**Mercer University**

**Tift College of Education**

**Tier One Educational Leadership Program**

**(Master’s Degree/M.Ed. or Certification Only)**

**Acknowledgement of Applicant Candidate and Roles**

**To Be Completed by the Candidate:**

I, (name of candidate) am applying for admission to the Master of Education (Tier One) in Educational Leadership Program at Mercer University’s Tift College of Education.

I understand the requirement of the Georgia Professional Standards Commission (GaPSC) to seek approval from my school to participate in a performance-based M.Ed in Educational Leadership program, or a Certification Only/ Non- Degree Seeking program. I understand this documentation is necessary to plan provision of a performance-based internship as a part of degree/certificate requirements. This form is being provided to a Principal to request approval.

Sign: Date:

**To Be Completed by the School System Representative:**

The above-named candidate is applying for admission to the Master of Education (Tier One) in Educational Leadership Program at Mercer University’s Tift College of Education. Mercer University abides by the Georgia Professional Standards Commission (GaPSC)’s requirement to direct applicant to their Principals to discuss and acknowledge participation in the performance-based Tier One program in Educational Leadership. I understand this documentation is necessary to establish responsibilities and plan provision of a performance-based internship as a part of degree/certificate requirements.

Please indicate your acknowledgement of the above-named candidate’s application for the Educational Leadership program, and that the joint responsibilities listed below have been discussed and approved by initialing beside each of the following:

\_\_\_\_\_ I acknowledge as an M.Ed in Educational Leadership applicant candidate.

\_\_\_\_\_\_I have read and discussed the responsibilities for the performance-based internship with the above-named applicant candidate, and acknowledge the school/district’s responsibilities in support of the candidate’s pursuit of the M.Ed in Educational Leadership.

## Mercer University & School/District Joint Responsibilities

A **Candidate Support Team** (CST), composed of the **Candidate**, Mercer University **Coach**, and system supervisor/administrator-designated **Mentor**, shall be assigned to guide the Candidate in fulfilling the following responsibilities:

1. Meet at least four times (beginning/middle/end of the residency).
2. Develop and utilize the Individual Growth Plan.
3. Establish observation experiences.
4. Examine the Candidate performance portfolio including work samples.
5. Evaluate progress of the Candidate and establish areas that need to be addressed.
6. Determine if the Candidate has completed the requirements for the residency satisfactorily and make recommendations for additional work if necessary.

## Mercer University Responsibilities

A **Coach** will be assigned by Mercer University’s Tier One program to work with each candidate. Mercerwill monitor and track the qualifications of individuals who are responsible for the coaching and support of candidates. Each Coach will be a qualified individual who demonstrates competencies in the knowledge, skills, and dispositions required for accomplished leadership. Coacheswill be assigned to fulfill the following responsibilities in order to support candidate residency experiences:

1. A full coaching cycle (pre-conference, observation, post-conference) with the Candidate is provided a minimum of four times during the required 250 clock hours of on-the-job residency experience. Additional coaching sessions are provided during the entire course of the residency to meet Candidate needs as indicated by performance assessment data in order for the Candidate to apply the knowledge and skills (Standards/Elements 1-7) on a full-time basis by the end of the residency experience.
2. Chair the Candidate Support Team (CST) team.
3. Meet with the Candidate Support Team (as defined by the partnership) at least four times during the school year. If more guidance is necessary, the Candidate Support Team will meet additional times.
4. Examine portfolio (LiveText) documentation as collected by the Candidate to support implementation of Standards 1-7 and to provide feedback.
5. Initiate the residency experience.

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## Please initial to indicate approval for the School/District Responsibilities:

## \_\_\_\_\_\_\_ School/District Responsibilities

A **system** **supervisor/administrator** shall be assigned to fulfill the following responsibilities in supporting the residency experiences of the Candidate:

1. Support the efforts of Mercer personnel and the activities of the Candidate.
2. Assist Mercer personnel in arranging the residency experience.
3. Provide time and opportunities for the Candidate to fulfill the responsibilities of the residency.
4. Assign a **Mentor** to serve on the Candidate Support Team. The **Mentor** will be assigned to fulfill the following responsibilities in supporting the residency experiences of the Candidate:
5. Support the efforts of Mercer personnel and the activities of the Candidate.
6. Ensure that the Candidate receives a minimum of 36 clock hours for observations and coaching.
7. Mentor the Candidate to apply the knowledge and skills (Standards/Elements 1-7) on a full-time basis by the end of the residency experience.

Name (please print)

Signature Date

Title School

**Please return to Mercer University or the Candidate in a sealed envelope. Completed, signed forms should be mailed to:**

**Mercer University Educational Leadership Program**

**Tift College of Education**

**Attn: Tamla L. Shaw**

**3001 Mercer University Drive, AACC Building, Ste 335**

**Atlanta, Georgia 30341**

**OR**

**Email Form to Sarah White:**

**white \_sj@merecer.edu**