



# Pittsburg State University

Department of Teaching and Leadership  
201 Hughes Hall; Telephone: 620-235-4508; FAX: 620-235-4520

1701 South Broadway  
Pittsburg, KS 66762-7500  
620/235-7000

Dear Master of Science in Educational Leadership Candidate:

Welcome to Pittsburg State's Master of Science, Educational Leadership program. The Department of Teaching and Leadership, which will be your 'home' for your degree, is pleased that you have chosen us for the continuance of your education and professional development. Our goal is to provide for you high quality coursework and effective instructors in a supportive environment. The information provided in this packet offers insight into our program requirements so that you may fulfill the admission steps in a timely fashion and be prepared for assessment points during and at the end of the program.

Please feel free to contact our office with any questions or concerns you may have as you proceed to degree completion. The Teaching and Leadership Office number is 620-235-4508, or you may email Dr. Jason Clemensen at [jclemensen@pittstate.edu](mailto:jclemensen@pittstate.edu). Best wishes for a successful educational journey!

**Requirements for Admission to Pittsburg State University's Master of Science in Educational Leadership Degree Program** (Requirements must be submitted as soon as possible but prior to the completion of the first 12 graduate hours of coursework.)

-Two (2) letters of recommendation to accompany a completed Graduate Study Recommendation form from the following: A current or previous supervisor/administrator, and a professional colleague or peer; both letters should attest, with examples, to the student's potential as an educational leader.

-Teaching License

-Academic Writing Sample #1: A resumé of professional educational experiences.

-Academic Writing Sample #2: A written leadership autobiography.

-Background check. In alignment with state licensure requirements, Pittsburg State University requires all education majors who are applying to educational administration to complete a background check with Validity Screening Solutions Background Check. Please refer to the Criminal Background Check Instructions for further information.

PLEASE SEND COMPLETED  
**RECOMMENDATION FORMS/LETTERS TO:**  
Administrative Specialist, College of Education  
110 B Hughes Hall  
Pittsburg State University  
1701 S Broadway  
Pittsburg, KS 66762

PLEASE SEND YOUR **LICENSE, RESUME,**  
**AUTOBIOGRAPHY VIA EMAIL** TO YOUR PROGRAM  
ADVISOR:  
Dr. Jason Clemensen at [jclemensen@pittstate.edu](mailto:jclemensen@pittstate.edu)