

## Application Process

All application materials (paper and online) are due by February 1 of the application year.

To apply to the University of Connecticut Administrator Preparation Program:

1. Complete the online application to the Graduate School at [www.grad.uconn.edu/applications.html](http://www.grad.uconn.edu/applications.html)
2. Mail the following materials, in one completed packet, to the Graduate School:

**Official transcripts** of all collegiate work completed to date.

**Four Candidate Evaluation Forms** – Please note that these forms are to be used **in place of** letters of recommendation referred to in the Graduate School application instructions. These forms are required specifically for admission into UCAPP and may be found at: [http://www.education.uconn.edu/departments/edlr/edadmin\\_assets/Candidate%20Evaluation%20Form.pdf](http://www.education.uconn.edu/departments/edlr/edadmin_assets/Candidate%20Evaluation%20Form.pdf). An evaluation form must be completed by each of the following individuals: central office administrator, school principal, and two professional colleagues in your school who are familiar with your work.

**Personal Statement** – Write a one-page essay describing your view of school administrative leadership, why you hope to be admitted to UCAPP, and why you would be an asset to the program. Also include which cohort location you are applying to: East Hartford, Farmington, Southeastern Connecticut, or Stamford.

University of Connecticut  
Graduate School  
438 Whitney Road Ext., Unit 1006  
Storrs, CT 06269-1006

*The admissions committee will only review applications which are (a) received by the February 1 deadline and (b) contain all information required as outlined above.*

### Program Information

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### General Information

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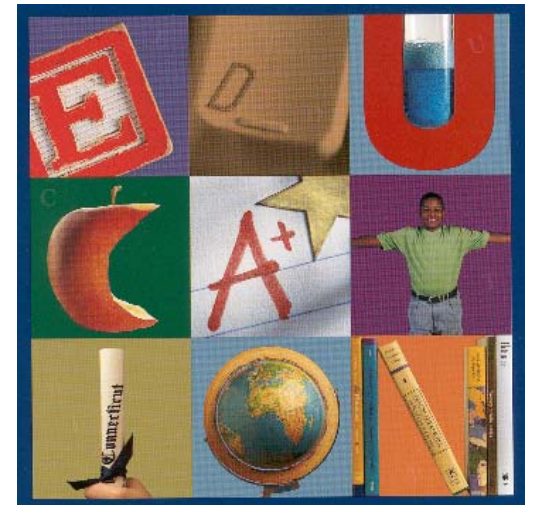
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## UCAPP

### University of Connecticut Administrator Preparation Program

Preparing High Quality  
Graduates for Major  
Leadership Positions



Department of Educational Leadership  
Neag School of Education  
University of Connecticut  
249 Glenbrook Road Unit 2093  
Storrs, CT 06269-2093  
[www.edlr.uconn.edu](http://www.edlr.uconn.edu)

## Program Description

**UCAPP** is a two-year program designed for working professionals who aspire to positions in school leadership. Students who successfully complete UCAPP are awarded the Sixth-Year Diploma and are eligible for endorsement for Connecticut State Certification as Intermediate Administrators. There are four UCAPP cohorts that consist of students from various geographic regions across the state including: East Hartford, Farmington, Southeastern Connecticut, and Stamford. The East Hartford cohort is designed for students who are interested in pursuing urban leadership positions.

### Internship

A vital part of UCAPP is the internship, an experiential component of the program that immerses students in actual leadership roles. Prior to the beginning of an internship, great care is taken to match each student intern with an appropriate mentor administrator. Following a meeting concerning each intern's professional goals, work schedule, and UCAPP objectives, a two-year internship is developed. Through a partnership with the Connecticut Association of Schools (CAS) students are placed with exemplary school leaders. The internship consists of 90 hours per semester of on-site/off-site administrator activities that are aligned with course theory and are designed to develop proficiency as outlined by NCATE standards.

### Cohort Experience

UCAPP students remain and work together as a group for the two years, allowing them the opportunity to build relationships with each other as aspiring administrators, collaborate on projects, and plan time together academically and socially. A clinical supervisor is assigned to each cohort for two years. The clinical supervisor works with course instructors, students, and mentors to link practice and theory throughout the program of studies.

### Academic Component

Courses, seminars, and modules in UCAPP are grounded in adult and experiential learning theory. Priority is placed on integrating course work with internship experiences in the actual world of educational administration. These problem-based learning practica provide an integrative set of experiences throughout the two-year program. Students also compile an electronic professional portfolio that documents their administrative competency as outlined by NCATE standards.

## Program Goals

The goal of UCAPP is to prepare educational leaders who have the knowledge and ability to promote the success of all students by:

- implementing a vision of learning supported by the school community
- promoting a positive school culture by providing an effective instructional program and using strategies that capitalize on the school's diversity
- designing comprehensive professional growth plans for staff based on research and reflective practices
- managing a safe and effective learning environment
- collaborating with families and community members to positively impact student achievement
- influencing the political, social, economic, legal, and cultural context of the school community
- acting with integrity and in an ethical manner

UCAPP students are provided with significant opportunities to synthesize and apply the knowledge and skills they acquire through sustained clinical practica in school settings.

## Application and Selection Process

- Applications and all supporting material must be received by February 1 of the application year.
- From the pool of applicants, the admissions committee will select the most qualified candidates for interviews. Interviews will be scheduled in late March/early April.
- Applicants will be informed as to whether they have been selected for UCAPP shortly after their interview.

A master's degree is required for admission to UCAPP as well as a minimum of three years teaching experience. Applicants are screened by a committee of UConn faculty, CAS directors, and clinical supervisors. Approximately 15 participants are selected for each UCAPP cohort. Program acceptance is based on the following criteria:

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|-------------------------------|--------------------------|
| -Leadership Potential         | -Interpersonal Skills    |
| -Academic Record              | -References              |
| -Time Commitment to Program   | -Professional Commitment |
| -Oral & Written Communication | & Educational Values     |

## Basic Program Outline

The UCAPP program of studies includes:

### Year One: Summer Semester

Contemporary Educational Policy Issues	3 credits
School Leadership and Administration of Educational Organizations	3 credits
Practicum	1 credit

### Year One: Fall Semester

Program Evaluation for School Improvement	3 credits
Practicum	2 credits

### Year One: Spring Semester

Supervision of Educational Organizations	3 credits
Practicum	2 credits

### Year Two: Summer Semester

Special Education Topics for Administrators	3 credits
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### Year Two: Fall Semester

Curriculum Laboratory	3 credits
Practicum	2 credits

### Year Two: Winter Intersession

Legal Aspects of Education	2 credits
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### Year Two: Spring Semester

School-wide Proactive Discipline and Positive Behavior Supports	3 credits
Practicum	2 credits

*Learning: Its Implication for Education	3 credits
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**PROGRAM TOTAL: 35 credits**

### \*Learning: Its Implication for Education

The CSDE requires a graduate course in learning theories for 092 certification. We offer an online course in the first year fall session and the second year summer intersession for the completion of this requirement. A comparable course taken within the last five years may satisfy this requirement pending the UCAPP Director's approval.