

ADMISSION PACKET

SCHOOL OF EDUCATIONAL STUDIES



Doctor of Education in School Administration

Admissions Packet Contents:

- Application Checklist
- Application Procedures
- Program Area Goal Statement
- Critical Issue Essay Guidelines
- Career Objective Essay Guidelines
- Letters of Recommendation Guidelines
- Program Faculty
- Ed.D. Program of Study

Folder information should be mailed to:

Graduate Studies Office
College of Education
Oklahoma State University
325V Willard Hall
Stillwater, OK 74078
(405) 744-9483
coe.grad.studies@okstate.edu



School of Educational Studies (SES)

APPLICATION CHECK LIST

NOTE: Please submit this checklist with your admissions packet.

Date Graduate College Application sent to the Graduate College with transcripts and application fee _____

Critical Issue Essay

Career Objective Essay

Academic Vita/Resume

3 Recommendation Letters: Please list your references and the date you requested their recommendation:

Table with 2 columns: Name, Date Requested. Includes three empty rows for data entry.

I waive my right to review the letters of recommendation submitted with my application.

I have informed the individuals writing my letters of references that I waive my right to review their letters of recommendation.

Two Writing Samples

GRE/MAT Scores: Date requested that test scores be forwarded to OSU _____

Additional Materials (please specify) _____



School of Educational Studies (SES)

APPLICATION PROCEDURES

Submission of an application to the OSU Graduate College is the first of two steps in the admission process. This step should be followed immediately by the second step of admission to the Doctor of Education in School Administration program in the School of Educational Studies. Students who take graduate classes without admission to a degree program (step two) are classified as "special students." **Special students can apply no more than 9 graduate hours to a degree program;** therefore, it is critical to complete the second step as soon as possible.

Admission to the program involves the collection and submission of materials for the student's admission folder. Prospective students should give special attention to each required item since these materials are the primary source of information for admission decisions. The program faculty review applications for admission to doctoral degree programs once a year. **The application deadline is March 15.** Admission reviews are initiated when applicants submit their degree-seeking application to the Graduate College and their completed admission folders have been sent to the College of Education. Items to be provided prior to the review process are listed below.

CRITICAL ISSUE AND CAREER OBJECTIVES ESSAYS

Two essays are required of all applicants. The Critical Issue Essay should be prepared according to the stated guidelines. This document is used to assess the student's understanding of current issues in the profession. (See critical issue essay guidelines in this packet.) The second essay is a statement of career objectives. It should also be prepared according to stated application guidelines. This statement will be used to assess the congruence between a student's goals and the degree program into which the applicant is seeking admission. (See career objective essay guidelines in this packet.)

ACADEMIC VITA/RESUME

A current vita/resume that includes academic and professional background and experiences should be provided.

RECOMMENDATIONS

Three administrators, supervisors and/or university faculty other than program faculty should submit letters of recommendation following the stated application guidelines. At least one of the references should be from a previous or current faculty member who has knowledge of the applicant's scholarship. Prospective students should request that these letters be sent to the Graduate Studies Office. Letters of recommendation are confidential unless applicants otherwise notify the persons serving as a reference and the Graduate Studies Office. If prospective students elect to have confidential recommendations, they have waived their access to them. Applicants are advised to periodically check with a staff member in the Graduate Studies Office of the College of Education (405-744-9483) to ensure that all recommendations have been received. The letter of application guidelines in this packet may be duplicated as needed for use by references.

WRITING SAMPLES

Two examples of written work, such as articles, position papers, exams, or theses should be provided. After notification of admission decisions, applicants may pick up these materials at the Graduate Studies Office. School faculty may request additional writing samples. These writing samples are in addition to the two required essays.

TEST DATA

Applicants should authorize a testing agency to send their scores on either the Miller's Analogies Test (MAT) or the Graduate Record Examination (GRE) to the Graduate Records Office. The MAT and GRE are offered at many sites. At OSU Stillwater, the GRE and MAT are given at University Testing and Evaluation Service, 107 UAT Bldg. (1524 W. Admiral), 405/744-5958; at OSU Tulsa, the MAT is administered at the Student Success Center, North Hall, 918/594-8404 and the GRE at Sylvan Learning Center, 918/249-0820. The expected minimum scores are 406-411 on the MAT and GRE scores of 450 (150) Verbal and 450 (141) Quantitative.

INTERVIEW

The program faculty may request an interview with applicants.

ADDITIONAL MATERIALS

Additional information for the faculty review may be provided if students believe it would assist faculty in assessing their ability, aspirations, or work. The materials should be sent to Oklahoma State University, Graduate Studies Office, 325V Willard, Stillwater, OK 74078. Applicants will be notified of admission decisions by mail.

I hereby certify that all materials submitted in support of my application for admission to the program area are mine and that they are accurate.

Signature _____

Date _____

SES, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 (Higher Education Act) and the Americans with Disabilities Act of 1990, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran, in any of its policies, practices, or procedures.



School of Educational Studies (SES)

PROGRAM AREA GOALS STATEMENT

The goal of the program is to foster the improvement of educational institutions through leadership. The Doctor of Education (Ed.D.) is designed to aid in the development of skills necessary to analyze and resolve educational issues and work in diverse contexts.

The program faculty seeks to recruit individuals who will profit from such degree programs, make significant contributions to educational organizations, and demonstrate the potential for:

- individual growth
- fostering learning-centered environments
- leadership
- advocating education



School of Educational Studies (SES)

CRITICAL ISSUE ESSAY GUIDELINES

Writing and thinking are critical for success throughout all doctoral programs. For this reason, the faculty requires written essays of all prospective students who seek admission to our program areas. The faculty will examine applicants' responses for clarity, organization, focus, and ample development of major points related to the topic.

Essay Topic: Based on your interest in educational leadership, identify one issue in your intended field of study (School Administration) and provide a critical examination of this issue.

Your essay should be:

- two to three pages
- double spaced
- typed in 12 point font
- formatted with standard margins



School of Educational Studies (SES)

CAREER OBJECTIVE ESSAY GUIDELINES

Describe your specific career objectives for the immediate future and five years beyond. Discuss the way(s) that your selected degree program (School Administration) will help you achieve these objectives.

Your statement should be:

- brief -- no more than one page
- double spaced
- typed in 12 point font
- formatted with standard margins



School of Educational Studies (SES)

LETTERS OF RECOMMENDATION GUIDELINES

You have been asked by an applicant to the Doctor of Education in School Administration program at Oklahoma State University to provide a letter of recommendation.

Using examples from the specific activities you have observed of this individual, evaluate the applicant in terms of the following areas:

- Individual growth
- Fostering learning-centered environments
- Leadership
- Advocating education
- Scholarship and academic performance

We would appreciate any additional comments you may wish to make that would help in evaluating the applicant for admission to the program.

We appreciate your professional assistance in this important activity.

Letters should be addressed to the Graduate Studies Office and sent to:

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College of Education
Oklahoma State University
325V Willard
Stillwater, OK 74078
(405) 744-9483
coe.grad.studies@okstate.edu

EDUCATIONAL LEADERSHIP PROGRAM FACULTY

**SA denotes School Administration; HE denotes Higher Education; CSD denotes College Student Development*

OSU/Stillwater

Dr. Lee Bird (CSD)
201A Whitehurst
Oklahoma State University
Stillwater, OK 74078

WK Ph: 405-744-5328
FAX: 405-744-7624
Email: lebird@okstate.edu

Dr. Kathy Curry (SA)
306 Willard
Oklahoma State University
Stillwater, OK 74078

WK Ph: 405-744-9798
FAX: 405-744-7758
Email: kathy.curry@okstate.edu

Dr. John Foubert (CSD)
314 Willard
Oklahoma State University
Stillwater, OK 74078

WK Ph: 405-744-1480
FAX: 405-744-7758
Email: john.foubert@okstate.edu

Dr. Ed Harris (SA)
308 Willard
Oklahoma State University
Stillwater, OK 74078

WK Ph: 405-744-7929
FAX: 405-744-7758
Email: elh@okstate.edu

Dr. Chris Jenkins (SA)
307 Willard
Oklahoma State University
Stillwater, OK 74078

WK Ph: 405-744-9190
FAX: 405-744-7758
Email: chris.jenkins@okstate.edu

Dr. Kerri Kearney (HE)
315 Willard
Oklahoma State University
Stillwater, OK 74078

WK Ph: 405-744-2755
FAX: 405-744-7758
Email: kerri.kearney@okstate.edu

Dr. Bernita Krumm (SA)
310 Willard
Oklahoma State University
Stillwater, Ok 74078

WK Ph: 405-744-9445
FAX: 405-744-7758
Email: bernitakrumm@okstate.edu

Dr. Jesse Mendez (HE/CSD)
312 Willard
Oklahoma State University
Stillwater, OK 74078

WK Ph: 405-744-8064
FAX: 405-744-7758
Email: jesse.perez.mendez@okstate.edu

Dr. Marlene Strathe (HE)
101D Whitehurst
Oklahoma State University
Stillwater, OK 74078

Wk Ph: 405-744-5627
FAX: 405-744-5495
Email: marlene.strathe@okstate.edu

Dr. Steve Wanger (HE)
309 Willard
Oklahoma State University
Stillwater, OK 74078

WK Ph: 405-744-3982
FAX: 405-744-7758
Email: steve.wanger@okstate.edu

OSU/Tulsa

Dr. Tami Moore (HE)
700 N. Greenwood
OSU/Tulsa
Tulsa, OK 74106

WK Ph: 918-594-8107
FAX: 918-594-8281
Email: tami.moore@okstate.edu



OKLAHOMA STATE UNIVERSITY
School of Educational Studies - College of Education
Ed.D. PROGRAM IN SCHOOL ADMINISTRATION

A minimum of 64 hours beyond the master's degree to include the following:

Degree Core **9 hours**

- EDLE 6483 School Leadership, Culture and Ethics
- EDLE 6493 School Improvement/Reform
- EDLE 6633 School Leadership and Community Collaboration

Research **9 hours**

- EDLE 6853 Research Traditions in Educational Leadership

And 6 hours selected from:

- SCFD 6123 Qualitative Research I
- SCFD 6193* Qualitative Research II
- REMS 6003* Analysis of Variance
- REMS 6013* Multiple Regression Analysis in Behavioral Studies
- REMS 6373* Program Evaluation
- REMS 5373* Educational Measurement

Fieldwork **9 hours**

- EDLE 6883 Internship in Education I
- EDLE 6893 Internship in Education II
- EDLE 6910 Practicum

Emphasis Core **15 hours**

- EDLE 6353 The Superintendency
- EDLE 6363 Special Topics in School Finance Policy
- EDLE 6423 The Politics of Education
- EDLE 6453 Special Topics in Education Law
- EDLE 6603 Organization Theory

Cognate **12 hours**

Suggested Courses:

- EDLE 6393 The Human Factor in Administering Schools
- EDLE 6710 Coordinated Research Seminar
- EDTC 5773 Systems Management
- REMS 6373 Program Evaluation

Dissertation **10 hours**

Note: Cognate and any additional courses must be approved by the student's committee.

****Denotes classes with prerequisites***