of May (before 15th).
Admission Requirements for the M.Ed. Degree
Teaching & Learning (T&L) Concentration Only

(Candidates for the T&L concentration must have completed one (1) full years of teaching experience prior to beginning the application process)

1. **Application for Graduate Studies in Education Form (enclosed):**
   a. Submit completed application by the priority deadline of April 1st each year.
   b. All other application materials must be received by the final deadline of April 15th.

2. **Application Fee:** A nonrefundable application fee of $25. Checks should be made to Union University and returned with the application.

3. **Teaching License:** Please submit a copy of your current teacher license with your application and application fee.

4. **Official Transcripts:** Please request official transcripts for all undergraduate and graduate schools attended. The minimum admission requirements include an official undergraduate degree transcript from a regionally accredited college/university. In addition, students must ensure that transcripts received from non-US institutions are translated and evaluated by a recognized agency, and forwarded directly to Union University. *(If you are a graduate from an undergraduate program at Union University within the last five (5) years and have not attended a regionally accredited college/university since graduating from either program, you can disregard this requirement.)*

5. **Grade Point Average:** Applicant’s undergraduate GPA should be at 3.0 or higher. (Applicants not meeting this GPA criterion may be granted “Conditional Admission” only upon approval of the Graduate Admissions Committee.)

6. **Writing Sample:** All applicants are required to successfully complete a writing sample, demonstrating adequate graduate level writing skills no later than April 15th.
   - Please contact Terri Richmond by email at trichmon@uu.edu to receive information on how to conduct and complete the writing sample.

7. **Recommendation Forms (enclosed):** Four (4) completed recommendation forms, as specified below, must be returned to the Graduate Program office (see address on other side). **Each form must be returned in a sealed envelope, with signature across the sealed envelope.**
   a. One (1) must be completed by the applicant’s current principal or supervisor
   b. Two (2) must be completed by fellow teachers/colleagues of the applicant
   c. One (1) must be completed by a graduate professor from his/her prior graduate program with insight into all components on the form

{continued on other side}
8. **Immunization Record Form (enclosed):** Please submit the enclosed form along with proof of immunity to measles, mumps, rubella (vaccinations MMR #1 and MMR #2) and varicella (chickenpox).

The M.Ed. applicant for the T&L concentration will be required to meet with the Assistant Dean who will make a recommendation to the Dean and Graduate Admissions Committee concerning admission to the M.Ed. program.

All completed materials (applications, fees, transcripts, and supplementary materials) should be returned to the following address:

Union University - Germantown
Graduate Studies in Education
Attention: Terri Richmond, Coordinator
2745 Hacks Cross Road
Germantown, TN 38138-7507

**Notification:** Each applicant will be notified in writing of the decision regarding his/her admittance into the program in the month of May (before 15th).
Recommendation Form

Master of Education (Teaching & Learning and/or Instructional Leadership)
Union University Graduate Studies in Education

(Must be completed by those with insight into all sections below; (Total = 4) 2 completed by fellow teachers, 1 by current principal/supervisor, and 1 by a non-family member character reference)

TO THE APPLICANT: Enter your full name below and check the role of the evaluator. Please forward this form to the individual making the recommendation and provide an envelope for the evaluator to use and return to the Graduate Office noted below.

APPLICANT NAME: _____________________________________________________________

(First) (Middle) (Last)

This evaluator is: ___ Fellow Teacher ___ Current Principal/Supervisor ___ Character Reference (non-family)

TO THE RECOMMENDER: The person whose name appears above has applied for admission to Union University as a degree-seeking student in the Master of Education Program and is asking you to complete this evaluation form. Please give your opinion regarding the applicant's ability to benefit from graduate work in Teaching & Learning and/or Instructional Leadership. Thank you.

How long have you known the applicant? ______________________________________

Please check the statements that best characterize the applicant.

CHARACTER
___ Is not trustworthy
___ Is normally trustworthy
___ Is ethical, worthy of complete trust

JUDGMENT
___ Often uses poor judgment
___ Actions usually well-grounded
___ Uses sound judgment

COMMUNICATION ABILITY
___ Often has difficulty communicating ideas
___ Sometimes has difficulty communicating ideas
___ Is articulate, communicates clearly

ORGANIZATIONAL ABILITY
___ Has difficulty with organization
___ Is normally perceived as in charge of his/her life
___ Approaches decisions in a reflective, orderly manner

DEDICATION
___ Shuns responsibility
___ Does what is necessary
___ Carries out responsibilities, shows initiative

SCHOLARLY ATTITUDE
___ Avoids learning new ideas and skills
___ Will learn what is absolutely necessary
___ Enjoys studying and learning

COMMITMENT TO DIVERSE NEEDS
___ Often shows insensitivity
___ Usually models dignity and respect
___ Values diversity and fairness

COMMITMENT TO POSITIVE RELATIONSHIPS
___ Often works against relationship building
___ Usually displays good cooperative skills
___ Uses good judgment and collaborative skills

1. a. Please comment on the candidate’s potential for success as a school leader.

b. Please comment on the leadership shown by the candidate in other community leadership arenas or other opportunities.

(over)
2. Please comment on the candidate’s involvement with initiating assistance with teachers and students, in order to improve their academic skills or support the efforts of other stakeholders.

3. Please give your evaluation of the applicant’s ability to successfully pursue graduate study. Please comment on particular strengths and/or weaknesses of which you are aware.

How do you rate this applicant?

____ Highly Recommend; ____ Recommend; ____ Recommend with Reservations; ____ Do Not Recommend

Print Your Name: ____________________________________________________________

Position or Title: ____________________________________________________________

School/Place of Employment: ________________________________________________

Address: ...........................................................................................................

City/State/Zip: ....................................................................................................

Signature of Recommender: __________________________________________ Date: ______

Thank you for completing this recommendation. Please put this completed form in an envelope provided by the applicant and return it to the graduate program office at the address below:

Union University – Germantown
Graduate Studies in Education
Attention: Terri Richmond, Coordinator
2745 Hacks Cross Road
Germantown, TN 38138-7507
Recommendation from Director of Schools
For Admission to the
Tennessee Instructional Leadership Program

Applicant's Name:

(First) (Middle) (Last)

Applicant's SSN: ______________________________

This candidate is in the process of applying to Union University's TN Instructional Leadership Program. One purpose of this program is to identify and secure candidates based upon local needs identified using student achievement data and emerging research about the dispositions and characteristics of exemplary school leaders. Recommending this candidate is not a guarantee that a leadership position will be granted prior to, during, or upon completion of the program.

Please check the option that best describes your recommendation of this candidate for the Master of Education in Instructional Leadership Program.

_____ This candidate possesses the leadership qualities of an exemplary school leader. I am very confident in making this recommendation.

_____ At this time, I am not confident in making a recommendation for the Instructional Leadership Program. However, based on the potential of the candidate to demonstrate leadership within content or grade level roles, I am confident in recommending this candidate for the Teaching & Learning track of the Master of Education Program (non-licensure).

_____ At this time, I am not confident in recommending this candidate for either track of the Master of Education Program.

________________________________________
Printed name of Director of Schools (or Designee)

________________________________________
Signature of Director of Schools (or Designee) Date

Title

School System

Please place the form in the envelope provided by the applicant and return it to the following address: Graduate Studies in Education; Union University, Attn: Terri Richmond, 2745 Hacks Cross Road, Germantown, TN 38138.
SCHOOL OF EDUCATION
MASTER OF EDUCATION (M.Ed.) DEGREE
IN INSTRUCTIONAL LEADERSHIP

UNION UNIVERSITY

ACKNOWLEDGMENT OF SLLA EXAM REQUIREMENT
FOR GRADUATION

The candidate for the M.Ed. Degree in the Instructional Leadership concentration MUST PASS the Praxis II School Leader Licensure Assessment (SLLA) in order to complete the M.Ed./Instructional Leadership program. Neither the M.Ed. degree, nor state licensure, will be granted to the candidate without passing the SLLA exam.

The exam is typically taken in April (exact registration deadlines and exam dates are available online) to allow time for processing prior to graduation. It is the student’s responsibility to register and take the SLLA. (Candidates may elect, at their own discretion, to take the exam prior to the spring testing date). Exam results must be received by early-June, so that the candidate will know if he/she will complete and obtain the Instructional Leadership license and M.Ed. Degree. If the student does not pass the SLLA exam, per state law, the candidate cannot graduate with the M.Ed. in Instructional Leadership, nor will the student receive state licensure.

The M.Ed. in Instructional Leadership curriculum is solid preparation for the SLLA exam, and failure on the SLLA among students in our leadership programs is infrequent.

If, however, a M.Ed. student does fail the SLLA in the Spring, he or she may retake the exam at the next testing date; passing the exam at that time would enable the student to then receive his or her M.Ed. degree at the graduation ceremony the following semester (i.e., December).

Union University is not responsible for the student scheduling and/or taking the appropriate test(s), as mandated by the Tennessee State Department.

Union University is not responsible for licensure changes that are required by the State.

Note: If you hold a license in School Counseling, you must also take the Praxis II-Principles of Learning and Teaching test.

List the area(s) that you have endorsement(s): ______________________________________

I certify by my signature below that I have read the statement above and understand the graduation requirement.

Applicant’s Name ____________________________________________________________

(Please print)

Applicant’s Signature ___________________________________ Date ______________
TENNESSEE DEPARTMENT OF EDUCATION - OFFICE OF TEACHER LICENSING
EXPERIENCE VERIFICATION FORM

The information listed below is to be completed by the current or previous employer, Superintendent, Headmaster, Agency Director, or Designated Personnel Office. Principals are not authorized to sign this form unless they are the designated personnel officer.

Please note that if verifying college experience, only experience as a full-time teacher at a regionally accredited institution is accepted. Use one line for each change in status. Do not include leave of absence periods.

NAME OF EDUCATOR ___________________ SOCIAL SECURITY NUMBER ___________________

IMPORTANT: Educator please keep a copy of this form. You will need to give a copy to your superintendent/director when you are employed in a Tennessee school.

Information below to be completed ONLY by the SCHOOL SYSTEM OR COLLEGE where teaching was performed.

EXPERIENCE RECORD (Please list experience yearly, each year on a separate line, beginning July 1 and ending June 30.)

<table>
<thead>
<tr>
<th>Name of School</th>
<th>School System</th>
<th>Position and Grade Level</th>
<th>State</th>
<th>Fiscal Year, July 01 - June 30</th>
<th>Time Employed</th>
<th>% Time, 100 or % Less Required</th>
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THE ABOVE SCHOOL, SCHOOL SYSTEM OR COLLEGE OR UNIVERSITY WAS FULLY APPROVED OR ACCREDITED BY THE ________________________ AT THE TIME SERVICE WAS PERFORMED.

(State Department of Education or Association of Colleges & Schools)

Check one of the following:

[ ] Public School  [ ] Private School  [ ] Charter School

[ ] U.S. Government Service Teaching Program  [ ] Full-time Teacher at a Regionally Accredited Institution (College or University)

I HEREBY CERTIFY THAT THE ABOVE LISTED EXPERIENCE IS A TRUE AND CORRECT COPY OF THE RECORDS ON FILE FOR THE EDUCATOR NAMED ABOVE

(This form must be signed by an authorized official from agency/institution as stated above.)

Signature ______________________ Title ______________________ Telephone Number ______________________

Address ______________________ Street ______________________ P.O. Box ______________________ City ______________________ State ______________________ Zip Code ______________________

Email Address ______________________ Date ______________________

ED2034a REV 3-21-12
Immunization Record
All Graduate Students Must Complete Parts A - C

Name __________________________ Date of Birth _______ Phone # _______
Address ___________________________ E-mail ___________________________

A. MEASLES, MUMPS, AND RUBELLA (check one):

☐ I was born prior to 1957.

☐ Attach copy of Immunization record showing two (2) doses of Measles, Mumps & Rubella (MMR) vaccine

☐ Attach copy of immune MMR titer: Date __/__/__ Results ________________________

The state of Tennessee requires all students, born on or after January 1, 1957, entering colleges and universities to provide proof of two (2) doses of Measles, Mumps, and Rubella (MMR) vaccine on or after the first birthday or proof of immunity to measles with an MMR titer (blood test).

B. VARICELLA OR “CHICKENPOX” (check one):

☐ I was born prior to 1980.

☐ Attach copy of Immunization record showing two (2) doses of varicella vaccine

☐ Attach copy of immune varicella titer: Date __/__/__ Results ________________________

☐ Attach letter from health care provider stating that he/she believes student has had chickenpox. Year of illness: ______________________

The state of Tennessee requires all students, born on or after January 1, 1980, to provide proof of two doses of varicella (chickenpox) vaccine given no earlier than 4 days before 1st birthday or proof of immunity to varicella with a varicella IgG (titer) blood test.

Signature of Physician/Provider ___________________________ Date ______________________
Name of Physician/Provider ___________________________
Address ___________________________

C. HEPATITIS B (HBV) IMMUNIZATION:

Recommended for all new students and required for students in the School of Nursing. Hepatitis B (HBV) is a serious viral infection of the liver that can lead to chronic liver disease, cirrhosis, liver cancer, liver failure, and even death. Hepatitis B vaccine is available to all age groups to prevent Hepatitis B viral infection. A series of three (3) doses of vaccine are required for optimal protection. Missed doses may still be sought to complete the series if only one or two have been acquired. The HBV vaccine has a record of safety and is believed to provide lifelong immunity in most cases. Union University Health Services, located on the Jackson Campus, is open Monday – Friday 8 a.m.-4 p.m. and offers Hepatitis B vaccine for $50 per injection (price subject to change). THE LAW DOES NOT REQUIRE THAT STUDENTS RECEIVE VACCINATION FOR ENROLLMENT. THE LAW DOES REQUIRE THAT A COPY OF THIS SIGNED FORM BE TURNED IN TO UNION UNIVERSITY HEALTH SERVICES.

☐ I decline receipt of vaccine to protect for Hepatitis B

☐ I have received the complete three doses series of the Hepatitis B vaccine

☐ I plan to receive the Hepatitis B series

Student Must Sign Here: ___________________________________________ Date: ____________

I refuse immunization because of religious objections, have attached an official clergy statement, and affirm this reason under the penalties of perjury.

Signature ___________________________ Date ____________

Return to: Your Program Coordinator, 2745 Hacks Cross Road, Germantown, TN 38138
Contact Information: 901-759-0029, Fax 901-759-1197
Financial Aid Information
for M.Ed. Applicants

HOW TO APPLY FOR GRADUATE STUDIES
FINANCIAL ASSISTANCE AT UNION UNIVERSITY:

1. If you plan to use Financial Aid to help support your program of study at Union University, go to www.uu.edu/financialaid/gradhowtoapply.cfm

2. Step #1 has been provided (see enclosed form in packet - Graduate & Adult Studies Application for Financial Assistance). After completing this form, please return same to the Graduate Education Office, for processing to the Financial Aid office.

3. Please follow additional directions for Graduate Students on the website, continuing with step #2.

4. Please remember the priority deadlines as noted as follows:
   
   a. Spring Term – November 15th
   b. Fall Term – July 15th

5. Contact the Financial Aid Representative for the Germantown Campus to check on the status at (901) 759-0029.

**If you have not completed the required financial aid documents by registration, you must pay ¼ of your tuition at time of registration.**
Graduate Application for Financial Assistance

Please fill out completely and return to: Union University Office of Student Financial Planning, Jackson, TN 38305

Term Start Date (month/year): __________________________

Full Name: ____________________________________________

Date of Birth: _____ / _____ / ___________  Student ID or Social Security Number _______________________

Permanent Home Address: ________________________________

Street  City  State  Zip

Cell/Work Phone: (______) _______ - _______  Home Phone: (______) _______ - _______

Email Address: _______________________________________

Please Note: Our office uses email to communicate important information regarding your aid status. Be sure to check your assigned Union email address regularly.

Major/Program of Study: ________________________________

Campus Location: ______________________________________

List below other resources not awarded by Union that you will receive while enrolled. In addition, please complete the Supplemental Application for Financial Assistance @ www.uu.edu/financialaid. (i.e., Vocational Rehabilitation, Veteran’s Benefits, Employer Reimbursement)

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Annual reports indicating compliance with the Student Right-to-Know and Campus Security Act are available in the Office of Safety and Security during regular office hours. Admission to the University does not automatically guarantee admission to specific academic programs within the University. In compliance with all applicable state and federal law, including provisions of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, Union University does not illegally discriminate on the basis of race, sex, color, national origin, age, disability or military service in admissions, in the administration of its educational policies, programs, or activities; or employment. Under federal law, the university may discriminate on the basis of religion in order to fulfill its purposes. Persons who believe their rights under this policy have been violated should contact the Office of the President, Union University.

THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Student’s Signature: ____________________________ Date: ____________________________

Office of Student Financial Planning
1050 Union University Drive • Jackson, TN 38305-3697
www.uu.edu/financialaid • Phone 731.661.5015
Fax 731.661.5570 • finaid@uu.edu
AUTOMATIC PAYMENT PLAN

An easier way to pay for college.

Advantages
- Easy online enrollment
- Monthly payment plan
- Flexible payment options
- No interest

Payment Methods
- Automatic bank payment (ACH)
- Credit card/debit card (VISA cards are not accepted.)

Payments are processed on the 5th or 20th of each month and will continue until the balance is paid in full. If a credit/debit card is used, a convenience fee in addition to the enrollment fee will be assessed.

Cost to Participate
- $25 enrollment fee per semester (ACH & credit card)
- $45 annual fee (ACH & credit card)
- Nonrefundable returned payment fee if a payment is returned

Simple Steps to Enroll in the Payment Plan
- Go to www.uu.edu
- Click on Current Students
- Under Financial Information, click on FACTS Program
- Click on Electronic Version
- Once you are in e-Cashier, refer to the menu bar at the top for answers to additional questions you may have

UNION UNIVERSITY

1050 Union University Drive • Jackson, TN 38305-3697
731.661.5071 • www.uu.edu
Personal Summary Requirements  
(Instructional Leadership Concentration Only)  

As part of the application process for the M.Ed. in Instructional Leadership, candidates must submit a clearly-written and carefully-edited Personal Summary, as specified below. The Personal Summary must consist of four separate documents, each with its own cover sheet:

A. Professional Development Plan – First, please complete an assessment to determine your strengths and weaknesses (The 21st Century School Administrator Skills Self-Assessment is attached for your convenience). You must include the name of the instrument you used (italicized) in the professional development plan.

Next, compile a 3-5 page (not including title page), double-spaced professional development plan as follows:

1. The first page should include a description of the purpose of the professional development plan. The purpose should primarily address the fact that the PDP will identify your strengths and weaknesses, as well as develop a plan to address each strength and weakness.

2. Secondly, you should clearly identify 3 areas of professional strength in teaching, leading and/or learning, as well as 2 areas of necessary growth (i.e., weaknesses).

3. Next, please discuss how these areas of strength and weakness impact your ability as an instructional leader, using at least 3 main points.

4. Clearly state a.) Goals, b.) Benchmarks and c.) Timelines, in narrative/paragraph form, for each of your strengths and weaknesses. The purpose of this is to show that you have a specific plan for self-improvement in all areas you have identified. The plan should include your specific goals of improvement, indicators (benchmarks) to know or determine when you have met those goals, and the anticipated timeline (month and year) when you plan to have met each goal.

Please note that your PDP should be error free (i.e., organization, grammar, punctuation) and follow APA formatting. We request that you have a colleague proofread your work prior to submitting as part of the application process.

B. Professional Goals Description – A 1-3 page (not including title page), double-spaced explanation of how Union University’s M.Ed. in Instructional Leadership program will assist you toward reaching your goals. This well-organized document should address the purpose of the M.Ed. Instructional Leadership program, as it relates to the School Leaders Licensure Assessment (SLLA) and the Tennessee Instructional Leadership Standards (TILS). You should emphasize that the curriculum and standards of the program will assist you toward meeting each of the licensure standards. You should also address the fact that you will be creating artifacts that are linked to the standards, as part of the program, which will represent your skills toward meeting each set of standards. Again, we request you have a colleague carefully proofread the document so that it is submitted without error.
C. **Student Achievement Report** – A 1-3 page (not including the title page) double-spaced and well-organized explanation of how you have successfully improved student achievement as a classroom teacher. Please provide a detailed and specific explanation/description, in paragraph form, of how you have raised student achievement scores. You must clearly state the type of student achievement and the techniques you have utilized to improve the students’ scores. This description must be clearly linked to the data provided in the following document (i.e., Document D.)

D. **Supporting Data** - Authentic/original data (e.g., TVASS/TCAP data, Discovery Learning Scores, Gateway scores, grade book scores, etc.) to support (as proof) the explanation you provided in the Student Achievement Report (i.e., Document C). Please mark out any student names or other identifiers from the data. This document must also include a title page.

Example of Document A, B, and C are available at [http://www.un.edu/programs/education/graduate/med.cfm](http://www.un.edu/programs/education/graduate/med.cfm). Please be very careful not to plagiarize these examples (you must write your documents in your own words).
SELF-ASSESSMENT OF LEADERSHIP COMPETENCIES

As you matriculate through the Instructional Leadership program at Union University, you will need to plan activities that address your professional development needs. The purpose of this instrument is to assist you in identifying your current strengths and weaknesses as an educational leader. The instrument is based on the Tennessee Instructional Leader Standards and may be helpful in selecting a topic for the Ed.S. Leadership Growth Paper.

Circle the number below that best reflects your perception of your current level of competency with each item. Total your scores for each standard to identify current strengths and needs.

Use the following rating scale to rate each standard with respect to your level of competency.

1. I have no related experiences or competency.
2. I have some related experiences or competency, but additional experiences are needed.
3. I have considerable experiences and competency.

Standard A: Continuous Improvement (Total Score)
Implements a systematic, coherent approach to bring about the continuous growth in the academic achievement of all students

Assess the degree to which you engage in activities that demonstrate your belief in and commitment to:

1. Engaging the education stakeholders in developing a school vision, mission and goals that emphasize learning for all students and is consistent with that of the school district. 1 2 3

2. Facilitating the implementation of clear goals, strategies, and timelines to carry out the vision and mission that emphasize learning for all students and keeps those goals in the forefront of the school’s attention. 1 2 3

3. Creating and sustaining an organizational structure that supports school vision, mission, and goals that emphasize learning for all students. 1 2 3

4. Facilitating the development, implementation, evaluation and revision of data informed school-wide improvement plans for the purpose of continuous school improvement. 1 2 3

5. Developing collaborations with parents/guardians, community agencies and leaders in the implementation of continuous improvement. 1 2 3

6. Communicating and operating from a strong belief that all students can achieve academic success. 1 2 3
Standard B: Culture for Teaching and Learning

Creates a school culture and climate based on high expectations conducive to the success of all students

Assess the degree to which you engage in activities that demonstrate your belief in and commitment to:

1. Developing and sustaining a school culture based on ethics, diversity, equity and collaboration.
2. Advocating, nurturing, and leading a culture conducive to student learning.
3. Developing and sustaining a safe, secure and disciplined learning environment.
5. Facilitating and sustaining a culture that protects and maximizes learning time.
6. Developing leadership teams, designed to share responsibilities and ownership to meet the school’s mission.
7. Demonstrating an understanding of change processes and the ability to lead the implementation of productive changes in the school.
8. Leading the school community in building relationships that result in a productive learning environment.
9. Encouraging and leading challenging, research based changes.
10. Establishing and cultivating strong, supportive family connections.
11. Recognizing and celebrating school accomplishments and addresses failures.
12. Establishing effective lines of communication with teachers, parents, students and stakeholders.
13. Recruiting, hiring, and retaining teachers whose values and instructional frameworks align with the school’s mission.
Standard C: Instructional leadership and Assessment (Total Score)
Facilitates instructional practices that are based on assessment data and continually improve student learning.

Assess the degree to which you engage in activities that demonstrate your belief in and commitment to:

1. Leading a systematic process of student assessment and program evaluation using qualitative and quantitative data. 1 2 3
2. Leading the professional learning community in analyzing and improving curriculum and instruction. 1 2 3
3. Ensuring accessibility to a rigorous curriculum and the supports necessary for all students to meet high expectations. 1 2 3
4. Recognizing literacy and numeracy are essential for learning and ensuring they are embedded in all subject areas. 1 2 3
5. Using research based best practice in the development, design, monitoring and implementation of curriculum, instruction, and assessment. 1 2 3
6. Monitoring and evaluating the school’s curricular program for rigor. 1 2 3
7. Providing teachers and parents with assessment results on a regular basis. 1 2 3
8. Developing and implementing a system to regularly communicate student academic progress and assessment results to parents, students, and teachers. 1 2 3

Standard D: Professional Growth (Total Score)
Improves student learning and achievement by developing and sustaining high quality professional development.

Assess the degree to which you engage in activities that demonstrate your belief in and commitment to:

1. Systematically supervises and evaluates faculty and staff. 1 2 3
2. Promotes, facilitates and evaluates professional development. 1 2 3
3. Models continuous learning and engages in personal professional development. 1 2 3
4. Provides leadership opportunities for the professional learning community and mentors aspiring leaders. 1 2 3
5. Works in collaboration with the school community to align high quality professional development with the school’s improvement plan to impact student learning. 1 2 3
6. Provides faculty and staff with the resources necessary for the successful execution of their jobs. 1 2 3
Standard E: Management of the School (Total Score)
Facilitates learning and teaching through the effective use of resources

Assess the degree to which you engage in activities that demonstrate your belief in and commitment to:

1. Establishing a set of standard operating procedures and routines that are understood and followed by all staff.  1  2  3
2. Focusing daily operation on the academic achievement of all students.  1  2  3
3. Garnering and employing resources to achieve the school’s mission.  1  2  3
4. Preparing and regularly monitoring an annual operational budget that aligns with the school’s improvement plan.  1  2  3
5. Mobilizing community resources to support the school’s mission.  1  2  3
6. Identifying potential problems and is strategic in planning proactive responses.  1  2  3
7. Implementing a shared understanding of resource management based upon equity, integrity, fairness, and ethical conduct.  1  2  3
8. Developing a comprehensive strategy for positive community and media relations.  1  2  3

Standard F: Ethics (Total Score)
Facilitates continuous improvement in student achievement through processes that meet the highest ethical standards and promote advocacy including political action when appropriate

Assess the degree to which you engage in activities that demonstrate your belief in and commitment to:

1. Performing all professional responsibilities with integrity and fairness.  1  2  3
2. Modeling and adhering to a professional code of ethics and values.  1  2  3
3. Making decisions within an ethical context and respecting the dignity of all.  1  2  3
4. Advocating to district and state-level decision-makers when educational, social or political changes are necessary to improve learning for students.  1  2  3
5. Making decisions that are in the best interests of students and aligned with the vision of the school.  1  2  3
6. Considering legal, moral and ethical implications when making decisions.  1  2  3
7. Acting in accordance with federal and state constitutional provisions, statutory standards and regulatory applications  1  2  3
Standard G: Diversity (Total Score)
Responds to and influences the larger personal, political, social, economic, legal and cultural context in the classroom, school, and the local community while addressing diverse student needs to ensure the success of all students

Assess the degree to which you engage in activities that demonstrate your belief in and commitment to:

1. Develops and implements an appropriate diversity policy involving the school community and stakeholders which encompasses program planning and assessment efforts.  
   1 2 3

2. Recruits, hires and retains a diverse staff.  
   1 2 3

3. Interacts effectively with diverse individuals and groups using a variety of interpersonal skills in any given situation.  
   1 2 3

4. Recognizes and addresses cultural, learning and personal differences as a basis for academic decision making.  
   1 2 3

5. Leads the faculty in engaging families/parents in the education of their children.  
   1 2 3