

MASTER OF EDUCATION WITH A SPECIALIZATION IN CATHOLIC LEADERSHIP



The Master of Education with a Specialization in Catholic Leadership is an online 36-credit, 26-month graduate degree cohort program designed to prepare teachers to assume administrative roles in K-12 schools in Alberta and beyond. The Catholic faith and Catholic worldview are permeated throughout each course in the program; however, it also prepares students to lead in public, private, charter and alternative schools.

Applicants must provide evidence of at least **two years of successful teaching experience** and must have completed a **Bachelor of Education degree** from a recognized post-secondary institution with a minimum **GPA of 3.0**.

Admission to the Master of Education (M.Ed.) program is competitive. Applicants are assessed and admitted on a rolling basis during the application period as all required documents are received.

REQUIRED SUPPORTING DOCUMENTS (SPRING 2027 INTAKE)

1. Resume

Your resume should highlight your background in education and leadership. Please email your resume to admissions@stmu.ca with the subject line "LAST NAME, First Name – MEd Resume". It will be assessed based on the following:

- **Educational Experience:** Include all post-secondary institutions attended, degrees earned, and any additional academic achievements (e.g., honours, scholarships, awards, certifications, research projects) where applicable. Applicants are not penalized if academic honours or awards are not listed, as opportunities vary by institution and circumstance.
- **Professional Development:** Include relevant training, workshops, courses, or self-directed learning that demonstrates your commitment to growth in teaching or leadership.
- **Teaching Experience:** Outline your teaching roles, including grade levels, subjects, and total years of experience. This section should focus specifically on classroom-based work.
- **Leadership Experience:** Describe any leadership roles held outside of or in addition to teaching, including formal titles or informal responsibilities, and total years of experience.
- **Other Relevant Information:** Include seminars, webinars, conferences, or volunteer work that supports your leadership journey.
- **Writing Quality:** Ensure your resume is well-organized and free from spelling and grammatical errors.

2. Reference Form

You must submit a reference from a **Principal, Superintendent, or other educational administrator**. References from family, friends, or individuals who do not fall into one of these categories will **not** be accepted. All references must be submitted through our [confidential online form](https://stmu.ca/admission/masters-of-education-reference-form/) [https://stmu.ca/admission/masters-of-education-reference-form/]. The form will ask the referee to respond to the following areas and must include specific examples:

- **Communication Skills:** Your ability to communicate clearly and effectively in both written and verbal contexts.
- **Collaboration & Respect:** Your ability to work with others and demonstrate respect in professional or academic settings.
- **Research & Preparation Skills:** Your ability to gather information, prepare thoroughly, and approach tasks with academic rigor.
- **Leadership-Readiness Skills:** Your strengths in areas such as judgment, time management, conflict/crisis management, and interpersonal relationships (e.g., sound working relationships with students, parents, other teachers and staff).

- **Suitability for MEd & Leadership:** Assess your overall suitability for the MEd program and potential for success in a leadership role.

3. Letter of Intent

Your letter of intent should introduce you and explain your goals. It should be no more than **1-2 pages** long and a **maximum of 500 words**. Please email your letter of intent to admissions@stmu.ca with the subject line “LAST NAME, First Name – MEd Letter of Intent”. It will be evaluated on:

- **Introduction, Current Role, and Research Interests:** Briefly introduce yourself, describe your current professional role, and outline your research interests related to educational leadership. Research interests may be exploratory and are intended to demonstrate thoughtful consideration rather than a finalized research plan.
- **Leadership Interest and Commitment to Equitable & Inclusive Practices:** Explain your interest in educational leadership and describe how your leadership approach reflects a commitment to equitable and inclusive practices, including awareness of systemic barriers and the importance of fostering inclusive, supportive learning or professional environments.
- **Preparation for Graduate Study:** Highlight experiences that have prepared you for the MEd program, including any online learning experience.
- **Writing Quality:** Ensure your letter is clearly written, well-organized, and free of spelling or grammatical errors.

4. Academic Records – Transcripts and Proof of Degree

You must include all institutions previously attended in your application and provide transcripts for all degrees obtained and courses taken at other institutions.

- Transcripts from participating **ApplyAlberta institutions** [<https://www.applyalberta.ca/about-applyalberta/participating-institutions/>] will automatically be obtained your behalf.
- Transcripts from non-participating institutions will need to be provided directly from the institution to admissions@stmu.ca or sent via mail to:
St. Mary’s University
Attention: Admissions
14500 Bannister Rd SE
Calgary, AB T2X 1Z4
- If your degree conferral is not indicated on your official transcript, then you must provide proof of degree completion (e.g., a photo of your degree parchment) to admissions@stmu.ca.
- Applicants who have completed their undergraduate degree(s) at St. Mary’s University do not need to submit transcripts.
- Applicants with international credentials must provide exact translations from a qualified translator if the documentation is not already in English. Additionally, an assessment completed by the International Qualification Assessment Service (IQAS), or World Education Services (WES), which compares international educational standards to Canada, must be sent to admissions@stmu.ca or by mail to St. Mary’s.
- High school transcripts are **not** required.

5. Evidence of Teaching Experience

Evidence of at least **two years** of successful teaching experience can be demonstrated in **one** of the following ways:

- A valid permanent professional teacher certificate.
- A letter confirming employment in an administrative role.
- A letter confirming employment in a leadership role with a school board.

Letters used to verify teaching or leadership experience must be written by someone other than the applicant. Acceptable authors include a principal, assistant principal, superintendent, department head, or another senior administrator who can speak to the applicant’s role and responsibilities.