

# DOCTORAL ADMISSIONS INFORMATION

## Texas A&M University-Commerce

Thank you for your recent inquiry concerning doctoral study at Texas A&M University-Commerce. Application/documents submission deadlines by program are on page 2. Information and a list of documents required for admissions consideration into the doctoral program are below. No applicant will be considered without a complete application file.

1) Please submit to the Graduate School the following for admissions consideration:

- i) A doctoral application. Apply online at <https://securepay.tamu-commerce.edu/app/?AppType=G>.
- ii) Application fee - \$35.00. You may pay your application fee during the application process or online at your myLeo account once you have a student id no. and password.
- iii) An official Graduate Record Examination (GRE) score. This score must be sent from the Educational Testing Service to A&M-Commerce. A&M-Commerce's institution code is 6188. We cannot accept copies or scores from other universities.
- iv) Official transcripts from degree granting institutions and all schools where graduate work was attempted. We cannot accept copies.
- v) Reference forms — Attached is a reference form for you to distribute to four individuals who you wish to give you a reference, two of which should hold doctoral degrees.
- vi) Work Experience and Goals Statement Form (attached).
- vii) International students must also provide an official TOEFL score of 500 or higher or an IETLS score of 5.00 band or higher, bank and sponsor's statements and a \$50.00 application fee. You may pay your application fee during the application process or online at your myLeo account once you have a student id no. and password.
- viii) **Educational Administration majors only.** You must *prepare and forward to the Graduate School* a portfolio, which includes a cover letter, resume, and selected artifacts. The portfolio should reflect your superior ability and work. In the one page *cover letter* you should provide statements that address the following three topics: (1) Personal philosophy of education and philosophy of educational leadership, (2) Reasons for wanting to enter doctoral studies in educational administration, and (3) Long-term and short-term goals. The *professional resume* should provide information that establishes your qualifications for assuming leadership roles in educational organizations. *Portfolio artifacts* should demonstrate your accomplishments and scholarly potential and be selected carefully. The following list is suggestive of areas or materials you may submit for review in the portfolio: leadership roles, instructional roles, accolades, scholarly work, poetry, grants, research papers, public speeches, master's thesis, or other scholarly/professional work. The number of artifacts you present should be limited and fit into a half-inch loose leaf binder, which will not be returned. This portfolio is a tangible representation of your ability to communicate ideas and information clearly, accurately, and professionally.
- ix) **English majors only.** A modest portfolio of your writing. The portfolio should contain one or two pieces of your academic prose (no more than 10 pages total), plus a two-page statement of your background, interests, and goals as they connect to doing graduate work in English.
- x) **Supervision, Curriculum, and Instruction-Elementary Education majors only.** You must attend an information session during which time a professional writing

sample will be collected (contact the Department of Curriculum and Instruction for upcoming dates, 903/886-5537). Additionally, you must *prepare and forward to the Graduate School* a cover letter and resume or vita. The one page *cover letter* should provide statements that address the following three topics: (1) Personal philosophy of teaching, learning, and leadership, (2) Reasons for wanting to enter doctoral studies in curriculum and instruction, and (3) Long-term and short-term professional goals. The *professional resume or vita* should provide information on your professional education, professional work record, accomplishments that indicate scholarly potential, and service to the profession.

**Deadlines for applying and submitting ALL documents required for consideration:**

<b>Program</b>	<b>Deadline Dates</b>
PhD Counseling	February 1 for fall admission
PhD English	Applications are reviewed throughout the year
EdD Educational Administration	October 15 for spring admission
PhD Educational Psychology	April 15 for fall admission November 15 for spring admission
EdD SCI-Elementary Education	March 1 for fall admission October 1 for spring admission
EdD SCI-Higher Education	Applications are reviewed throughout the year

- 2) Consideration for admission will require as a minimum: (1) an undergraduate grade point average (GPA) of 2.75 or 3.00 on the last 60 undergraduate hours, or a 3.40 on the master's degree and work beyond the master's level; and the above mentioned documents.
- 3) Some doctoral departments require an admission examination or writing session. If you are seeking entrance into a program in the Department of Educational Administration, please contact the department at 903/886-5520, for details on when, where and how to take the exam. If you are seeking entrance into the SCI-Elementary Education program, please contact the department at 903/886-5537 because the department requires a writing session and additional information for admissions consideration.

Upon receipt of the all the required documents, the admission's file will be forwarded to the major department where all materials will be evaluated and a recommendation made to the Dean of Graduate Studies and Research, who will notify you of your admission status. Many departments are limited to the number of new students they can admit into their programs; thus, there are many occasions when highly qualified applicants are denied admission.

**If you have any questions concerning the application process, please contact Mrs. Vicky Turner, Coordinator of Doctoral Programs, at 903/886-5167 or email address: [vicky\\_turner@tamuc.edu](mailto:vicky_turner@tamuc.edu).**

**The mailing address is Texas A&M University-Commerce  
Graduate School, Attn: Vicky Turner  
PO Box 3011  
Commerce, TX 75429**

### **PhD in Counseling**

The Ph.D. in Counseling is a nationally accredited program (CACREP) that provides students with advanced clinical training and supervision as well as opportunities for scholarly activity in the field of counseling. A primary focus of the program is to equip students to become counselor educators. Students who pursue this degree usually want one or more of the following from the program.

- Advanced clinical training that will better equip students to become private practitioners or directors of clinical agencies
  - Training in supervision that will enable licensed professional counselors to become board approved supervisors
  - Preparation to become counselor educators
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### **PhD in English**

The PhD in English is designed for students who wish to teach on the college level. The degree combines class work focused on either Critical Literacy (literature) or Written Discourse (Composition Studies) with extensive practical and theoretical work in teaching. With experience in tutoring, classroom teaching, and computer-assisted instruction (including digital media), our students receive an extensive preparation for the profession so they are ready to take their places as both teachers and scholars once they've completed their doctorate. At A&M-Commerce, doctoral students take classes with enrollments of no more than 15, including 21 hours of courses that train them to teach on the college level. Upon completion of the degree they will be able to speak about teaching with sophistication that arises from a powerful combination of theory and practice.

In addition, doctoral students plan, arrange, and participate in conferences held on campus; tutor in one of the best writing centers in the region; work on international, peer-reviewed journals; and are mentored and encouraged to publish original scholarship as well as present at regional and national conferences. At this point, we have 100% placement rate for our PhD Graduates.

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### **EdD in Educational Administration**

The Department of Educational Leadership offers the Doctor of Education degree in Educational Administration. The Doctor of Education degree is designed for a *K-12 public school administration* emphasis. Graduates of the doctoral program often pursue leadership positions in schools, districts, and state agencies.

Educational Administration Doctoral Program coursework includes preparation in foundations of educational administration, governance of educational organizations, advanced organizational behavior, research methods, administration of instructional programs, program evaluation for school leaders, ethics and philosophy, economics of education, and dynamics of change. Doctoral students participate in a residency that is designed to promote meaningful and continuous study in the field of scholarship, to provide for a diversity of experiences supporting intellectual growth and professional development, and to promote regular interaction between the student and faculty members.

Students may choose to apply to take school superintendent certification courses while pursuing the doctoral degree. The Superintendent Certification Program contains coursework for candidates holding a master's degree and standard principal certification. Candidates complete courses designed to meet national advanced leadership standards for visionary, ethical, political, collaborative, instructional, and organizational school district leadership. This certification program is designed to develop candidates who will meet the competencies assessed by the State Board of Educator Certification TExES examination for the Standard Superintendent Certificate.

Doctoral program applicants have generally completed a master's degree in educational administration and principal certification coursework. The department encourages applications from candidates with strong academic achievement and scholarship ability, leadership abilities, and commitment to education.

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### **PhD in Educational Psychology**

The educational psychology doctoral program has its focus on Cognition and Instruction. The program has a cognitive science perspective with a strong foundation in methodology. Interdisciplinary activities are promoted, especially those related to current technology and instructional design. These emphases are intended to prepare students to apply, integrate, and construct knowledge across a variety of occupational, educational, and content matter domains that involve research or evaluation. Graduates of the program are educated to: Understand human cognition; conduct research; and employ technology to promote effective learning and training. Coursework is offered each semester, including summers. A limited number of courses are available online. The program is not available as "distance education," but the combination of online and summer courses may make it viable for non-traditional doctoral students. Inquiries should be made to Dr. Shulan Lu ([http://shulanlu.com/?page\\_id=15](http://shulanlu.com/?page_id=15)).

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### **EdD in Supervision, Curriculum & Instruction-Elementary Education**

The mission of the Supervision, Curriculum, and Instruction Doctor of Education-Elementary Program is for graduates to acquire the knowledge commensurate with professionals terminally degreed in the field of curriculum and instruction, and to serve as experts and conduct research related to a curriculum and instruction knowledge base. The supervision, curriculum, and instruction knowledge base is founded on current and historical understandings of pedagogy and research.

Graduates of the Supervision, Curriculum, and Instruction Doctoral Program in Elementary Education will be able to apply their knowledge base appropriately in professional situations. Their metacognitive knowledge base enables them to serve as educational experts who analyze and evaluate educational situations. Graduates will also be able to synthesize and conduct research founded on current and historical understandings of pedagogy and research, which will result in innovations that produce exceptional achievement by students at all levels.

Upon completion of the doctoral program, graduates will assume educational leadership roles in a variety of venues such as public schools, regional educational training facilities,

research and development centers, and the educational publishing industry. Graduates will also be qualified to teach in colleges and universities.

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### **EdD in Supervision, Curriculum & Instruction-Higher Education**

The Doctor of Education in Supervision, Curriculum, & Instruction – Higher Education is designed to prepare people for careers as faculty and administrators in community colleges and universities. The Higher Education program in the Department of Educational Leadership is the only one in Texas, and one of only 10 in the entire country that offers a graduate degree in college teaching. The degree requirements include 90 credit hours beyond the bachelor's degree or 60 credit hours beyond the master's degree (not including the 12 hours of dissertation). Components of the degree include an education foundation core and course work in both college administration and college teaching. Recipients of this degree have made Texas A&M University-Commerce a leader in the state in producing college faculty, deans, and college presidents. The Higher Education program in the Department of Educational Leadership is the only one in Texas, and one of only 10 in the entire country that offers a graduate degree in college teaching.

Name \_\_\_\_\_

ID no. \_\_\_\_\_

**STATEMENT OF GOALS FOR DOCTORAL APPLICANT**

Information requested below is needed by the departmental admissions committee to properly evaluate prospective doctoral applicants.

**WORK EXPERIENCE (start with present position):**

<b>Position</b>	<b>Employer and Location</b>	<b>Dates</b>

**STATEMENTS OF GOALS BY APPLICANT:**

1. What do you hope to accomplish during your tenure as a doctoral student at TAMU-Commerce?

2. What do you hope to accomplish professionally in the next five years?

Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Reference for Admission to Doctoral Program  
The Graduate School  
Texas A&M University-Commerce**

**TO BE COMPLETED BY APPLICANT**

**ID no.** \_\_\_\_\_

Name of Applicant \_\_\_\_\_ Intended major \_\_\_\_\_

Address: \_\_\_\_\_

I agree that the recommendation I am requesting shall be held in confidence by officials of Texas A&M University-Commerce, and I hereby waive any rights to examine it.       Yes       No

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**TO BE COMPLETED BY THE RECOMMENDER**

The above named person has applied to a doctoral program at Texas A&M University-Commerce and has asked that you supply the information requested below.

I have known the applicant for \_\_\_\_\_ yrs.      Capacity \_\_\_\_\_

Please indicate the applicant's ability and professional competence in the following.

<b>QUALIFICATIONS</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>	<b>No basis for judgment</b>
General competence					
Intellectual capacity					
Initiative					
Dependability					
Perseverance					
Oral expression					
Written expression					
Potential as a research scholar					
Potential as a teacher					
Knowledge in subject of proposed study					
Personality					
Emotional Stability					
Adaptability					
Self-confidence					
Ability to work with others					
Enthusiasm					
Independence					
Overall potential as doctoral candidate					

In addition to the above evaluation, please provide a statement appraising the applicant's promise of success in a doctoral program. You may use the back of this form if necessary.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name typed or printed \_\_\_\_\_ Position \_\_\_\_\_

Do you hold a doctoral degree? yes \_\_\_\_\_ no \_\_\_\_\_      Telephone Number: \_\_\_\_\_

Address \_\_\_\_\_

**Please return this form to:** The Graduate School, Texas A&M University-Commerce, Commerce, Texas 75429-3011 or  
Fax: 903/886-5165

<b>Departmental Contact Information</b>
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<u>DEGREES</u>	<u>MAIN OFFICE</u>	<u>PROS. STUDENT ADVISER</u>	<u>CONTACT</u>	<u>ADMIN ASST</u>	<u>CONTACT</u>
<b>COUNSELING</b>	903-886-5637	Dr. Stephen Armstrong	<a href="mailto:steve_armstrong@tamuc.edu">steve_armstrong@tamuc.edu</a>	Marilyn Lewis	<a href="mailto:marilyn_lewis@tamuc.edu">marilyn_lewis@tamuc.edu</a>
<b>ENGLISH</b>	903-886-5253	Dr. Donna Dunbar-Odom	<a href="mailto:donna_dunbar-odom@tamuc.edu">donna_dunbar-odom@tamuc.edu</a>	Kim Jefferies	<a href="mailto:kim_jefferies@tamuc.edu">kim_jefferies@tamuc.edu</a>
<b>EDUCATIONAL ADMINISTRATIO N</b>	903-886-5520	Dr. Casey Brown	<a href="mailto:casey_brown@tamuc.edu">casey_brown@tamuc.edu</a>	Martha Moore	<a href="mailto:martha_moore@tamuc.edu">martha_moore@tamuc.edu</a>
<b>EDUCATIONAL PSYCHOLOGY</b>	903-886-5940	Dr. Shulan Lu	<a href="mailto:shulan_lu@tamuc.edu">shulan_lu@tamuc.edu</a>	Amy Manning	<a href="mailto:amy_manning@tamuc.edu">amy_manning@tamuc.edu</a>
<b>SCI- ELEMENTARY EDUCATION</b>	903-886-5537	Dr. Wayne Linek	<a href="mailto:wayne_linek@tamuc.edu">wayne_linek@tamuc.edu</a>	Priscilla Nichols	<a href="mailto:priscilla_nichols@tamuc.edu">priscilla_nichols@tamuc.edu</a>
<b>SCI-HIGHER EDUCATION</b>	903-886-5607	Dr. Jon Travis	<a href="mailto:jon_travis@tamuc.edu">jon_travis@tamuc.edu</a>	Jane Clark	<a href="mailto:jane_clark@tamuc.edu">jane_clark@tamuc.edu</a>