



COLLEGE OF EDUCATION  
EDUCATIONAL LEADERSHIP DOCTORAL PROGRAM

THE UNIVERSITY OF TEXAS PAN AMERICAN

1201 W. University Dr., Edinburg, Texas 78539-2999 \* Office (956) 665-7173 \* [www.utpa.edu/programs/eldp](http://www.utpa.edu/programs/eldp)

December 1, 2011

Dear Doctoral Applicant:

Thank you for your interest in the University of Texas Pan American's Doctoral Program in Educational Leadership. This packet contains information that will guide you in the process of being admitted to the university, and also in submitting all required documents for applying to our program. We encourage you to complete and submit all required materials so that we may consider you for membership in the doctoral program's next cohort of students.

The Educational Leadership Doctoral Program selection criteria pre-requisites are as follows:

- Hold a Master's Degree in Education or related field.
- 3.0 Grade Point Average on graduate course work.
- Five years full-time administration or teaching experience
- Evidence of strong personal and professional qualities with potential for leadership.
- Demonstrated writing ability in English.
- Submit a completed electronic application packet via Embark and the Graduate Office.
- If selected as a finalist, participate in the doctoral applicant "Assessment Center" as part of the selection process.
- Commit to fulfilling four years in doctoral coursework and be willing to complete a dissertation.

You will begin the application process by submitting an online application form, transcripts, three (3) letters of recommendation, resume, applicant statement and writing sample. **Please note that all items listed from 1-6 are due at the Graduate Office by February 1, 2012.** Further, before you submit the online application, all of these documents must be completed at once, so be careful and do not submit the application without the required documents as the application will not allow you to go back and add additional documents.

**1. Online application for admission:** The application process to be admitted into the Educational Leadership Doctoral Program begins by completing the online admission application form via the UTPA graduate studies office. The URL for the graduate studies office is

[http://portal.utpa.edu/utpa\\_main/daa\\_home/ogs\\_home\\_new](http://portal.utpa.edu/utpa_main/daa_home/ogs_home_new) or you may want to go directly to <http://www.utpa.edu/gradapply>. If you need to get in contact with the graduate office, you may call 665-3661. The University application fee of \$50 can be paid online by credit card or electronic check (in the online application), or in the form of a money order or check and sent to the Office of Payments and Collections. In the case of money order or check, the applicant is responsible for submitting a copy of the receipt to the Graduate Studies office for documentation. All application fees are non-refundable.

**2. Transcripts: Official college transcripts are to be sent to the Graduate Studies office directly from all the institutions attended.** If the applicant attended UTPA at any time, those official transcripts will be handled by the Graduate Studies office; however, the applicant is responsible for requesting official transcripts to be sent directly from all other institutions. (Transcripts must be sealed and sent directly from the institution to be considered official. Transcripts will be considered unofficial if they are hand delivered by the applicant or third party regardless if sealed by the institution. Failure to submit a complete/correct application and official transcripts from all institutions attended will result in one of the following: rejection of application, withdrawal of admission offer or disciplinary action including expulsion if the student is enrolled.) The address is: Graduate Studies Office, University of Texas Pan American, 1201 W. University Dr., Edinburg, TX 78539-2999.

**3. Letters of Recommendation:** Select three individuals and ask them for letters of recommendation (one person must be your current supervisor, and another person that served as your academic advisor in the past and who also holds a terminal degree). The individuals must be able to attest to your leadership qualities and academic potential. The forms for the recommendations are available through the electronic Embark admission system. It is your responsibility to make sure that the letters of recommendation have been submitted electronically. **Once you have provided the three names of the individuals on the online Graduate Application, these individuals will have access to the recommendation form.**

**4. Resume:** Attach your resume (converted to pdf preferred) which should include, but not be limited to, professional presentations, publications, grants, recognitions (e.g., honors and awards for leadership, teaching, academics), five years full-time leadership, supervisory experiences or classroom experience (college/university level, school/district, business, military, regional, state-

level, international, other), leadership activity in community organizations, professional associations, or community service.

**5. Applicant Statement:** Attach a typed statement (converted to pdf preferred) to the online application. The statement should be typed using double space, should not exceed 5 pages), and should include the following headings: Purpose for pursuing an Ed. D. in Educational Leadership at UTPA; Description of Professional Goals; and Commitment and Dedication (**see attachment A**).

**6. Writing Sample:** Attach your writing sample (converted to pdf preferred) to the online application. The purposes for including a writing sample in the pre-screening process are to evaluate your skills as a writer, and allow us to identify those characteristics that make you an outstanding applicant for the program. **See attachment B** for directions and specific writing task.

All application materials, including transcripts and letters of recommendation must be received by the Graduate Office on or before **February 1, 2012**.

The doctoral faculty will screen applicants and invite finalists for the program, to participate in a required Assessment Center that will be held in early April. Only finalists for the program will be asked to take part in the assessment and those who do not participate in the Assessment Center cannot be selected for the doctoral program at this time. For this reason, it is important that your application materials clearly convey your strengths and what you have to offer as an educational leader and prospective doctoral student. More information on the Assessment Center will be sent to the applicants who are invited to participate in it.

All of us at the University of Texas Pan American are committed to improving the educational outcomes and experiences of students who are in the educational pipeline from Kindergarten through college. It is our view that the study and research that students engage in during the doctoral program contribute positively to this important goal. For that reason, we appreciate your own commitment and interest and very much look forward to considering you for the program. Thank you for taking the time to submit all required application materials.

We are glad to answer questions by phone at (956) 665-7173 or by email at [msimonsson@utpa.edu](mailto:msimonsson@utpa.edu), or you may visit our website at [www.utpa.edu/programs/eldp](http://www.utpa.edu/programs/eldp)

Sincerely,

Marie Simonsson, Ed.D.

**Attachment A**  
**Applicant Statement, Commitment and Dedication**

**Purpose for pursuing an Ed. D. in Educational Leadership at UTPA**

<Begin to write the purpose here>

**Description of Professional Goals**

<Begin to describe the goals here>

**Commitment and Dedication**

It is important that applicants understand the commitment necessary to successfully complete a doctoral program. As a rule of thumb, students will need to dedicate approximately 12 hours of out-of-class time for each 2.5 hours of in-class-time; another way of saying this is every week of the academic semester in which you are enrolled in 6 graduate credit hours (2 courses) you will need to allocate over 5 hours for being in class and a minimum of 24-30 hours to prepare for classes.

Our experiences tell us that individuals who apply for doctoral programs are already busy people. How will you (and your family) adjust your schedule to allow you to commit the time and energy necessary to succeed in the program if you are admitted? Please complete the exercise below as a means of self-reflection and of sharing with us; how you may go about managing this new time commitment in your schedule.

Everyone has the same amount of time - 24 hours a day, 7 days a week. Please use the charts below to indicate, first how you currently allocate your 168 hours a week. Do not forget to include time for sleep, travel time to and from work, getting kids to and from activities, church, social activities, etc. Though no week is "typical" certainly there are some patterns that emerge as you think about your life-schedule over an extended period. Complete Chart 1 based on how you spend your time now. Complete Chart 2 based on how you will accommodate the minimum 30+ hours needed for the doctoral coursework.

**Chart 1: My Current Allocation of My 168 Hours Per Week**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

**Chart 2: My New Allocation of My 168 Hours Per Week**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

**Attachment B**  
**Formal Writing Sample Regarding Outstanding Aspects of Applicant**

**Directions:**

Please prepare a formal response to the following request. Your response should be typed, free of spelling errors, grammatically correct, have a logical presentation of content, correct use of words, and other necessary elements to be judged a well-written document in both style and substance.

**Specific Writing Task:**

Imagine that you are among the individuals evaluating applicants' credentials for admission to the Educational Leadership Doctoral Program (Ed. D.). All of the decision makers have gathered to finalize the list of applicants to invite to the Assessment Center. You have an opportunity to advocate for this applicant. Present your case for selecting this applicant. Be as-specific as possible about what you see that sets this applicant apart from others. The person you are advocating for has your credentials, characteristics, experiences, etc.

### **Application Checklist**

Did you complete, request, submit or include the following?

1. \_\_\_ An online graduate studies application [www.utpa.edu/gradapply](http://www.utpa.edu/gradapply)
2. \_\_\_ Official transcripts of all graduate coursework to Graduate Office
3. \_\_\_ Three letters of recommendation (online)
4. \_\_\_ A resume (online)
5. \_\_\_ An applicant statement (including attachment A) (online)
6. \_\_\_ A writing sample (attachment B) (online)

### **Tentative Dates of Scheduled Activities**

December 1, 2011	Packets available on website or mailed to prospective students
February 1, 2012	Application Deadline via Embark (Graduate Office)
February 21- March 3, 2012	Staff and subcommittee to prepare application packets' for review
Early March, 2012	Faculty review of application packets
Mid-March, 2012	Dissemination of pre-screening evaluations
Late March, 2012	Mail invitation letters for Assessment Center
April, 2012	Assessment Center
Fall, 2012	Cohort 9 begins coursework