



**Department of Educational Leadership & Professional Studies  
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Dear Guest:

On behalf of the Educational Leadership Program, I would like to thank you for participating in our exit interviews for our M.Ed. and principal certification candidates. I appreciate the time you took from your busy schedule to spend several hours with us during their required summative evaluation. Your comments and input is a critical component to this exit interview process.

There are three documents that accompany this letter: 1) Exit Interview Complete Rubric 2) List of Twenty Suggested Questions, and 3) an Exit Interview Scoring Sheet. Evaluators are requested to provide feedback using the Exit Interview Scoring Sheet in two areas: 1) Overall impression of the portfolio, and b) overall impression of responses to interview questions. A copy of the electronic portfolio will be given to the program director for subsequent review and evaluation using the detailed rubric. This step is not expected of those participating in the interview.

Please spend approximately five minutes with each candidate asking a minimum of two questions. Feel free to engage candidates in a dialogue to help you gain a better appreciation of the candidates' depth of knowledge and understanding and the ability to articulate their opinions. Candidates are expected to have their electronic portfolios running for you to view for your overall impressions. Additionally, they should have a copy of their Collaborative Action Research Project (CARP) at their table. Additional visual displays are optional and should not affect your overall score.

Thank you again for your assistance. I hope you will be able to participate with us again in the future.

Sincerely,

Kevin J. Walsh, Ed.D.  
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