APPLICATION AND INFORMATION

GRADUATE CERTIFICATE IN COMMUNITY COLLEGE

California State University, Fullerton College of Education
Department of Educational Leadership- Higher Education Program
P.O Box 6868 Fullerton, CA 92834-6868; (657) 278-4023
Dr. Dawn Person, Certificate Coordinator; (657) 278-4023, dperson@fullerton.edu

DESCRIPTION

The Community College Certificate program is for professionals:
- with a master’s degree in education or related field, OR
- completing a master’s degree in a discipline that would lead to teaching in a Community College setting.

The purpose of this professional graduate certificate program is to support the preparation of entry level professionals and career changers to assume roles that support student learning and development, both in and outside of the classroom at the community college. Certificate recipients will be better equipped to negotiate the multiple missions and functions of the community college and the diversity of learners served. Mentorship and networking is an informal aspect of this program. Courses are taught by community college/higher education leaders.

All students will be required to:

1. Be enrolled in a master's degree program or have earned a master's degree in a discipline leading to teaching or higher education or a related discipline;
2. Complete 9 credits of coursework in Educational Leadership/higher education; and
3. Complete an additional 9 credit hours approved by their graduate advisor for consideration to fulfill the 18 credits required for the certificate. These courses may include pedagogy, learning theory, instructional management, and/or teaching methodology courses in the student's major area of study, or any other courses in the discipline deemed appropriate.

APPLICATION PROCESS

CSUF continuing students submit the following:

1. 2-page personal statement (follow guidelines outlined on page 2)
2. Community College Certificate application (see pg 3)
3. Current Resume

Students entering CSUF for the first time submit the following:

1. **CSU Application**: Submit a University Application by applying at [www.csumentor.com](http://www.csumentor.com) for the up-coming semester. Enrollment Services will acknowledge receipt of your application and begin the review process after all official transcripts have been received.

2. **Certificate Program Application**: Submit a separate Community College Graduate Certificate program application (see page 3) with the following documents:
   a. Community College Certificate Application (see page 3)
   b. Three (3) letters of recommendation (pages 4-5)
   c. Official transcripts showing enrollment in or completion of the master's degree
   d. Personal Statement (follow directions below)
   e. Resume
DIRECTIONS FOR PERSONAL STATEMENT

Provide no more than a 2 page, double-spaced, overview of your goal to become a community college educational leader/teacher. Please describe the following sections (with headings):

- **PREVIOUS EXPERIENCES/MOTIVATION**
  Describe your educational, work, and other related experiences, along with other special skills you may possess that support your interest in working in a community college. In addition, please describe what motivates you to pursue this graduate certificate.

- **PROGRAM EXPECTATIONS**
  State what you desire to gain from this program.

- **EDUCATIONAL LEADER/TEACHER ROLES**
  Describe your perceptions of the role of an educational leader/faculty member in a community college setting.

- **GOALS FOR THE COMMUNITY COLLEGE CERTIFICATE**
  Describe your short and long-term career goals and how this certificate will aid you in reaching those goals.

Mail to:
California State University, Fullerton
Educational Leadership, CP 520
Community College Certificate Program
P.O. Box 6868
Fullerton, CA 92834-6868

CSU, Fullerton does not discriminate on the basis of race, religion, age, color, creed, gender, disability, sexual orientation, or national or ethnic origin in administration of its educational, admission, or employment policies, nor any other programs administered by the University.

In addition to meeting fully its obligations of nondiscrimination under federal and state statutes, CSU, Fullerton is committed to creating a community in which a diverse population can live and work, in an atmosphere of tolerance, civility, and respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, political views, sexual orientation, or other characteristics or beliefs.
APPLICATION FOR
COMMUNITY COLLEGE GRADUATE CERTIFICATE PROGRAM

1. Your full name:
2. Street address:
3. City & Zip Code:
4. Daytime phone/message:
5. E-mail address: @
6. Are you currently enrolled as a student at CSUF? □ Yes [skip to # 9] □ No [answer # 7 & 8]
7. If you are not currently a student, have you applied to the University? □ Yes □ No
8. Date you applied to CSUF:
9. Campus Wide ID# [assigned when you are admitted to CSUF]:
10. Have you already earned your master's degree? □ Yes [answer 11] □ No [answer 12]
11. If yes, give the title of the degree earned, institution, year:
   a. Title:
   b. Institution:
   c. Year:
12. If no, in which CSUF master's program are you now enrolled?
   a. Title:
   b. Expected graduation date:
   c. Primary graduate advisor:
   d. Advisors phone and email:
13. What semester do you intend to begin coursework for the certificate?
   a. Fall year:
   b. Spring year:
14. What semester do you intend to enroll in fieldwork?
   a. Fall year:
   b. Spring year:
15. Which of these types of fieldwork Do you intend to complete (check only one)?
   a. Educational leadership (student or academic services, technology, etc.)
   b. Teaching
16. Applicant's signature and date: ___________________________    ______________
17. If you are currently enrolled in a CSUF degree program, have your graduate advisor sign and date
   your application: ___________________________    ______________
RECOMMENDATION FOR COMMUNITY COLLEGE GRADUATE CERTIFICATE

Directions to Student: Complete the information requested below. Present form to a faculty member or community college employee or another individual who is familiar with your work. The following form and other materials are to be submitted by the student as one complete packet.

Application for: Fall_____ Spring_____ Year_______

Name:________________________________________ Student ID: ______________________
   Last                     First

Address:_____________________________________________________
   Street                  City                   State                  Zip

Phone: (______)___________________________ E-mail:____________________________

All records, which include recommendations, shall be kept by the campus in accordance with the requirements of the Family Educational Rights and Privacy Act of 1974, as amended, which allows students access to their records.

Student Waiver of Right to Access to Letters of Recommendation

I ___do___ do not waive my right of access to this confidential letter of recommendation and similar evaluative statements received in connection with my admission to the Community College Graduate Certificate program at California State University, Fullerton. I understand that I am not required to waive my right to access to these materials as a condition of receipt of any service or benefit provided by the campus and that this waiver does not preclude my requesting the names of those individuals who provide confidential statements or evaluations.

Directions for the Writer of the Recommendation: Please complete the information requested below on this form about the applicant who is seeking admission to the Graduate Certificate in Community College. Please submit this form back to the student in a sealed envelope with your signature.

My knowledge of the applicant is based on (indicate source of acquaintance and time period)
__________________________________________________________________________
__________________________________________________________________________

Attitude/approach to work or class:               Basis for Judgment:

Outstanding _______________________________ Good __________________________
Good ________________________________ Fair __________________________
Average _______________________________ Little __________________________
Below Average __________________________ None __________________________

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_____ Recommended
_____ Recommended with qualifications (comments below)
_____ Not recommended (comments below)

Please make specific comments regarding this applicant. We are especially interested in your assessment of this student and their ability to work in a community college setting providing support, facilitating learning, and guiding students in achieving academic success. Provide any insights into the strengths and weaknesses of the applicant specific to this certificate program and success in the community college.

__________________________________________________________________________________________
__________________________________________________________________________________________

Date: ____________________________

Signature: ____________________________