



**Application Guidelines for** **Secondary Education (MA)**

**Application Deadlines** **For best consideration:**  
**Fall Admissions: February 1<sup>st</sup>**  
**Spring Admissions: September 1<sup>st</sup>**

**Website** <https://coehs.unm.edu/departments-programs/teelp/secondary-education/index.html>

**Contact Information** [TEELP@unm.edu](mailto:TEELP@unm.edu)  
**505.277.9439**

APPLICATION CATEGORY	SPECIFIC INSTRUCTIONS
<b>Educational Background</b>	Required.
<b>Program of Interest</b>	<p>Select: College of Education &gt; Teacher Education/Educational Leadership and Policy &gt; Secondary Education &gt; MA Secondary Education</p> <p><b>Please indicate which option you are applying for:</b></p> <ul style="list-style-type: none"> <li>• M.A. in Secondary Education (traditional)</li> <li>• M.A. in Secondary Education with a focus on Teacher Leadership (online)</li> <li>• M.A. in Secondary Education with a focus on Reflective Practice (MARF) [Fall admission only]</li> <li>• M.A. in Secondary Education with a Concentration in Mathematics, Science, and Educational Technology (MSET)</li> <li>• M. A. in Secondary Education with Licensure (for those seeking Secondary Licensure) [Note: Licensure coursework typically begins in Fall Semester Only]</li> </ul> <p>In the “Faculty Member Preferences Box,” instead of indicating a faculty member, please indicate at which campus you will be attending: Albuquerque, Gallup, or Farmington.</p>
<b>Letter of Intent</b>	<p><b>For your Letter of Intent, please include the following:</b></p> <ol style="list-style-type: none"> <li>1. Please indicate in which content area you would like to teach:             <ol style="list-style-type: none"> <li>a. Language Arts</li> <li>b. Mathematics</li> <li>c. Modern, Classical, and Native Languages</li> <li>d. Science</li> <li>e. Social Studies</li> </ol> </li> <li>2. Write a one page personal essay in which you describe a profound learning experience that you have had, either in or out of school. Explain how this experience might influence you as a teacher.</li> </ol>
<b>Writing Sample</b>	Upload an example of academic work in the area in which you want to teach. For example, you may submit a paper written for coursework, a project, a report, etc. Please provide a brief cover letter that describes the content and context of the work sample. The writing sample is not required for MA for Licensed Teachers.

Prepare a one- or two-page resume that provides us with information about your professional goals, your educational achievements, your employment experiences, and your community and extra-curricular experiences. Your resume represents you as a professional. Please use the template below in constructing your resume.

#### **Heading**

Please begin your resume with the following information:

- Your Name
- Current Address
- Preferred Phone
- Preferred E-mail

#### **Educational Achievement**

Please list:

- Degrees completed
- Overall grade point average earned in Undergraduate Study
- Grade point average in major
- Any academic honors or awards you have received.

### **CV/Resume**

#### **Employment Experience**

Please include significant employment experiences, including work with children and/or young adults

- Dates and duration of employment (beginning with most recent).
- Employer's or company's name.
- A brief description of the position you held.
- Any awards or special recognition you received.

#### **Community and/or Extra-Curricular Experiences**

Please list up to three significant extra-curricular and/or community activities in which you have participated. For each activity, please list:

- Dates and duration of activity (most recent to least recent).
- The sponsor of activity.
- A brief description of your role.
- Any awards or special recognition you received.

In this section, please follow the instructions for the program in which you are applying (depending on whether you already have a teaching license, or are seeking a valid teaching license).

#### **For M. A. in Secondary Education with Licensure (for those seeking Secondary Licensure ONLY):**

### **Special Requirements**

1. Signed Advisement Form. Contact the Secondary Education Administrative Assistant at 505-277-0513 or [teelp@unm.edu](mailto:teelp@unm.edu) to make contact with the appropriate content area advisor. After meeting with an advisor, scan the Advisement Form completed at this meeting to upload with your application. If travel to Albuquerque is an extreme hardship advisement may be conducted via fax, email and/or phone.
2. If you completed your Academic Skills Test scores in Reading, Writing and Math, along with your content area score, upload your scores under the Special Requirements Tab.
3. Please scan and upload a copy of your teaching license with your application.

### **Video/Audio Link**

You have the option of uploading a link to a 3-minute video of yourself with this application. This is not a required component of the application.

### **Recommendations**

Three (3) letters of recommendation are required. Please supply accurate email information in order for delivery of the Recommendation Request.

#### **In the space provided at the bottom of this section, please ask your Recommendation Providers to address the following areas:**

1. The Recommendation Provider's relationship with you and time period of the relationship;
2. Your ability to carry on advanced study and research; and
3. Your potential for pursuing a successful career in teaching.