

**DEPARTMENT OF COUNSELING
EDUCATIONAL PSYCHOLOGY AND RESEARCH
THE UNIVERSITY OF MEMPHIS**

APPLICATION INSTRUCTIONS FOR THE DOCTOR OF EDUCATION (Ed.D) PROGRAM

Persons who wish to apply to the Department of Counseling, Educational Psychology and Research for admittance to the Ed.D. Program in Counseling and Personnel Services must submit the Standard Graduate Application Form, along with the supplemental information described below, according to specific Program deadlines. The department admits new candidates for the Ed.D. Program only for the Fall semester of each academic year. Those who wish to seek admittance to the Ed.D. Program must complete their application by March 15 of the year in which they wish to enroll. Send the Graduate School application, transcripts, and application fees to the Graduate School. Send the Department application and letters of reference to the Coordinator of Admissions at the address below:

Dr. Daniel Lustig
Coordinator of Admissions
Ball Hall – Room 100
Memphis, TN 38152
(901) 678-2841 or 678-3941

In order to complete the application process, the following items must be included as part of your application. You may submit either the original of this form or a clean photocopy. However, you must be certain that the submitted form is filled out according to the written instructions, including provision of your social security number. While inclusion of your social security number is not mandatory for processing your application, we request that you provide this information. At the University of Memphis the social security number is used as the student's identification number throughout the period the student is associated with the University to insure accurate recording of student information.

Please send the following to the Counseling, Educational Psychology and Research Department:

- . The Department Application Form
- . Letters of Reference: A minimum of four letters of reference are required by the program.

Please send the following to the Graduate School:

- . Graduate Record Examination (GRE) Scores: Official GRE scores must be sent directly to the Graduate School Admissions Office.
- . Application for Admission to the Graduate School.
- . Transcripts: Official transcripts from each college and university previously attended, both undergraduate and graduate. Transcripts may be enclosed in envelopes from the issuing institution; high school transcripts are not required.

Ed. D. in Counseling and Personnel Services

PROGRAM DESCRIPTION

The masters and doctoral programs in Counseling and Personnel Services at The University of Memphis are CACREP accredited. The rehabilitation masters program is CORE accredited. The doctoral program offers a major in counseling and personnel services. The doctoral degree is designed to prepare graduates for academic and student personnel services in colleges and universities and for employment in mental health agencies and institutions. The program is also intended to meet state licensure requirements for the practice of professional counseling. A sample of career paths undertaken by graduates include but are not limited to:

- *University and college faculty
- *Researchers
- *Private Practitioners (Licensed Professional Counselors)
- *Program directors of community mental health care systems
- *Trainers and consultants to school districts
- *University/College Counseling and Student Affairs Staff
- *High school and elementary school counselors

The program builds on a CACREP accredited or equivalent masters degree in counseling and consists of a minimum of 60 post-masters semester hours. Students may enroll full-time or part-time as long as residency requirements are met.

PROGRAM FEATURES

Research and Mentoring

All doctoral students are expected to be active in collaborative research with members of the faculty. As part of the basic preparation prior to comprehensive exams students complete a research-based residency that culminates in a paper being submitted to a refereed journal or professional conference. The program also includes nine (9) hours of dissertation research.

Emphasis on Diversity and Urban Issues

As the only doctoral program in counseling in the Mid-South, the program can offer students a wide array of advanced practicum and internship settings in an urban setting. The department faculty have made a strong commitment to preparing counselors to work with diverse individuals. We infuse multicultural and gender issues in all courses, offer many electives for working with specific groups, and have several faculty with nationally recognized expertise in multicultural counseling. The University is an urban institution and has made urban issues one area of emphasis in all departments and colleges.

ASSISTANTSHIPS

A limited number of graduate assistantships are available from the department for full time students. Applications can be obtained from the department. In addition, the University offers fellowships and graduate assistantships to qualified minority students.

CORE FACULTY

Robert Crawford, Professor, Ed.D. (1973). University of Kentucky, J.D. (1982). The University of Memphis.
Research Interests: Legal and ethical issues, career development.

Chandra Donnell, Assistant Professor, Ph.D. (2001). Michigan State University.

Richard K. James , Professor, Ph.D. (1974). Indiana State University.
Research Interests: Crisis intervention, elementary school counseling, anger management.

Daniel Lustig, Assistant Professor, Ph.D. (1995). University of Wisconsin, Madison.
Research Interests: Family Adjustment, Adjustment to Disability.

Nancy J. Nishimura, Assistant Professor, Ed.D. (1991). The University of Alabama.
Research Interests: Counseling biracial children, basic counseling techniques.

Ronnie Priest, Associate Professor and Chair, Ph.D. (1990). The University of Alabama
Research Interests: Victims of sexual abuse, multicultural counseling, community counseling issues.

Dewaine Rice, Associate Professor and Program Coordinator, Ed.D. (1980). Memphis State University.
Research Interests: Moral development of young adults, student affairs issues and clinical hypnosis.

Melody Schobert, Assistant Professor, Ph.D. (2000). The University of Iowa.
Research Interests: School counseling, counseling of the gifted, counseling supervision, women's Issues.

David Strauser, Assistant Professor, Ph.D. (1995). University of Wisconsin, Madison.
Research Interests: Vocational placement, job interviewing skills.

MORE INFORMATION

Visit our Worldwide Web at http://www.people.memphis.edu/~coe_cepr

For admissions questions, please direct your questions to Dr. Lustig. For specific program information you may contact Dr. Rice as follows:

Dr. Dewaine Rice
Counseling Program Coordinator
Ball Hall, Room 100
The University of Memphis
Memphis, TN 38152
Telephone: (901) 678-4472
e-mail: ndrice@memphis.edu

Dr. Daniel Lustig
Coordinator of Admissions
Ball Hall, Room 100
The University of Memphis
Memphis, TN 38152
Telephone: (901) 678-3941
e-mail: dlustig@memphis.edu

SPECIFIC INSTRUCTIONS FOR ITEMS ON THE APPLICATION FORM

Relevant Courses Taken: List all relevant courses (psychology, counseling, research, behavioral sciences, educational psychology, etc.). Be sure to indicate exact title, credit hours, grade for each course, and whether it was graduate (**G**) or undergraduate (**UG**).

Undergraduate Grade Point Average: Compute your cumulative undergraduate grade point average (**GPA**) as follows: First, convert letter grades from all institutions using the scale of **A=4, B=3, C=2, D=1, and F=0**. Then multiply each number grade by the number of credits assigned to that course. Add the products and divide by the total number of credits taken.

Cumulative Graduate GPA: Include and compute the mean GPA of all Graduate courses from all institutions where courses were taken.

Test scores: The Graduate Record Examination (GRE) (Verbal and Quantitative) is required for admission to the Ed.D. in Counseling and Personnel Services Program.

References: **CHECK WITH YOUR REFERENCES BEFORE YOU COMPLETE THIS ITEM.**

Complete the upper portion of the attached form. Copy as many forms as needed and supply your references with a stamped addressed envelope.

REMEMBER: All application materials for the Ed.D. in Counseling and Personnel Services Program must be received **by March 15** for **Fall** semester admission.

Applicants to the Counseling and Personnel Services Program are admitted by the University based on selection and recommendation by the Counseling Program Core Faculty.

Last Name	First	Middle	(Optional) Race/Ethnic Group		Date of application
Street address			Email address		Social security no.
City	State	ZIP code	Citizenship (Country) US ___ Resident alien ___ Other (specify) _____		Telephone no. Home: Work:
How did you find out about the Program? (Circle only one)	A Via your college	B Program Brochure	C Career Counselor	D Military Service	E Current Graduate Student
	F Internet	G Personal Letter	H Professor	I Recruiter	J Grad Bulletin
					K Other

Application for Admission

Ed.D. Program

Counseling, Educational Psychology & Research The
University of Memphis
Memphis, TN 38152

Please read carefully and complete by printing in ink or typing.

Provide all information requested.

An Equal Opportunity /Affirmative Action University

We are an equal opportunity institution, and we do not and will not discriminate on the basis of race, religion, national origin, sex, age, handicap, marital status, or status as a disabled veteran or Vietnam-era veteran. Information provided on this application will not be used for any discriminatory purpose.

In addition to the application, please provide the following:

Statement of Intent

This statement should be a concise essay (500 words or less) that reflects your educational and career goals. Explain the nature of your specific interests, why you are suited for a counseling or student personnel services career, and your reasons for seeking admission to this particular program at The University of Memphis. (Use additional sheets as necessary.)

Counseling Experience

Please describe your counseling experience to date. Include client population with which you worked, supervisor's names, number of clients, and specific types of counseling experience (group, individual, geriatric, family, etc.).

Research Experience

Please describe any research with which you have been involved. Describe your specific role in the research and whether or not the research was presented or published.

Educational History (List in order of attendance, all colleges and universities you have attended. Send official transcripts to the Graduate School.)

Name of Institution (Do not use initials)	Location (city, state)	Major	Dates attended		Date Degree Rec'd/Exp.		Name of Degree
			From	To			

Professional Affiliations/Honors/Accomplishments

(Feel free to exclude those indicating race, color, religion, gender, sexual orientation, national origin, age, handicap, or Vietnam-era veteran status)

Academic honors, prizes, fellowships, scholarships, election to honorary societies, professional society memberships, or publications.

GPA and Test Scores

Cumulative Undergraduate Grade Point Average (GPA)	Cumulative Graduate GPA
Undergraduate major GPA	Test Scores: 1. GRE Verbal 2. GRE Quantitative 3. GRE Analytic 4. GRE Subject

Are you planning on attending part-time or full-time? Part-time _____ Full-time _____

Professional/Work References

List FOUR persons, past supervisors, and/or professors who are not related to you who have knowledge of your qualifications for the program for which you are applying. Please distribute enclosed reference forms to those persons listed below. Provide stamped, pre-addressed envelopes with the reference forms. You are responsible for making sure your references have sent the reference form directly to the Coordinator of Admissions.

Name	Title/relationship	Address (street, city, state, zip code)	Phone no. (include area code)	Occupation

I hereby certify that none of the information on this application is false or has been withheld. I further certify that I understand that giving false information or withholding information may make me ineligible for admission or to continue my enrollment at The University of Memphis.

Date Signature

If any of your educational or employment records are under other than the above name, please provide other names.

REFERENCE FOR DOCTORAL PROGRAM
 DEPARTMENT OF COUNSELING, EDUCATIONAL PSYCHOLOGY AND RESEARCH
 THE UNIVERSITY OF MEMPHIS

Applicant: (Copy as many of these forms as you need - 4 professional and/or academic references required).

To be completed by **Applicant:**

APPLICANT'S NAME: _____

RECOMMENDER'S NAME: _____

RECOMMENDER: The applicant has given your name as a reference in support of his/her application for graduate study. We would appreciate your candid evaluation of the applicant's potential. In keeping with the Family Educational Rights and Privacy Act, please be aware that students have a right to see their records, including recommendations.

A. How well do you know the applicant? Quite well Moderately well Know only Slightly
 In what capacity? _____ For how long? _____ years _____

B. Estimate applicant's capabilities: (Be sure to compare with other Graduate Students.) Please rate the applicant for each of the following characteristics by circling the appropriate point on the continuum.

	No Basis for Judgment	(Bottom 25%) Very Low	Average	(Top 10%) Very High
a.) Motivation for Graduate Work	0	1 2 3	4 5 6	7 8 9
b.) Intellectual Ability	0	1 2 3	4 5 6	7 8 9
c.) Creativity	0	1 2 3	4 5 6	7 8 9
d.) Breadth of General Knowledge	0	1 2 3	4 5 6	7 8 9
e.) Grasp of Field	0	1 2 3	4 5 6	7 8 9
f.) Oral Expression	0	1 2 3	4 5 6	7 8 9
g.) Written Expression	0	1 2 3	4 5 6	7 8 9
h.) Initiative	0	1 2 3	4 5 6	7 8 9
i.) Resourcefulness	0	1 2 3	4 5 6	7 8 9
j.) Emotional Maturity	0	1 2 3	4 5 6	7 8 9
k.) Ability to Work with Colleagues	0	1 2 3	4 5 6	7 8 9
l.) Promise as a Counselor	0	1 2 3	4 5 6	7 8 9
m.) Promise as a Researcher	0	1 2 3	4 5 6	7 8 9

C. Overall, do you recommend this applicant for admission to the counselor preparation program?
 No Yes, with reservations Yes, without reservations.

D. Comments _____

(Additional comments can be written on the back or attached on a separate sheet.)

Signature _____ Position _____

Institution _____ Date _____

Mailing Address _____

Phone (____) _____

Please return DIRECTLY to: CEPR Admissions Committee
 100 Ball Education Building
 The University of Memphis
 Memphis, TN 38152

