

# “Letter of Intent” Instructions

## For the Leadership Studies Program at the University of Victoria

Please read and follow these guidelines carefully as they are intended to help you to write a clear and insightful Letter of Intent to study in the *Leadership Studies* program. The aim of the Letter of Intent is to highlight your knowledge of and interest in this particular program and we are also interested in what you will bring to the program as background knowledge and experience.

Following the instructions below will enable the professors to assess your application to make a proper decision about your applicableness.

### Overview of Requirements

In addition to an appropriate GPA level\* you must have a minimum of three years’ experience to apply to the Leadership Studies program. This experience can be as: adult educator, school teacher, principal or administrator, college or university professor or administrator, language instructor (school or adults), community practitioner, leader and/or animator, administrator, mentor, volunteer, director, cultural worker/community artist, program coordinator, community development officer, literacy worker, community organiser, librarian, politician, outreach worker, nurse, union steward, activist, social worker, advocate for the elderly or disabled and so forth.

Experience can be in one (or more) of the following areas: governmental or other public body or office, non- governmental, community, voluntary, social movement and activist organisations and agencies, schools, institutions of higher education (university, colleges, etc.), research institutes or agencies, military or justice system, health and social care sector, arts and cultural institutions/sector, recreation and outdoor education centres, research and advocacy institutions, unions, libraries, council offices and so forth.

*\* Students who have a lower than acceptable GPA but who have extensive experience might be considered for mature student status. Contact the Graduate Advisor.*

### Letter of Intent Structure

Your letter of intent will be a maximum of two pages and will use the following sub-headings.

#### Past Experience (sub-heading)

Under this sub-heading 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 of any leadership roles you have played in a university, school, community, non-profit sector, and so forth. This section will be a maximum of 1/2 page.

### **Academic and Career Goals (sub-heading)**

Under this sub-heading and with the diverse types of courses offered in the Leadership Studies program in mind, you will talk briefly about the courses that align with your academic interests and your future career or work goals. This section will be a maximum of 1/2 page.

### **Publications and Projects (sub-heading)**

Under this subheading, you will list the titles of any publications or projects you have created including books, manuals, information flyers, chapters, book reviews, guides or manuals, journal articles, newspaper or magazine articles, academic conference papers, educational zines or videos or films, public artworks (exhibitions, murals), workshop agendas, and so forth. This will not include papers written in your undergraduate or higher education programs (unless they were published). If you have no publications, do not include this section in your letter. This section will be a maximum of 1/4 page.

### **MA and PhD Students Only**

In order to apply for either the MA or the PhD you must first have secured an academic advisor before you apply. If you have secured an academic supervisor, please add a section that tells us about what you intend 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.).