ADMISSION PACKET

SCHOOL OF EDUCATIONAL STUDIES

Doctor of Philosophy (Ph.D.) in Educational Leadership and Policy Studies

Admissions Information Contents:
- Application Checklist
- Application Procedures
- Program Area Goal Statement
- Critical Issue Essay Guidelines
- Career Objective Guidelines
- Letters of Recommendation Guidelines
- Program Faculty
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

☐ Writing samples

☐ GRE Scores:
  Date requested that test scores be forwarded to OSU ________________________________

☐ Additional Materials (please specify) ____________________________________________
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 Ph.D. in Educational Leadership and Policy Studies in the School of Educational Studies. It is critical for applicants to complete the second step as soon as possible since special students can apply no more than 9 graduate hours to a degree program.

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

CRITICAL ISSUE ESSAY AND CAREER OBJECTIVES STATEMENT
Two essays are required of all applicants (see essay information sheets). The first document is a separate document and should be prepared according to stated application guidelines. This statement is used to assess the student’s understanding of current issues in the profession. (See critical issue essay). The second essay is a statement of career goals. 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 sheet in this packet).

ACADEMIC VITA/RESUME
A current vita/resume should be provided which includes academic and professional backgrounds and experiences.

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. These recommendations are confidential unless applicants inform the persons serving as a reference otherwise. If prospective students elect to have confidential recommendations, they will have waived their access to them.

WRITING SAMPLES
Two examples of written work, such as articles, position papers, exams, or theses should be provided. 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 the Graduate Record Examination (GRE) to the Graduate Records Office (see address below). These tests are offered at many sites. The GRE is given at OSU Stillwater, 107 University Assessment and Testing Service, Admiral and Walnut, 405/744-5958 and at the Sylvan Learning Center in Tulsa, 918/249-0820. The expected minimum scores are 500 Verbal, 610 Quantitative, and 4.5 Writing.

INTERVIEW
The program faculty may request an interview with applicants.

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.
The goal of the program is to foster the improvement of educational institutions through leadership, research, and theory development. The Ph.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
- scholarship
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 this area of study, identify one issue in educational leadership and policy 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 GUIDELINES

Describe your specific career objectives for the immediate future and five years beyond. Discuss the way(s) that the Ph.D. in Educational Leadership and Policy Studies 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
LETTERS OF RECOMMENDATION GUIDELINES

You have been asked by an applicant to the Ph.D. in Educational Leadership and Policy Studies 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
- Attention to, and appreciation of, the value of policy analysis
- 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.
## EDUCATIONAL LEADERSHIP PROGRAM FACULTY

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

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<tr>
<th>Name</th>
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<tr>
<td><strong>Dr. Lee Bird</strong></td>
<td>(CSD)</td>
<td>201A Whitehurst</td>
<td>Oklahoma State University</td>
<td>405-744-5328</td>
<td>405-744-7624</td>
<td><a href="mailto:lebird@okstate.edu">lebird@okstate.edu</a></td>
</tr>
<tr>
<td><strong>Dr. Ed Harris</strong></td>
<td>(SA)</td>
<td>308 Willard</td>
<td>Oklahoma State University</td>
<td>405-744-7929</td>
<td>405-744-7758</td>
<td><a href="mailto:elh@okstate.edu">elh@okstate.edu</a></td>
</tr>
<tr>
<td><strong>Dr. Adrienne Hyle</strong></td>
<td>(HE &amp; SA)</td>
<td>336 Willard</td>
<td>Oklahoma State University</td>
<td>405-744-9893</td>
<td>405-744-7713</td>
<td><a href="mailto:aeh@okstate.edu">aeh@okstate.edu</a></td>
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<tr>
<td><strong>Dr. Bert Jacobson</strong></td>
<td>(HE)</td>
<td>204 Willard</td>
<td>Oklahoma State University</td>
<td>405-744-6275</td>
<td>405-744-7758</td>
<td><a href="mailto:bhj52@okstate.edu">bhj52@okstate.edu</a></td>
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<tr>
<td><strong>Dr. Kerri Kearney</strong></td>
<td>(HE)</td>
<td>315 Willard</td>
<td>Oklahoma State University</td>
<td>405-744-2755</td>
<td>405-744-7758</td>
<td><a href="mailto:kerri.kearney@okstate.edu">kerri.kearney@okstate.edu</a></td>
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<tr>
<td><strong>Dr. Bernita Krumm</strong></td>
<td>(SA)</td>
<td>310 Willard</td>
<td>Oklahoma State University</td>
<td>405-744-9445</td>
<td>405-744-7758</td>
<td><a href="mailto:bernita.krumm@okstate.edu">bernita.krumm@okstate.edu</a></td>
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<tr>
<td><strong>Dr. John Lowery</strong></td>
<td>(CSD)</td>
<td>306 Willard</td>
<td>Oklahoma State University</td>
<td>405-744-9798</td>
<td>405-744-7758</td>
<td><a href="mailto:john.lowery@okstate.edu">john.lowery@okstate.edu</a></td>
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<tr>
<td><strong>Dr. Judith Mathers</strong></td>
<td>(SA)</td>
<td>314 Willard</td>
<td>Oklahoma State University</td>
<td>405-744-1480</td>
<td>405-744-7758</td>
<td><a href="mailto:mathejk@okstate.edu">mathejk@okstate.edu</a></td>
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<tr>
<td><strong>Dr. Jesse Mendez</strong></td>
<td>(HE)</td>
<td>312 Willard</td>
<td>Oklahoma State University</td>
<td>405-744-8064</td>
<td>405-744-7758</td>
<td><a href="mailto:jesse.perez.mendez@okstate.edu">jesse.perez.mendez@okstate.edu</a></td>
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<tr>
<td><strong>Dr. Robert Nolan</strong></td>
<td>(HE)</td>
<td>307 Willard</td>
<td>Oklahoma State University</td>
<td>405-744-9190</td>
<td>405-744-7758</td>
<td><a href="mailto:bob.nolan@okstate.edu">bob.nolan@okstate.edu</a></td>
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<tr>
<td><strong>Dr. Kenneth Stern</strong></td>
<td>(SA)</td>
<td>311 Willard</td>
<td>Oklahoma State University</td>
<td>405-744-8929</td>
<td>405-744-7758</td>
<td><a href="mailto:aks9445@okstate.edu">aks9445@okstate.edu</a></td>
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<tr>
<td><strong>Dr. Marlene Strathe</strong></td>
<td>(HE)</td>
<td>101D Whitehurst</td>
<td>Oklahoma State University</td>
<td>405-744-5627</td>
<td>405-744-5495</td>
<td><a href="mailto:marlene.strathe@okstate.edu">marlene.strathe@okstate.edu</a></td>
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<td>408 Whitehurst</td>
<td>405-744-9154</td>
<td>405-744-5576</td>
<td><a href="mailto:c.thomas@okstate.edu">c.thomas@okstate.edu</a></td>
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<td>Dr. Steve Wanger</td>
<td>HE</td>
<td>309 Willard</td>
<td>405-744-3982</td>
<td>405-744-7758</td>
<td><a href="mailto:steve.wanger@okstate.edu">steve.wanger@okstate.edu</a></td>
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OSU/Tulsa
OKLAHOMA STATE UNIVERSITY  
School of Educational Studies – College of Education  
Ph.D. in Educational Leadership and Policy Studies

COURSE WORK

A minimum of 72 hours beyond the master’s degree to include the following:

General EDLE Doctoral Core

EDLE 6143 Resources for the Study of Educational Leadership  
EDLE 6603 Organizational Theory in Education  
EDLE 6823 Educational Leadership

Inquiry Core

EDLE 6853 Research Traditions in Educational Leadership  
SCFD 6123 Qualitative Research I  
SCFD 6193* Qualitative Research II  
REMS 6003* Analysis of Variance  
REMS 6013* Multiple Regression Analysis

One additional research course (approval of committee chair required)

Option Area

Higher Education Administration

Required Core

EDLE 6233 Critical Issues in Higher Education  
EDLE 6463 Higher Education Law  
EDLE 6870 Public Policy in Higher Education

Electives

EDLE 6003 Educational Ideas  
EDLE 6583 The Impact of College on Students and Society  
EDLE 6683 The Community College  
EDLE 6703 Finance in Higher Education  
EDLE 6733 Planning and Change  
EDLE 6753 Historical Development of American Higher Education  
EDLE 6803 Administration in Higher Education  
EDLE 6813 Development and Implementation of Academic Programs  
EDLE 6833 College and University Presidency  
EDLE 6870 Institutional Research and Policy Analysis  
SDEV 6173 Administrative Issues in Student Affairs

(Selective electives and any additional courses must be approved by the student’s committee)
Educational Administration

Required Core

EDLE 6243  Connecting Theory and Practice in Educational Administration
EDLE 6423  Public Policy in Educational Administration
EDLE 6870  Research and Policy Analysis in Educational Administration

Electives

EDLE 6003  Educational Ideas
EDLE 6263  Professional Development and Instructional Improvement
EDLE 5323  Public School Finance
EDLE 6333  The Business Function in School Administration
EDLE 6343  Problem Solving in School Administration
EDLE 6353  The Superintendency
EDLE 6393  The Human Factor in Administering Schools
EDLE 6453  Special Topics in Education Law
EDLE 6733  Planning and Educational Change
(Selected electives and any additional courses must be approved by the student’s committee)

Cognate or Electives with a Thematic Focus  12 hours

Independent Research (dissertation)  Minimum of 15 hours

*Denotes classes with prerequisites.

Implementation date: Fall 2008