Letter of Intent Instructions

Please read and follow these guidelines carefully. 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 the focus area to which you are applying, and illustrate how your learning goals and research interests connect to the aims and courses of your chosen focus area. Following the instructions below will enable the Professors assessing your application to make a proper decision about your applicableness. For information on the two focus areas available, please refer to the information found at: https://www.uvic.ca/education/psychology/leadership-studies/index.php

Overview of Requirements

In addition to an appropriate GPA level* you must have a minimum of three years experience to the Leadership Studies program, and this will be in the area relevant to your focus area. This experience can be: 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, program coordinator, community development officer, literacy worker, community organiser, librarian, politician, military personnel, police officer, 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 learning, 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, higher education, council offices and so forth.

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)

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 1/2 page.

Focus Area and Learning/Career Goals in Relation to the Focus Area (sub-Heading)

This is the second sub-heading you will use. You will begin by clearly naming the focus area, either Adult Education and Community Engagement or Educational Administration and Leadership and why this is the one you have chosen. Speak to this in relation to the aims and intent of the focus area, and the types of courses offered, as well as your own learning and career goals. This section will be a maximum of 1/2 page.

Publications (sub-heading)

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 magazines, zines, program manuals, conference papers, videos or films, public artworks, workshop agendas, and so forth. This will not include papers written in your undergraduate or higher education programs. 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**

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 might be considered for mature student status. Contact the Graduate Advisor.