Candidacy Portfolio Contents

The portfolio is to be assembled in a binder no larger than one inch. The binder must include five sections, each of which must be distinguished by a labeled divider. The “Self-Presentation” is the most heavily weighted in the first screening.

1. **A Professional/Personal Vita**: Be sure to list professional certificates and include information about recent self-development or professional-development endeavors.

2. **Records of Graduate Courses**: Unofficial transcripts or photocopies may be submitted. Do not ask Registrar Offices to send transcripts to us. In order for us to receive your records on time, please request that copies of your transcripts are sent directly to you and then you include them in your portfolio. A GRA of 3.0 on a 4.0 rating system is preferred, but applications with a lower GPA may be selected.

3. **Professional Referents**: List names, current positions and current address of three referents whom we may consult. If not apparent from the Vita, give the context in which each person observed you.

4. **UT Austin Graduate School Admission Status**: Application to the Graduate School is prerequisite to becoming a candidate for the Cooperative Superintendency Program. A note telling us
   a. The date you applied or
   b. The steps you have taken
to secure admission status is ample. You must have applied to the University prior to announcement of the finalists.

5. **The Self-Presentation**: Selectors want to perceive you as a person with a profile. We ask you to depict in 3-6 double-space pages what you judge to be your peaks and valleys, assets and needs as you confront the prospect of being selected a Fellow. Be your natural self and convincingly offer us illustrations and evidence. Compose and write in your own words; artificiality detracts. Depicting oneself is an intriguing task. We believe you will enjoy it. Head the piece: “SELF-PRESENTATION (one line) of YOUR NAME (second line),” and then compose and write the paper.

Address all Program Candidacy Materials to:
Dr. Ruben D. Olivarez, Ph. D.
Director, Cooperative Superintendency Program
Department of Educational Administration
The University of Texas at Austin
1 University Station, D5400
Austin, TX 78712-0374

If you have any questions regarding the application, please contact us at (512) 475-8579