

**Departmental Information Form
North Carolina State University
Department of Counselor Education
Box 7801, Raleigh, North Carolina 27695-7801**

Seeing that a correct and complete application is submitted is your responsibility, do not attempt to complete this application until you have carefully read the brochures and, instructions for the program you have selected. Failure to follow instructions may result in your file being reviewed late or not being reviewed at all.

(NOTE: The Graduate School requires a separate application)

I. Personal Data

Proposed entrance date _____ Semester _____ Date of Application _____

Name _____
Last (Family) First Middle or Maiden

Telephone Number (where a message will always reach you) _____
Area Code Number

Present mailing address _____
Street Address City State Zip Code

If you will be leaving this address on a known date, please list the date _____

Telephone number at present address _____
Area Code Number

State of legal residence _____ Country of citizenship _____

Social Security Number _____ Email Address _____

II. Graduate Major (check one)

Masters Degree Track	M.Ed.	M.S.
Elementary/Middle School Counseling	_____	_____
Secondary School Counseling	_____	_____
Student Development In Higher Education	_____	_____
Agency Community Counseling	_____	_____

Doctoral Program _____

Doctoral Students

In addition to the application material, you will be required to (1) have an interview and (2) complete work-sample materials. This requirement may be waived, if geographical distances are substantial.

We will call you to set up a mutually convenient time. You will need to set aside approximately 2 hours for the interview and work sample.

III. Education

Colleges and graduate schools <u>(list all attended)</u>	Dates attended <u>From</u> _____ <u>To</u> _____	<u>Major</u>	Degree granted or pending <u>and date</u>
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List any honors, awards, fellowships, or scholastic distinctions you received in college and/or graduate school.

To what other graduate schools are you applying at this time? (Include other majors or departments at NCSU as well.)

If you have spoken to or corresponded with a member(s) of the NCSU faculty regarding your application, please give those name(s).

How did you learn about our graduate program?

What articles, significant term papers, theses, or reports of experimental investigations have you written? List their titles below. (If you wish, you may submit such materials in support of your application; a stamped, self-addressed envelope must be enclosed if you wish these materials returned.)

Are you certified to teach? If so, in which subjects and states?

IV. Related Experience and Employment History

If you have held a research assistantship, teaching assistantship, fellowship, or traineeship, please specify type, school, and dates.

<u>Type</u>	<u>School</u>	<u>Dates</u>
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Other employment (list most recent position first) (Use additional sheets if necessary)

Please describe your experience or special expertise in any of the following areas: audiovisual, computer programming, counseling or advising, electronics, organization and administration, public relations, research design, statistics, teaching, technical or creative writing, other relevant experience (including volunteer experience).

List professional organizations (memberships and offices)

V. Grade Point Average

Calculate your undergraduate grade point average below. Convert quarter term credits to semester credits if you have credits under both systems (Multiply quarter credits x .67). If your school uses a grading system other than A, B, C, D, F or N (for example, assigning plus or minus grades), compute your grade point average on a separate sheet using the system of grades in effect at your school.

Undergraduate grade	Total Number of Credits	Multiply by	Grade Points
A		x4=	
B		x3=	
C		x2=	
D		x1=	
below D		x0=	

Number of credits taken as Pass/Fail; Satisfactory/Unsatisfactory; Credit/No Credit; etc.

Totals _____

UNDERGRADUATE GPA = $\frac{\text{Total number of grade points}}{\text{Total number of credits}}$ = _____

In the same manner, please calculate your grade point average for:

Your final two years as an undergraduate _____

Your work in your undergraduate major _____

Your graduate GPA, if any _____ Your graduate major _____

VI. Test Scores (GRE or Miller Analogies) (Please have official scores forwarded)

Graduate Record Examination

Test date: _____

General (Aptitude) Verbal_____ Quantitative_____ Analytical_____

Subject (Advanced)_____ Name of advanced test taken_____

Miller Analogies Test

Test date:_____ Form:_____ Score:_____

If there are any extenuating factors that you feel have affected your grade point average or your test scores, and you would like these factors to be considered by the admissions committee in reviewing your application, please describe them below. Use additional paper if necessary.

VII. Course Abstract

List below all course work in psychology, child psychology, educational psychology, and statistics/ measurement that you have taken, being sure to include courses in progress or courses that you plan to take before entering graduate school.

<u>Institution</u> <u>where taken</u>	<u>Course number</u> <u>and title</u>	<u>Number</u> <u>of credits</u>	<u>Grade</u>
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List below all courses you have taken that are related to your proposed graduate major, including, natural sciences, social sciences, philosophy, mathematics, computer programming, and so on.

<u>Institution</u> <u>where taken</u>	<u>Course number</u> <u>and title</u>	<u>Number</u> <u>of credits</u>	<u>Grade</u>
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VIII. Candidates Statement (2 to 3 pages)

In constructing a statement, you may wish to include some of the following elements. These are, however, suggestions. You may use any format which best describes yourself both personally and professionally.

Rationale for career goals - What are the reasons which prompt your interest in graduate professional education in counseling?

Rationale for personal career goals - based on self-knowledge what are your main strengths and areas which you need to work on?

Are there particular learning experiences which have had unusually significant influences upon you? Describe and elaborate.

Under what conditions do you learn most efficiently and effectively?

Four or five years from now what would you hope to have accomplished and what new goals might you have.

X. Financial Aid Information

Please describe your plans for financing your graduate studies, indicating any unusual circumstances in your case which should be brought to the attention of the review committee.

Would you accept an offer of admission if no financial aid were available?

____Would not accept

____Would accept

If you have discussed financial assistance with any member of the NCSU faculty, please give that individual's name.

_____ Check this space if you do not wish to be considered for financial support. If you do want to be considered, please rank (with a "I" indicating your top choice) your preferences for the types of financial assistance listed below. If you would like to be considered for other types of aid, please list them under the "Other" category.

Rank	Type
_____	Administrative assistantship
_____	Research assistantship
_____	Teaching assistantship
_____	Fellowship or traineeship
_____	Special university funds for minority students

North Carolina State University is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, creed, color, sex, national origin, or handicap.