



MASTER OF SCIENCE  
**EDUCATIONAL  
LEADERSHIP  
CERTIFICATE**

**PURDUE UNIVERSITY®**  
**FORT WAYNE**

**Office of  
Graduate Studies**

[PFW.EDU/GRADUATE](https://pfw.edu/graduate)

# A MESSAGE FROM THE DIRECTOR

As the director of the educational leadership program at Purdue University Fort Wayne, I would like to take this opportunity to welcome you.

Being an experienced faculty team with broad P-12 leadership backgrounds, we are committed to high quality leadership programming for the advancement of effective school leadership. Our accelerated and flexible blended online courses are responsive to the scheduling needs of working educational professionals. Small cohorts are designed to personalize student learning for teachers wishing to pursue their principal licensure in Indiana.

Please contact me with any questions you may have about our program.



**Wylie Sirk, Ph.D**

Clinical Assistant Professor  
and Educational Leadership  
Graduate Program Director  
[wylie.sirk@pfw.edu](mailto:wylie.sirk@pfw.edu)

# BENEFITS

## DESIGNED WITH YOU IN MIND

The Educational Leadership in School Administration Post-Master's Certificate is an accelerated program with course offerings online and in hybrid format. Courses during the fall and spring semesters are eight weeks long, while summer courses are six weeks.

Students in this program benefit from the following:

- Accelerated format allows students to complete the program in 16 months
- Flexible curriculum and course offerings (online)
- Multiple collaborative field experiences with mentors
- Small cohorts designed to personalize student learning
- One class at a time per semester

"The Ed Leadership program used effective tools to help me really understand the context I would be in when I graduated. It was challenging and rigorous, which is exactly what I was looking for. The reflection on practice that was modeled in the program helps me to be the best leader I can be. The professional doors flew open once I finished."

**Ingrid Laidroo-Martin**

"The Educational Leadership program at Purdue Fort Wayne was instrumental in growing me as an educational leader. Not only did it help grow my leadership skills, it afforded me the opportunity to reflect on my vision of leadership and who I am as a leader. It also provided focus for my next steps in my career in education and opportunities to begin making changes in the lives of the students I was already teaching."

**Justin Rentschler**

## LEARN FROM DEDICATED, EXPERT FACULTY

Our faculty, comprised of experienced school administrators, provide a welcoming, rigorous, and relevant curriculum. In addition to their dedication as teaching faculty, they possess strong research and publication profiles, and regularly serve the P-12 school community through active membership in a variety of professional service organizations.

Research areas include:

- Courage in Leadership
- Dispositions of Leadership
- Disposition of Care
- School Reform
- Developing and Supporting Highly-Effective Principals
- Fair and Meaningful Grading Practices
- School Cultures that Prioritize Collaboration and Adult Learning

## THE PURDUE FORT WAYNE DIFFERENCE

Stand out with a graduate degree that enhances your qualifications through:

- Small class sizes
- Personal attention from dedicated faculty
- Course offerings designed for working adults
- Nationally recognized program at a fraction of the cost

# GRADUATE CERTIFICATE IN SCHOOL ADMINISTRATION - HYBRID

The Graduate Certificate in School Administration is a six-course, eighteen (18) credit hour, post-Masters certificate designed for educators who already hold a Master's degree, but desire or need to complete a state-approved preparation program for Indiana building-level school administration.

The Graduate Certificate in School Administration curriculum runs concurrently with core courses associated with the M.S. Ed. in Educational Leadership. The six-course curriculum aligns with national preparation standards for building-level school administrators and satisfies Indiana's preparation program requirement, preparing candidates to take the Indiana building-level school administration licensure exam. Note: This program is designed to prepare candidates for licensure as a building-level school administrator in the state of Indiana only and may or may not satisfy school administration licensure requirements in other states.

## EDUCATIONAL LEADERSHIP GRADUATE CERTIFICATE IN SCHOOL ADMINISTRATION (18 CREDIT HOURS)

### FALL SEMESTER

### SPRING SEMESTER

EDU 51000 School and Community Relations (3 cr.) – Hybrid

### SUMMER I SEMESTER

EDU 50002 Instruction in the Context of Curriculum  
(3 cr.) – Online

EDU 62000 Workshop/Selected Problems in Educational  
Leadership (3 cr.) - Hybrid

### SUMMER II SEMESTER

No Course Required

### FINAL FALL SEMESTER

EDU 60800 Legal Perspectives on Education (3 cr.) – Hybrid

EDU 69500 Practicum in Educational Leadership (3 cr.) – Hybrid

# APPLICATION DEADLINES

JUN  
30

U.S. Citizen: fall admission

NOV  
15

U.S. Citizen: spring admission

## STEPS TO APPLY

### Application:

To begin your application create an account through the portal at [pfw.edu/grad-apply](http://pfw.edu/grad-apply). Applicants can make and save changes before submitting by logging in with the username and password used to create the account.

### Application Fee:

The Graduate School application fee is \$60 (U.S. dollars) for domestic applicants and \$75 (U.S. dollars) for international applicants. Your application will not be processed until your nonrefundable application fee has been paid.

### Transcripts:

Through the application portal, you must upload transcript(s) and/or academic document(s) for every institution of higher education you attended regardless of whether or not a degree was received. If a degree was received then it must be printed on the transcripts. If no degree conferral is printed on the transcripts then a copy of the original diploma (degree certificate) is needed. If the documents are not in English, you must upload an English translation certified by the college or university that issued it. For those who have completed degrees in the People's Republic of China, you will also be required to submit the Graduation Certificate.

### Statement of Purpose (Essay):

The Academic Statement of Purpose is typically a 500-word statement that outlines:

- Your academic and professional background, detailing how your experiences have prepared you
- for graduate study in this field.
- Your career goals and how a graduate degree from Purdue Fort Wayne will help you achieve them.

Focus on demonstrating how you fit with the program by discussing faculty members you want to work with, the program's qualities, or specific research or career opportunities.

### Personal History Statement:

Approximately 500 words, highlights your unique experiences, challenges, and achievements that have shaped who you are today. This is your chance to share:

- Your personal background, such as your upbringing, cultural heritage, or life events that
- influenced your perspective.
- Why you're a good fit for Purdue Fort Wayne's program beyond academics, emphasizing
- personal qualities like resilience, leadership, or community engagement.

This statement is your opportunity to stand out and present a compelling narrative about your journey and why you want to earn your graduate degree at Purdue Fort Wayne.

### Recommendations:

Submit names of at least two individuals who are qualified to evaluate your academic or on-the-job performance who can attest to your ability to pursue a graduate degree. In the online application to the Purdue Graduate School, once you click "Send to Recommender," each individual will receive an email with instructions for submitting their recommendation online.

Once submitted, the graduate program to which you applied will have access to view your recommendation(s).

## OFFICIAL TRANSCRIPTS

You must provide official transcripts and/or academic records at the request of the graduate program or if you are admitted and choose to enroll. An official transcript bears the original signature of the registrar and/or the original seal of the issuing institution. An unofficial transcript printed from your current/previous institution(s) student system is not an acceptable document. Official documents should be submitted to:

**Purdue University Fort Wayne**  
Office of Graduate Studies  
Doermer School of Business Room 304  
2101 E. Coliseum Blvd.  
Fort Wayne, IN 46805-1499, USA  
[graduate@pfw.edu](mailto:graduate@pfw.edu)

Domestic transcripts must be sent directly from a Registrar's office to the Office of Graduate Admissions via mail or email. If you mail them yourself, it must be in an envelope sealed by the registrar.

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**PFW.EDU/GRAD-INFO**  
**260-481-6111**  
**EA/EOU**

