

**EASTERN MICHIGAN UNIVERSITY**  
Department of Leadership and Counseling

Exit Interview & Professional Formation Process for  
Master's Degree in Education Leadership  
(For Students Admitted after January 1, 2003)

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NAME: \_\_\_\_\_ STUDENT #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ SEMESTER/YEAR: \_\_\_\_\_

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City

State

Zip

FACULTY ADVISOR: \_\_\_\_\_

<b>DIRECTIONS FOR THE MASTER'S DEGREE STUDENT</b>
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You must schedule a mutually agreed upon time with your faculty advisor for a formal presentation of your *Professional Formation* from your internship and an exit interview. It is important to schedule this meeting early in the semester to coordinate your schedule with your adviser's schedule. Students planning to graduate during the spring or summer should know that not all faculty may be teaching those semesters. Accordingly, you must make arrangements early with your advisor to insure his/her availability. As part of your Internship experience you complete and included in your internship notebook a *Professional Formation*. To complete your exit interview, you must submit a copy of your *Professional Formation* to your adviser by sharing a copy with your faculty advisor in *LiveText* at least seven (7) days in advance of your exit interview so that your adviser may have an opportunity to review your *Professional Formation* prior to your interview.

Your presentation of the *Professional Formation* will consist of a brief discussion of your reflections of your understanding of "what it means to be an educational leader, followed by a discussion with faculty regarding the student's personal learning and growth, along with perceptions of the strengths and weaknesses of the overall program.

Assessment of the *Professional Formation* and interview will be made using the following criteria:

- Quality of written and oral communications
- Comprehensiveness
- Meaningfulness as evident through reflection
- Demonstration of personal growth

The *Professional Formation* will be evaluated as follows:

1. Pass without revisions
2. Pass with minor revisions by date indicated
3. Pass with major revisions by date indicated
4. No pass

## **Professional Formation**

As part of your internship experience you were asked to write a *Professional Formation*, which required you to review your self-assessment, journal, critical incident report(s), interview notes, your supporting materials, as well as your EDLD course work and develop a synthesis of your learning in your program. Because of this reflection, you have developed a personalized understanding of “what it means to be an administrator.”

In this process, you prepared a 4-5-page paper addressing the following questions:

- During the program students read a lot and participate in many assignments and activities. Of all these things, what two or three are most memorable and how have they shaped who you are as a leader?
- As you reflect on your internship and the experiences you have had in your coursework, what are the skills, attitudes and feelings you would want to promote as an educational leader? Why are these important?
- What experiences in the internship shape your beliefs? What experiences in your coursework have shaped your beliefs? How have they changed because of the internship and/or coursework? How have you changed as a leader? What stands out as areas of significant growth for you as an educational leader?
- As reflect on your internship and the experiences you have had in your coursework, what other experiences do you need to engage in as you continue your professional growth?

As your final experience in the program, we would like you to share your *Professional Formation* with your adviser as well as participate in an exit interview.

## **LiveText**

To share your *Professional Formation*, you will need to create and share a document on LiveText with your adviser.

<b>TO BE COMPLETED BY ADVISOR</b>
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Student Name: \_\_\_\_\_ Student #: \_\_\_\_\_

Semester/Year: \_\_\_\_\_

A Professional Formation & Exit Interview was held on \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m.

The student's portfolio was evaluated as follows (PLEASE CHECK ONE):

- Pass
- Pass with major/minor revisions by \_\_\_\_\_
- No Pass

<input type="checkbox"/> Exceeds Standards	<input type="checkbox"/> Meets Standards	<input type="checkbox"/> Does Not Meet Standards
<p>The quality of the Professional Formation writing and content is superior and provides substantial evidence that the student has met each of the program standards. Through reflection, the student documents personal growth and demonstrates the ability to synthesize learning experiences into a coherent theory of action to guide professional practice.</p>	<p>The quality of the Professional Formation writing and content is acceptable and provides sufficient evidence that the student has met each of the program standards. Through reflection, the student demonstrates an understanding of the connection between course work and practice and documents personal growth.</p>	<p>The quality of the Professional Formation writing and content is substandard or does not provide sufficient evidence that the student has met each of the program standards. Or, the student is unable to adequately articulate connections between course work and practice or document personal growth as a leader. The student will be asked to revise and re-submit their Professional Formation.</p>

Signature of faculty advisor: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\* Advisors – Upon completion please e-mail Earl Roggeman at earl.roggeman@emich.edu noting the students' name and ID number and successful completion. Or you may return this form to the Rose for processing.**

## **LIVETEXT**

LiveText is an Internet-based subscription service that allows students and instructors to "create, share, and collaborate on educational curriculum."

If you have not obtained a LiveText subscription for other classes you have taken in your Educational Leadership Program you will need to purchase a subscription.

To purchase a LiveText subscription go to the following website:

[http://www.emich.edu/coe/livetext/students/how/obtain\\_keycode.html](http://www.emich.edu/coe/livetext/students/how/obtain_keycode.html)

Select the: "For **EMU Student** LiveText information, click here."

When you select "Click here" you will be taken to a help page. This page contains information on how to use LiveText. To obtain information on how to purchase a subscription select "Getting you LiveText keycode and account." This page will provide you instructions on how to set up your LiveText account.

If you have questions about acquiring your LiveText account you can email:

[coe.livetext@emich.edu](mailto:coe.livetext@emich.edu)

### **Sharing your Professional Formation on LiveText**

- 1- Log into to your LiveText account.**
- 2- Select "New Document"**
- 3- When the dialogue box opens:**
  - a- Choose a Folder: Select EDLD**
  - b- Choose a Templates: Select EDLD K-12 Master's Professional Formation**
  - c- Title: LName, FName, Semester, Year, Professional Formation**
- 4- Select "Save as New Document"**
- 5- When the document opens follow the instructions on the first page of the document.**
- 6- To share the portfolio with your advisor, open the document and select "Send for Review." In the dialogue box type in your advisors name, click on their username when it appears, and then select "submit for review."**