

## Preparing Graduate School Application Forms

### A. The Basics

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1. Submission of application forms  (See C.3 below)	a. Faculty members individually submit recommendation letters and complete any forms/checklists online and submit online; <b>the majority of schools have an online application process. If a school requires a "paper" letter of recommendation, please alert Mrs. Walker by October 1st. You will then receive special instructions regarding the "paper" recommendation process included in this table.</b>
2. Packets & Envelopes	a. <b>Faculty Packet</b> -a large (9 ½ x 12 ½) envelope prepared by students <i>for each faculty member who is writing a recommendation</i> (See C: Prepare Faculty Packets below)
3. Deadline	<b>The deadline for submission of all packets and emailed recommendation requests is November 1 at 2:00 PM! Turn in to Mrs. Walker (<u>emails must be received by recommenders</u>). If a school has a deadline for submission of recommendations before January 1, please highlight that school on the faculty packet table. (See C.3. below); you may want to email a reminder to the faculty member as well!!</b>

## B. The Big Picture!!

The Big Picture	
1. Take GRE	<ul style="list-style-type: none"> <li>a. purchase prep book</li> <li>b. review math and vocabulary</li> <li>c. consider putting together a study group</li> </ul>
2. Select Schools	<ul style="list-style-type: none"> <li>a. use ASHA EDFIND to choose 3 types of schools: aspirational (1-2); within range of your abilities, GRE, and GPA (2-4); and, sure bets---the scores of these schools should be clearly within range of your GPA and GRE scores (2-3)</li> <li>b. go online and investigate each school re: faculty and research interests---are these similar to your own?</li> <li>c. potential for Graduate Assistantships or other forms of financial aid</li> <li>d. consider GRE scores and GPA; if your scores are clearly not within the range for the school, we strongly suggest that you consider applying to another school as this activity is time-consuming and expensive! Use your money and time wisely!</li> </ul>
3. Select Faculty to write Recommendations	<ul style="list-style-type: none"> <li>a. three letters of recommendation, all from professors (at least one from SLPA, and one from a Ph.D.; one from clinical supervisor is appropriate as well). Request a recommendation from each faculty member in person or via email. The three faculty you select will write for all of the schools you are applying to so you should only be requesting letters from three faculty members. Remember to write thank you notes!!</li> </ul>
4. Prepare a Resume	<ul style="list-style-type: none"> <li>a. Resumes will be similar to Information Sheets (See Prepare Faculty Packets C.1. below) <b>but will omit the Special Notes Section</b></li> </ul>
5. Prepare an Essay	<ul style="list-style-type: none"> <li>a. While the general tone of essays is similar across universities, each school asks for specific information. <b>Be sure to tailor your essays for each school.</b> One size does not fit all!!</li> </ul>
6. Prepare Packets & Envelopes for Faculty	<ul style="list-style-type: none"> <li>a. See A.2 above, and C below</li> </ul>

### C. Prepare Faculty Packets

Steps to Create Faculty Member Packets	Items to include in each packet for each recommender
<p>1. Prepare Information Sheet for Faculty- Similar to a Resume, but with Special Notes</p>	<p>a. Identification Information: name, address, <i>appropriate</i> contact information</p> <p>b. Education: schools attended and dates; date of anticipated graduation from MTSU; current cumulative GPA (major GPA, minor GPA, and overall GPA)</p> <p>c. GRE Scores (verbal; quantitative; writing) &amp; plans to re-take if appropriate.</p> <p>d. Clinical Experience, Projects: List the semester and brief summary of the clinical cases you have worked with as well as number of hours; exceptional projects such as an Honors Thesis or special research project</p> <p>e. Relevant Work Experience: full and part-time jobs, including a brief description of your responsibilities and dates of employment</p> <p>f. Student Organizations: clubs, professional organizations, offices held, and dates</p> <p>g. Community Service: place, description of activity, dates</p> <p>h. Honors, Awards and Acknowledgements: include scholarships, citizenship awards, and any academic awards or acknowledgements (don't forget to include semesters you were on the Dean's List!)</p> <p><b>i. Special Notes: Very Important!! Do include information on any special circumstances that influenced your grades during a semester (family or personal illness or crisis); Any information that helps to explain a change in your GPA. Given the recommender something to write about!! Tell us what sets you apart. A bullet list is fine. Highlight some skills you have. Talk to us about what you learned in the clinic. What skills did you learn from your experience in campus organizations? What class and/or communication disorder has been the most interesting. How have you improved as a student? How have your experiences changed you? Give us some adjectives to describe you!</b></p>
<p>2. Print a copy of your Pipeline transcript for each recommender</p>	<p>This is not an official transcript and will not be accepted by any graduate school. However, a copy of your transcript must be included in each Faculty Packet!</p>
<p>3. Prepare a <i>list</i> of each school to which</p>	<p>For each school, include the following information in the table provided. <b>All students will use the same table format:</b></p>

<p>the student is applying-<b>Faculty Packet Table</b></p> <p>List must be in due date order.</p>	<ul style="list-style-type: none"> <li>• Name of university – <b>Listed in due date order.</b></li> <li>• Due date for application. <b>This is the actual date the application is due. If a school has a deadline before January 1, please alert faculty by highlighting the school; you may also want to email the faculty member as a reminder!!</b></li> <li>• Recommendation email sent by: Faculty need to know who is sending the request for a recommendation letter. Often, we search our mailboxes by the sender and sometimes we have to search in the "junk" mail.</li> <li>• GRE Required: List the verbal, quantitative, and writing scores required by each school. We want to know where your scores fall in relation to what the school requires. This helps us tailor your letter accordingly. If the school does not list a minimum or average, just put n/a. If the school lists a minimum and an average, we would like to know the average.</li> <li>• GPA Required: same guidelines as the GRE information.</li> <li>• Faculty Writing Letters: List the name of all three faculty members you have asked to write a letter of recommendation for you.</li> <li>• <b>Attach the faculty packet table to the front of each Faculty Packet with <u>TAPE-do not staple or glue.</u></b></li> </ul>
<p>4. Complete the student information form</p>	<p>The template for this form is provided and must be completely and accurately filled out. Be sure to include both grades if you retook a course.</p>
<p>5. Complete the faculty member's packet</p>	<ol style="list-style-type: none"> <li>a. Attach the faculty table (See C.3. and Table Example) to the outside of each packet. Be sure your name and the recommender's name are included.</li> <li>b. Include a copy of your most recent Pipeline transcript (See C.2.)</li> <li>c. Include a copy of your Information Sheet (See C.1.)</li> <li>d. Include a copy of your letter of intent (just one example-not every school)</li> <li>e. Include a copy of GRE scores with writing scores. Print your scores from the ETS website.</li> <li>f. Turn the faculty packets in by 2:00 PM on November 1st. <b>When you turn in your three faculty packets, provide Mrs. Walker with an extra copy of the faculty table.</b></li> </ol>

### E. The Application Management and Petition Process

1. Deadline	<b>November 1---No Exceptions! No Excuses! Faculty Packets and recommendation email requests</b>
2. Management of Faculty Packets	If a faculty member finds that any portion of a Faculty Packet is incomplete, the faculty member will inform Mrs. Walker, Faculty Packets will be returned to the student, and the student must petition the faculty for completion of the recommendation. No recommendations will be written before petition.
3. Petition	No Faculty Packets will be accepted after the deadline! If the deadline is missed, students must petition to have faculty complete the recommendations. If a student has missed the deadline of November 1, or wishes to add or delete information, forms, schools, etc. the student must petition the faculty to reconsider the student's submission. The petition must include a) the issue or problem; b) the rationale for not complying with the SLPA procedure; and c) a request for completion of the recommendation. Faculty will consider requests at regularly scheduled faculty meetings. <b>If the deadline for submission of the student's application passes before the faculty meets and can reasonably complete the application, the student will have to look elsewhere for recommendations.</b>

### F. Instructions for Graduates/Alumni

1. Deadline	Fall admission – deadline is November 1 of previous year Spring admission – deadline is August 1 of previous year
2. Directions to Follow	<p><b>a. You MUST contact Mrs. Walker to request the updated graduate school packet instructions.</b></p> <p><b>b. You MUST turn your faculty packet in to Mrs. Walker.</b></p> <p><b>c. You MUST follow all instructions listed in the above tables.</b></p> <p style="text-align: center;"><b>No Exceptions! No Excuses!</b></p> <p>FYI: You should update your resume every six months (at the least).</p> <p>Include an <b>UPDATED</b> resume along with <b>GRE scores</b> in your faculty packets.</p>

