



Letter of Intent Instructions

Please read and follow these guidelines carefully. They are intended to help you write a Letter of Intent to study in Leadership Studies that is clear, insightful and connected to the programme. Simply send a form letter will not work, as you must connect your letter to the mission, aims, goals and courses in Leadership Studies. Following the instructions below, and using sub-headings, will enable the Professors in Leadership Studies to make a proper decision about your application.

We begin with a few facts around the programme and then move to the structure of the letter we ask that you follow exactly, including using sub-headings. Failure to do will eliminate your application from the competition.

Overview

In addition to an appropriate GPA level* you must have a minimum of three years experience to enter the programme. This experience can be: teacher, adult educator, practitioner, leader, administrator, mentor, volunteer, executive director, principal/vice principal, coordinator, community animator or development officer, organiser, nurse, union steward, social movement or other type of activist, social work, advocate for children and/or the elderly or disabled and so forth in one (or more) of the following:

Elementary or secondary school, higher education institution (university or college), governmental or other public body or office, non-governmental, community/voluntary organisations, health care sector, arts and cultural institutions/sectors, sports or recreation centre, social movement, a research institution, a union, a library, Aboriginal Band council office, school or organisation, in a prison or other type of correctional facility educator.

A graduate programme – and particularly the Leadership Studies programme - differs from (most) undergraduate programmes you may have experienced. There are few lectures, no tests, a variety of papers or essays expected, and experiential learning opportunities. Graduates are taught and learn through seminar or group activities where chairs are in circles or clusters and not rows. Students are expected to read all the course materials and engage actively in large and small group discussions. Students are asked to share their knowledge and experiences and learn to analyse that experience through different theoretical and analytical lenses.

Letter of Intent Structure

Your letter of intent will be a maximum of two pages. You will develop it using the three sub-headings below.

Past Experience (sub-heading)

This is the first sub-heading you will use. Under this, you will tell us briefly about your past studies including college and university degrees, other diploma or certificate courses. Also include other types of lifelong learning activities such as community workshops or union training. Share with us the different types of educational practice you are accustomed to, and how you will respond or adapt to the seminar style teaching outlined above. Tell us what leadership roles you have played in the university, school, community, non-profit sector, and so forth. This section will be a maximum of ¼ page.

Learning/Career Goals (sub-Heading)

This is the second sub-heading you will use in your Letter of Intent. Outline your reasons for taking **this particular Leadership Studies programme**. You will identify key areas of the programme (read the website carefully and/or speak with the Graduate Advisor before writing your letter) including the philosophy, aims, the courses and the teaching style. You will connect these to your own learning and career goals. **Failure to link with the various aspects of this Leadership Studies programme will result in disqualification.** This section will be a maximum of one page.

Publications

Under this subheading, you will list the titles of any publications you have created including books, manuals, information flyers, chapters, book reviews, journal articles, newspaper articles, academic conference proceedings paper, articles in popular press (magazines) and so forth. This will not include papers written in your undergraduate. If you have no publications, do not include this section in your letter. This section will be about ¼ of a page.

Area of Interest/Focus (sub-heading)

The Leadership Studies programme consists of three areas:

- a) higher education;
- b) elementary and secondary schools and;
- c) community leadership and adult education (in organisations, institutions, networks, agencies, social movements et cetera).

Please designate in your Letter, using the sub-heading, the category which most applies to you at this time, and why. This is simply a short statement at the conclusion of your letter but a critical one.

MA and PhD Students Only

Please add a section that tells us about what you would like to study (the focus of your research). Also, please provide a sample of your formal writing (course paper, research report, published article, conference proceeding, curriculum, etc.)

* Students who have a lower than acceptable GPA but who have extensive experience can be considered for mature student status. Speak directly to the Graduate Advisor.