



SOUTHERN METHODIST UNIVERSITY

ANNETTE CALDWELL SIMMONS
SCHOOL OF EDUCATION
AND HUMAN DEVELOPMENT

Master of Education

Application for Admission



We are pleased that you are interested in pursuing graduate studies at Southern Methodist University. Please assist us by carefully reading the instructions below so that we can expedite processing your application. Note that the responsibility of securing and submitting the application materials, transcripts, test scores (if required), and other necessary information is yours.

**All documents, requests, and correspondence should be sent to the
Department of Teaching and Learning, P. O. Box 750381, Dallas, TX 75275-0381.**

ELIGIBILITY

You are required to have a bachelor's degree from an accredited institution in the United States or proof of equivalent training at a foreign university. All applicants must have adequate subject preparation: an academic major or teaching field and a 3.0 overall grade-point average. Students whose GPAs fall below 3.0 must also submit GRE scores. After an application is complete, ultimate approval for admission to graduate study is given by the Department of Teaching and Learning in the Annette Caldwell Simmons School of Education and Human Development on the recommendation of the Master's Programs Committee.

APPLICATION PROCEDURE

General Requirements:

1. Complete the application form. **All questions must be answered with correct information.**
2. Enclose a \$75 application fee (check or money order) with the application. This fee is non-refundable. Note: If you have previously paid an application fee to a graduate program in the Annette Caldwell Simmons School of Education and Human Development, the \$75 fee is waived.
3. Send a set of official transcripts, *certified and translated if from a foreign institution*, directly from each school of higher education you have attended. No copies will be accepted.
4. Distribute three recommendation forms and ask that they be sent directly to the Department of Teaching and Learning. Select respondents who can attest to your academic ability, your teaching abilities, and your personal qualities. One recommendation must be from your principal or other supervisor.
5. Request the official scores (earned in the last 5 years) for the Graduate Record Examination (GRE) or TOEFL to be sent (if required).
6. Submit Statement of Purpose: The Statement of Purpose must demonstrate competence in speaking and writing the English language and ability to think critically. These competencies will be demonstrated through the submission of a 2-3 page (500-750 words) written statement of career goals and how a master's degree will facilitate reaching these goals.

Additional Requirements for International Students:

7. International students applying from countries where English is not the native language are required to provide scores on the Test of English as a Foreign Language (TOEFL).
8. As evidence of financial support, foreign students must provide a Certification of Finance Form/Letter of Financial Backing. This should represent that sufficient money will be available to the applicant to cover all expenses while at the University. This letter may be signed by a parent or sponsor but **must** be certified by a bank. The document must be notarized and on file before the process for visas and passport can proceed. (See next page for additional information regarding foreign applicants.)

APPLICATION DEADLINES

Fall semester final deadline.....April 1
Spring semester final deadline.....October 1
Summer semester final deadline.....March 1

General

Admission — Only the Chair of the Department of Teaching and Learning is authorized to notify the applicant of his or her acceptance to this graduate program in the Annette Caldwell Simmons School of Education and Human Development. Applicants should not interpret any statement made in casual correspondence with any University faculty or staff member to mean that he or she has been admitted. Official notification will be sent through the Department of Teaching and Learning office and signed by the Department Chair.

Financial Obligations—— Students are responsible individually for their financial obligations to the University through the Office of the University Cashier, SMU, Dallas, Texas 75275, USA. Questions regarding financial procedures at SMU should be taken up with the cashier's office.

Transfer Students—— Graduate students wishing to transfer to Southern Methodist University from another graduate school in the U.S. must have maintained a "B" average on all graduate work previously attempted in addition to satisfying the other admission requirements of the University. Applicants may request transfer of no more than 6 hours earned within 6 years from application to graduate school at SMU.

For International Students

Passports and Visas—— Before the international student may leave home, both a passport and a visa are required. The government of the student's home country is responsible for issuing the passport. If the international student is accepted by the Annette Caldwell Simmons School of Education and Human Development, a letter of acceptance will be sent from the Department of Teaching and Learning. The SMU International Advisers' Office will send an I-20 form (F-1 visa) or IAP-66 (J-1 visa) once the financial support has been verified. It is important that the name on the application matches exactly the name on the student's passport.

To meet U. S. government regulations, the international graduate student on the F-1 or J-1 visa must take at least nine semester hours each semester to qualify as a full-time student.

Health Insurance—— All international students must be covered by hospitalization insurance and **must show proof of such insurance at the time of registration.** Coverage may be obtained individually or through the University for an annual fee of approximately \$1244. In addition, students purchasing this insurance are required to be eligible to use the Student Health Center, which may require an additional amount of approximately \$120 per semester. Additional information about this requirement can be obtained through the International Advisers' Office - smuvisa@smu.edu. Students will need to provide a record of immunizations on the SMU health form, which is mailed to all incoming students.

Degrees from Foreign Universities—— International applicants who hold a bachelor's degree should not assume that these degrees will be automatically accepted in US universities. Decisions will be made on the academic standings of the institutions from which the applicant graduated. Professional diplomas and higher certificates from technical or vocational schools are normally not considered as equal to a bachelor's degree.

Offices for Assistance:

General Information: Department of Teaching and Learning: Southern Methodist University,
P O Box 750381, Dallas TX 75275-0381, USA
www.smu.edu/education E-mail: teachlearn@smu.edu

Visas and Foreign Students: Director, International Center, Southern Methodist University,
Box 750391,
Dallas TX 75275-0391, USA
E-mail: smuvisa@smu.edu



Why pursue the Master of Education degree?

The Master of Education degree at Southern Methodist University is designed to meet the needs of practicing teachers. The 36-hour degree program offers maximum flexibility for the educator whose interest lies in broadening both academic preparation and classroom skills. The program can be individualized for teachers at all levels, pre-kindergarten through grade 12.

Teachers in the degree program have the opportunity to earn certificates including the Master Reading Teacher, Bilingual, Gifted/Talented, Master Math Teacher, Master Technology Teacher, Master Science Teacher, and ESL certificates or can transfer in the Learning Therapy certificate. The education core courses refine pedagogical skills and expand knowledge of education in its psychological, social, and cultural context.

How is the program structured?

The M.Ed. has three modules of study—a core module, a specialization module, and an elective module. Each module consists of 12 credit hours. The core module comprises courses in the areas of research, psychology, diversity, and differentiated instruction. The specialization module focuses on courses that “specialize” in one of the following areas: reading (MRT), math (MMT), technology (MTT), science (MST), bilingual education (Bilingual Supplemental Certification), English as a Second Language (ESL Certification), or gifted education (Gifted and Talented Supplemental Certification). The elective module allows each student to choose courses that best fit their interests/needs.

What are the admission requirements?

- A baccalaureate degree from an accredited institution;
- A minimum undergraduate grade point average of 3.0 (on a 4.0 scale). Applicants not meeting this requirement must provide other qualifications, such as long-term experience, expertise in a related specialized field, or a satisfactory Graduate Record Examination score as a justification for admission;
- Applicants from countries where the predominant language is not English are required to supply scores on the Test of English as a Foreign Language (TOEFL) administered by the Educational Testing Service. The minimum score for admission is 550 on a pencil and paper test or 83 on the internet-based test;
- Recommendations and evidence of a high degree of support from the school of employment.

Applicants should not expect to receive more than six hours of transfer credit from other institutions. Only courses with a grade of B or above can be transferred. Generally, no credit will be allowed toward the master's degree for courses taken more than six years before acceptance into the program. Any exceptions to the requirements and policies stated above must have the approval of the Master's Programs Committee. **Any courses accepted must exactly match courses in the program.**

Master's candidates who begin summer 2008 or after must successfully complete an exit comprehensive examination to graduate.

Who will teach in the program?

Faculty is drawn from professors in the Annette Caldwell Simmons School of Education and Human Development. Visiting professors and lecturers also contribute to the offerings of the program.

How do I apply?

Applications for admission to the Master of Education program are available from the Department of Teaching and Learning. Please call 214.768.2346 or download an application at <http://www.smu.edu/education/teachereducation/graduate/med/default.asp>. The normal application fee is \$75. A schedule of courses is available by mail or on the web: <http://www.smu.edu/education/teachereducation/schedules/>.

How much will the program cost?

Graduate students in the program take advantage of SMU's reduced tuition rate for educators, \$435 per semester hour for Academic Year 2009-10. Participants are encouraged to seek financial assistance from their school districts or financial institutions. There is an additional fee for parking.

Who can give me additional information?

For additional information, please call 214.768.2346, or visit the web site www.smu.edu/education.

“If you dare to teach, you must never cease to learn.” Harry Wong



SMU

ANNETTE CALDWELL SIMMONS
SCHOOL OF EDUCATION
& HUMAN DEVELOPMENT

Application for Admission

MASTER OF EDUCATION

All responses must be printed or typed. Please complete all blanks. Use "N/A" if not applicable.

Legal Name Prefix (Mr./Ms.) Last First Middle

Preferred Name(s)

Mailing Address Using the space provided, please supply your current mailing address in the format preferred by your postal service.

Addresses in the U.S. should include street, city, state, ZIP. Addresses outside the U.S. should include the country. Valid Until

Permanent Address (if different)

Permanent Home Phone

Home Phone Work Phone

Home Fax Work Fax

E-mail Address Personal School Business

Social Security Number Female Male

Any other name(s) under which your documents might be received

Country of Citizenship U.S.

Name and phone number of person to be notified in case of emergency

Religious Preference

If you are not a U.S. citizen, are you currently living in the United States? Yes No. If yes, please complete the following:

If you are a Permanent Resident, please state your alien card identification A-

If you are a Non-Immigrant, please state your visa status

Date of Birth Month Day Year City and Country of Birth

Prominent Ethnic Background: Providing this information is voluntary. The information you choose to provide will be used in a nondiscriminatory manner, consistent with applicable civil rights laws, solely for required reporting under federal and/or state laws.

Are you of Hispanic origin? Yes No
Do you identify with one or more of the following?
(01) Non resident Alien
(02) Race & Ethnicity unkown
(03) Hispanic of any race
For non-Hispanics only:
(04) American Indian or Alaska Native (08) White
(05) Asian (09) Two or more races
(06) Black or African-American
(07) Native Hawaiian or other Pacific Islander

Check 1 or 2 M.Ed. specializations: (Each specialization program consist of 12 hours. Applicants who are certified by the State of Texas and complete 12 hours in a specific area are allowed to take the state exam to receive additional certification. You may select one or two areas below.)

MRT MMT MTT MST Bilingual ESL Gifted & Talented

Check here if you have completed a specialization at SMU and indicate which specialization is complete:

MRT MMT MTT MST Bilingual ESL Gifted & Talented

Beginning semester/year in which you would like to enroll in the Master of Education program

Undergraduate overall GPA _____ Graduate overall GPA _____

Admissions tests (if required; attach copy of official report):

GRE V _____ Q _____ A _____ Subject _____

TOEFL scores _____

Date taken or to be taken _____

Date taken or to be taken _____

List in chronological order all colleges and universities attended. Add pages as needed.

| Name of Institution | Location | Date of Attendance | Major/Degree/Date (month/year) |
|---------------------|----------|--------------------|--------------------------------|
| _____ | _____ | _____ to _____ | _____ |
| _____ | _____ | _____ to _____ | _____ |
| _____ | _____ | _____ to _____ | _____ |
| _____ | _____ | _____ to _____ | _____ |

Do you wish to be considered for a scholarship? _____ yes _____ no

If you have ever been dismissed or suspended from, or denied readmission to, any school, please state particulars:

Applicant's school district and school _____

School's address and phone _____

Number of years in teaching _____ Grade(s)/Content Area Assignment _____

Describe your work or professional experience. Include details on district, campus, grade level, etc. for the last three years. Attach a separate sheet if needed.

Reading knowledge of a foreign language? _____ Which languages? _____

List any academic honors, awards, honorary society memberships, and professional presentations relevant to your proposed fields of study. Attach a separate sheet if needed.

List the names of persons you have asked to complete recommendation forms. (Please see special notes for number required.)

| Name | Affiliation | Location |
|-------|-------------|----------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

List publications or technical reports you have written. Attach a separate list, if necessary. Do not submit copies of publications or reports unless requested to do so.

STATEMENT OF PURPOSE

On a separate page, please write a statement explaining why you wish to undertake graduate study and how such study will influence your professional growth. This should be 2-3 pages (500-750 words). Attach this statement to the application.

By which means did you learn about our graduate programs?

Internet Graduate Poster Faculty Recommendation Recruiting Event _____

Other (please identify) _____

CRIMINAL HISTORY

1. Are you currently under indictment for any crime? Yes _____ No _____
2. Have you ever been convicted of, pleaded guilty to, or received deferred adjudication for any felony, state jail felony, or Class A misdemeanor? Yes _____ No _____
3. Have you ever received or are you currently on probation? Yes _____ No _____

ONLY INTERNATIONAL APPLICANTS ANSWER NUMBER 4

4. If the questions above are not applicable to you as an international applicant, list and explain any criminal charges that have been brought against you at any time and in any place. Explain the outcome of these charges. Minor traffic violations and parking tickets need not be included.

(Disclosure in the affirmative will not necessarily result in rejection of an applicant for admission. Failure to disclose such a record, if it exists, and to explain that record honestly, however, will subject a student to the University's judicial process and may result in dismissal from the University. Failure to explain an affirmative response to this question will result in the application not being processed.)

I certify that all information given by me on this application is accurate.

Signed (do not print)

_____ Date _____

CHECK LIST

Check if you have included or requested these items:

1. A set of complete official transcripts (sent by previous institutions)
2. The \$75 non-refundable application fee payable to SMU (if applicable; see cover page)
3. Statement of purpose (2 to 3 pages)
4. Letters of recommendation (one from your school supervisor)
5. GRE scores (if required; GRE is not required if overall GPA is 3.0 on a 4.0 undergraduate scale)
6. TOEFL scores (foreign students only)
7. I have provided all information requested on this application form.

Southern Methodist University will not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. SMU's commitment to equal opportunity includes nondiscrimination on the basis of sexual orientation. The Director of Affirmative Action has been designated to handle inquiries regarding the nondiscrimination policies and may be contacted at Southern Methodist University, Dallas, TX 75275, 214-768-3601.



SMU

**ANNETTE CALDWELL SIMMONS
SCHOOL OF EDUCATION
& HUMAN DEVELOPMENT**

P.O. Box 750381
Dallas, Texas 75275-0381 USA (214) 768-2346

Recommendation Form

To the applicant:

Please print or type the name and address of the individual you are asking to complete this form and your name and address in the appropriate spaces below. Sign the form and send it to your reference, enclosing a stamped envelope addressed to the Department of Teaching and Learning, P.O. Box 750381, Southern Methodist University, Dallas, TX 75275-0381.

Name of reference _____

Applicant's name in full _____

Applicant's present address _____

Under Section 438 of the General Education Provisions Act (20 U.S.C. 1232g), if you are accepted and enrolled as a student at Southern Methodist University, you have the right to inspect your admission file. However, the Act provides that the student may waive the right of access to confidential recommendations. If you agree to waive the right of access to the recommendation being submitted on this form, please sign your full name on the following line.

Applicant's signature _____

Date _____

To the individual completing this form: If you prefer to write a separate letter of reference, please address the questions below in your letter. Thank you.

1. How long and in what capacity have you known the applicant?

2. Please give your assessment of the applicant's academic preparation and of his/her industry, motivation, and capacity for demanding academic work.

3. Describe the applicant's work as a teacher (professionalism, ability to motivate students, skill at making subject matter relevant, etc.).

4. Do you know anything that might detrimentally affect the applicant's academic or professional performance?

5. Please give any other information concerning the applicant that you think would be useful to the admitting department. (Use additional sheets if necessary).

6. Using the chart below, please give us your appraisal of the applicant relative to others you have known in a similar capacity.

| | Exceptional (top 2%) | Outstanding (top 5%) | Excellent (top 15%) | Good (top 1/3) | Average (mid1/3) | Below Average (bottom1/3) | Not Observed |
|---|-------------------------|-------------------------|------------------------|-------------------|---------------------|------------------------------|--------------|
| Intellectual Ability | | | | | | | |
| Maturity | | | | | | | |
| Motivation | | | | | | | |
| Ability to work with others | | | | | | | |
| Creativity and Imagination | | | | | | | |
| Self-Confidence | | | | | | | |
| Leadership Potential | | | | | | | |
| Ability to analyze a problem and formulate a solution | | | | | | | |
| Oral Communication Skills | | | | | | | |
| Written Communication Skills | | | | | | | |

Overall Rating: ___strongly recommend ___recommend ___recommend with reservations ___do not recommend

Signature _____ Date _____

Name _____
(please print or type)

Title _____ Employer _____

Business Address _____

Telephone(_____) _____ FAX() _____ email _____



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| Motivation | | | | | | | |
| Ability to work with others | | | | | | | |
| Creativity and Imagination | | | | | | | |
| Self-Confidence | | | | | | | |
| Leadership Potential | | | | | | | |
| Ability to analyze a problem and formulate a solution | | | | | | | |
| Oral Communication Skills | | | | | | | |
| Written Communication Skills | | | | | | | |

Overall Rating: ___strongly recommend ___recommend ___recommend with reservations ___do not recommend

Signature _____ Date _____

Name _____
(please print or type)

Title _____ Employer _____

Business Address _____

Telephone(_____) _____ FAX() _____ email _____



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| Oral Communication Skills | | | | | | | |
| Written Communication Skills | | | | | | | |

Overall Rating: ___strongly recommend ___recommend ___recommend with reservations___do not recommend

Signature _____ Date _____

Name _____

(please print or type)

Title _____ Employer _____

Business Address _____

Telephone(_____) _____ FAX() _____ email _____