



TEXAS TECH UNIVERSITY

College of Education™

Instructional Technology

Doctoral Program Application

College of Education
Graduate Education and Research
Texas Tech University
Box 41071
Lubbock, TX 79409-1071
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www.educ.ttu.edu

Doctoral Admissions and Advisement Procedures

The Graduate School has two admission statuses: (1) Full admission to the Doctoral Program in Educational Technology (EDIT) and (2) Graduate temporary (GTMP). Official descriptions are in the current graduate catalog.

The College of Education (COE) has established a holistic approach to the admission process. If a student does not gain full admission within the first semester of course registration, he or she will not be permitted to register for the second semester.

- A. Apply through the Office of Graduate Admissions located in Holden Hall for “General Admission” to the Graduate School. Read the *Graduate Catalog* of the University for admission requirements. A bachelor’s/master’s degree from Texas Tech University or any other university does not guarantee admission to the doctoral program.
- B. Complete the Graduate Record Examination (GRE). Applications may be obtained from the Testing and Evaluation Center in West Hall on the campus or other authorized testing centers.
- C. In addition, applicants whose native language is not English are required to take the TOFEL.
- D. The standards for admission to the Educational Technology Program go beyond those for admission to the Graduate School. The Educational Technology program faculty review applicants’ admissions materials at three points during the calendar year: March, June, and October. The following materials should be submitted to the Office of Graduate Education and Research, College of Education, Box 41071, Lubbock TX 79409.
 - a. Submit three recommendation forms from individuals with knowledge of the applicant’s potential for success in the doctoral’s degree program.
 - b. A 2-3 page personal statement detailing applicant’s background, career goals, and rationale for seeking a doctoral degree in instructional technology.
 - c. A sample of scholarly writing such as a paper prepared for publication, a term paper, or report.
 - d. Current Resume
- E. Applicants will be contacted by a faculty member to arrange a time for a spontaneous writing sample and an interview with the EDIT faculty. These can be conducted long distance or on-campus.
- F. Completed application materials will be reviewed by the EDIT faculty in March, June, and October. Recommendation will be submitted to the Graduate School regarding the admission of the applicant to the Instructional Technology doctoral program.

Notification of acceptance. The official letter of rejection or acceptance will be sent by the Office of Graduate Admissions.

Appeal process. Applicants who are not accepted into the Doctoral Program in Educational Technology have the right to appeal the Educational Technology program faculty’s decision. The first level of appeal is to reapply to the program, addressing the program faculty’s reasons for rejection, as delineated in the notification of the rejection letter. If an applicant is still rejected by the Educational Technology program faculty, the next level of appeal is the College of Education Graduate Academic Affairs Committee. In making an appeal to the Graduate Studies committee, the applicant would have to address the Educational Technology program faculty’s reasons for rejection as defined in the two letters. If the applicant’s appeal is denied by the College of Education Graduate Studies Committee, there is no further recourse for admission.

Advisement Procedures

As soon as possible after being accepted into the program, you should ask an EDIT faculty member to serve as your major advisor. The purpose of the major advisor is to help you develop a degree plan (see next section) that fits your professional goals and meets the program requirements, and guide your progression through the program.

When you have completed the majority of your course work you should finalize your doctoral advisory committee which consists of at least three faculty members. The doctoral advisory committee will guide you through your qualifying exam, approval of your research proposal, and the writing of the dissertation. The chair of this committee may be the advisor you have been working with or may be another EDIT faculty member. At least one additional committee member must be selected from the EDIT faculty. Other committee members may be selected from graduate faculty in other programs, departments, or colleges at TTU. Many students find it helpful to consider a faculty member who can help with the methodology section of your dissertation.

Degree Plan

The degree plan serves as a contract between the student and the university and lists all courses required for completion of the doctoral degree. This form is available in the COE Office for Graduate Education and Research (COE Room 105) or from an EDIT faculty. You will work with your major advisor in completing this form during the application process and finalize the degree plan immediately following acceptance into the EDIT program. Copies are submitted to the COE Office for Graduate Education and Research, the EP&L division chair, and Graduate School for approval.

Modifying the Degree Plan

Because of changing interests, needs or conflict of class schedules, it is sometimes necessary to change the degree plan. All changes must be made with the full approval of your advisor. A form is available in the COE Office for Graduate Education and Research (Ed., Room 105). Once approved by the Graduate school it will become part of the student's formal EDIT program degree plan.

Transfer credit. Work completed in a graduate program of another recognized graduate school will be considered on the recommendation of the student's doctoral advisory committee, but no assurance can be given that such work will reduce the course or residence requirements at Texas Tech University. A maximum of 30 hours can be accepted for transfer. In no case can transfer credit reduce the minimum residence requirement. (Information concerning residence requirements is available in the current TTU graduate catalog.)

Continuation of Enrollment

Students who have been granted admission are expected to register in the term for which admission is granted. Any student who fails to register during any one-year period prior to graduation, and who does not have an official leave of absence from study granted by the Educational Technology Program and the Graduate School, may be required to apply for re-admission to the program according to the procedures and standards in effect at the time of reconsideration.

Application Materials

Steps in Application Process

- ❑ Contact one of the program faculty for advisement in the doctoral degree admissions process
- ❑ Submit the Application for Admission to the Graduate School of Texas Tech University to the Graduate School (03 Holden Hall)
- ❑ Submit Graduate Records Exam (Qualitative, Verbal and Analytical) scores to the Graduate School
- ❑ International students: Submit Test of English as a Foreign Language (TOEFL) score to the Graduate School
- ❑ Submit official transcripts of all college work to the Graduate School
- ❑ Submit the Professional Portfolio which includes a resume, personal statement, prepared sample of scholarly writing and acknowledgement form to the Associate Dean of Graduate Education and Research, College of Education, Box 41071, Lubbock, Texas 79409-1071
- ❑ Submit 3 recommendation forms (see attached form) to the Associate Dean of Graduate Education and Research, College of Education, Box 41071, Lubbock, Texas 79409-1071
- ❑ Interview and spontaneous writing sample to be arranged
- ❑ IF YOU RECEIVE AN OFFICIAL LETTER OF ADMISSION from the Graduate School, develop the Program for Doctoral Degree (degree plan) with your faculty advisor, who will also advise you on course selection and registration.
- ❑ IF YOU RECEIVE A REJECTION LETTER from the Graduate School, contact the Associate Dean of Graduate Education and Research (806) 742-1998 x 447 (Ed., Room 110A) for advisement regarding the admissions appeals process.

Admission

Admission to the program is granted on the basis of a holistic evaluation rather than on set test scores and grades. Applicants should submit an application for admission for graduate study, transcripts of previous college work, and a current score on the Aptitude Test of the Graduate Record Examination (GRE) to the Graduate Admissions Office. Additional materials required include a statement of professional goals, a writing sample, and references. Further information on admission is available from the Office of the Associate Dean for Graduate Studies, College of Education, Box 41071, Texas Tech University, 79409 and on the Instructional Technology Program web site www.educ.ttu.edu/edit. You may register and take courses for one semester only before being admitted to an academic program and no more than 12 hours taken prior to admission may apply toward any degree program.

Doctoral applicants are reviewed for admission to the EDIT program three times a year October, March and June. Applicants must have submitted all application materials by the following deadlines to be considered for approval at that time.

Doctoral applicants will be evaluated on three criteria: 1) Academic records, 2) Test scores, and 3) Individual profile. They are required to submit Graduate Record Exams (GRE) scores (Verbal, Quantitative, & Analytical), official transcripts of previous college study, three recommendation forms, a personal statement, a resume, and a prepared sample and a spontaneous sample of scholarly writing. A formal interview with Instructional Technology Program faculty is also required. Materials are reviewed by the entire faculty of the EDIT program.

Admission Criteria: Due Dates - October 1, March 1, and June 1

Academic Records

Undergraduate and Graduate GPA, Official Transcripts, Course work in Instructional Technology or related field

Test Scores

GRE (V, Q, & A), **TOFEL* – *International students must meet minimum requirements for English proficiency as set by the Graduate school.*

Personal Profile

- **Resume**
- **Three letters of recommendation (use attached form or submit written letter from reference)**
- **Personal Statement**

As part of the admissions process for the Doctoral program in Educational Technology, applicants are required to submit a personal statement. To determine the potential match between the Instructional Technology program and the applicant's professional goals, the program faculty need to know a little about each applicant and his/her professional goals. This will allow the program faculty to evaluate all applicants fairly and on an equal basis.

The personal statement should be 2 pages, typed, and double-spaced and should reflect the applicant's personal beliefs, values and philosophy. Applicant's personal statement should include the following:

- Overview of personal background and experience
 - Reasons for selecting instructional technology as an area of study
 - Statement of professional goals
 - Self-assessment of personal strengths and weaknesses as they relate to graduate study and Instructional Technology
 - Other items applicant feels are pertinent for evaluation of program application
- **Samples of Scholarly Writing**

As part of the admissions process for the Doctoral program in Educational Technology, applicants are required to submit two samples of scholarly writing: a previously completed work and a spontaneous writing sample. Both samples provide program faculty with insight into the applicant's writing ability and

academic aptitude. Organization, writing mechanics and content will be examined. A review of the writing samples will be used to assist the program faculty in evaluating all applicants fairly.

- ***Prepared sample of professional work:***

Applicants are required to submit a written paper or article that is representative of his/her writing ability. This may be a research paper, curriculum document, or any other work that the applicant feels best represents his/her writing ability. The applicant chooses the topic.

- ***Spontaneous writing sample:***

Applicants will need to meet with the educational technology admissions coordinator to schedule a time to complete a spontaneous writing sample. During this time, the applicant will be asked to analyze and synthesize an article that will be provided. The purpose of this exercise is to provide insight into the applicant's ability to read a scholarly work, process the information, and integrate the findings in a logical and readable manner into a written report. The review should generally be 2-3 pages in length and include the following elements:

A summary of the author's main ideas or research findings.

A critique of the author's ideas based on the applicant's experience, own opinions, or other research.

A statement of the applicant's agreement or disagreement with the author and justification of that position.

A statement of how the applicant could apply or make practical use of the information contained in the article.

- **Interview** (arrange with Instructional Technology program admissions coordinator)

Doctor of Education Degree in Educational Technology
Texas Tech University College of Education
Recommendation Form

To the applicant: Complete the information requested below and give this form to the person serving as a reference along with a stamped envelope addressed to the Associate Dean of Graduate Education and Research, College of Education, Box 41071, Lubbock, TX 79409. Sign the waiver below if you want the recommender's comments to remain confidential.

Applicant's Name: _____
Last First Middle

Recommender's Name: _____
Last First Middle

I waive my rights to ever see this form and any supplementary notes or letters.

Signature Date

Applicant: Do Not Write Below This Line

To the recommender: The person named above is applying for admission to the graduate program in Instructional Technology at Texas Tech University. We would appreciate having your appraisal of the applicant's qualifications for graduate work. Please respond on this form and attach an additional letter if desired. Thank you for your assistance.

1. How long have you known the applicant? _____
2. How well do you know the applicant? casually fairly well very well
3. In what capacity have you known the applicant? _____

4. Please rate the applicant on the characteristics shown below, by marking an X along the line to indicate your assessment. Indicate below to whom you are comparing the applicant.

- undergraduates master's level students doctoral level students

	Weak	Strong	Can't Judge
	0 10 20 30 40 50 60 70 80 90 100		
a. Capacity for analytical thinking			
b. Dependability			
c. Motivation and enthusiasm			
d. Organizational ability			
e. Ability to work cooperatively			
f. Communication capabilities (speech and grammar)			
g. Instructional technology know/skills			

5. Do you have knowledge of the applicant ever behaving in an unethical or unprofessional manner?

Yes

No

If yes, please explain in #6 below

6. Write a few sentences describing the applicant's potential to successfully complete a program of study in Educational Technology and become a leader in the profession once the degree is completed. Statements about the candidate's potential in the field of instructional technology including teaching and program direction are particularly important.

7. If you alone were making the decision to accept this applicant as a graduate student, which of the following would best describe your decision?

- Recruit – will be a truly outstanding student and professional
- Definitely accept – will complete the degree at a superior level
- Accept – will complete the degree at an adequate level
- Accept – with reservations
- Do not accept (please explain in #6 above)

**Please return the completed recommendation form promptly.
The application will be not reviewed until all recommendations are received.**

Name: _____ Signature: _____ Date: _____

Position: _____

Address: _____

Office Phone: _____ Home Phone: _____ Email: _____

Thank you for your assistance.

Please return this form in the envelope provided to:
Associate Dean for Graduate Education and Research
College of Education
Box 41071
Lubbock, Texas 79409-1071

Financial Aid

A limited number of College of Education Graduate Research/Teaching Assistantships are available on a competitive basis. Deadline for these awards is March 1. In addition, a number of University Fellowships, scholarships, work study, and other awards are available. The deadlines for these awards vary from year to year. Information concerning financial aid is available from the Office of the Associate Dean for Graduate Education and Research at

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Phone: 806-742-2344

Additional Information & Suggestions

Please contact the program coordinator to have information about the opportunity to have a graduate assistantship such as a research assistant or a graduate part time instructor (GPTI).

Faculty

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