

COLLEGE OF EDUCATION

EDUCATIONAL LEADERSHIP DOCTORAL PROGRAM

THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY

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1201 W. University Dr., Edinburg, Texas 78539-2999 \* Office (956) 665-3436

Dear Doctoral Applicant:

Thank you for your interest in the University of Texas Rio Grande Valley's Doctoral Program in Educational Leadership. This packet contains information that will guide you in 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 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:

• 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 The Graduate College.

• 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 the date determined by the program coordinator.** Further, before you submit the online application, 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 URL for application instructions are: info <http://www.utrgv.edu/graduate/for-future-students/graduate-programs/program-requirements/educational-leadership-edd/index.htm>

The application process to be admitted into the Educational Leadership Doctoral Program begins by reviewing the program’s admission requirements. Next, you will complete the online admission application form via the UTRGV graduate college through this website [www.utrgv.edu/gradapply](http://www.utrgv.edu/gradapply)

If you need to get in contact with the graduate office, you may call 956-665-3661 or 956-882-6552. The University application fee of $85 ($100 for International Applicants) can be paid online. All application fees are non-refundable.

2. **Transcripts: Official college transcripts are to be sent to the Graduate College office directly from all the institutions attended.** If the applicant attended UTPA or UTB, the Graduate College handle those official transcripts; 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 cause rejection of the application, withdrawal of admission offer or disciplinary action including expulsion if the student is enrolled.) The address is: UTRGV Graduate College, 1201 W. University Drive, EMASS 1.158, 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, if applicable, and another person who 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 admission system. It is your responsibility to make sure that the letters of recommendation have been submitted electronically.

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 – In Higher Education or Public Schools), 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 UTRGV; 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.

The Graduate Office must receive all application materials, including transcripts and letters of recommendation on or before **the date determined by the program coordinator.**

The doctoral faculty will screen applicants and invite finalists for the program, to participate in a required Assessment Center that will be determined specific to cohort semester admission. Only finalists for the program will be asked to take part in the assessment, and we cannot select those who do not take part in the Assessment Center cannot be selected for the doctoral program. For this reason, it is important that your application materials clearly convey your strengths and what you 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.

I commit all of us at the University of Texas Rio Grande Valley 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) 665-3436 or by email at federico.guerra@utrgv.edu

Sincerely,

**Dr. Fred Guerra, Jr.**

Associate Professor, Chair

Program Coordinator

**Applicant Statement, Commitment and Dedication**

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

<Write the purpose here>

**Description of Professional Goals**

<Describe the goals here>

**Commitment and Dedication**

It is important that applicants understand the commitment necessary to complete successfully 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 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 a how you spend your time now. Complete Chart 2 based on how you will accommodate the minimum 30+ hours needed for the doctoral coursework.

**Attachment A (Two dedication charts)**

**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 by a well-written document in both style and substance.

**Specific Writing Task:**

Write an essay that describes your credentials for admission to the Educational Leadership Doctoral Program (Ed. D.) and advocate for yourself. Present your case by describing specific characteristics, or experiences that sets you apart from other applicants.

**Application Checklist**

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

1. \_\_\_ An online graduate studies application

2. \_\_\_ Official transcripts of all graduate coursework to Graduate Office

3. \_\_\_ Three letters of recommendation

4. \_\_\_ A resume

5. \_\_\_ An applicant statement (including attachment A)

6. \_\_\_ A writing sample (attachment B)