



## CANDIDATE CHECKLIST DAVENPORT AND MEMSPA CERTIFICATE PROGRAM

### Onboarding and admissions through Davenport University

- Fill out the Davenport Application for Admission.
- Candidates must have a bachelor's degree or above with a 3.0 GPA.
- Two (2) signed professional recommendation forms and one personal recommendation form are required.
- A current resume/CV must be submitted and it should include prior employment experience, educational background, and any organizational affiliations.
- Statement of purpose (refer to the statement of purpose form in the admission packet)
- Participate in an interview with the College of Urban Education (CUE) Admission Committee – to be scheduled by Davenport upon submission of the completed application.

### Advising

Each candidate is assigned an advisor upon acceptance into the program. The advisor assists with scheduling the courses, selecting class format, connecting with resources, and reviewing the student connections page. The advisor will assist throughout the entire program.

### Courses - Recommended Program Sequence for Urban Education Leadership

#### Foundations of Urban Educational Leadership - 9 credits

UEDU 622 Educational Leadership  
UEDU 710 Race, Culture, and Equity  
UEDU 735 Leading and Managing

#### Business Essentials for Urban Schools and District Administrators - 6 credits

UEDU 744 Human Capital  
UEDU 753 Strategic Improvement of Urban Schools/Districts

#### Instructional Core Transformation Strategies - 3 credits

UEDU796 Transformation/Management: Instructional Core

### Internship

### Certification

Once all course requirements are completed, a candidate may receive the School Administrator Certificate with the principal endorsement issued by the Michigan Department of Education. The advisor will walk candidate through application process through the Michigan Online Educator Certification System (MOECS).