



Office of Graduate Studies Apply. Enroll. Enrich.

When applying to the Department of Special Education and Communication Disorders at UNL, all students (*except for Au.D. applicants*) must also apply to the Graduate Studies Office at www.unl.edu/gradstudies. Click on the “Apply Online” button below to complete this application.

Applicants must submit a \$50 payment and one official copy of all college level transcripts or mark sheets to the Office of Graduate Studies within two weeks of application submission. Current UNL students do not need to obtain UNL transcripts, as the Graduate Studies Office can obtain these upon submission of the application. Documents and payment (if applicable) should be sent to:

Graduate Admissions

University of Nebraska-Lincoln
1100 Seaton Hall
P.O. Box 880619
Lincoln, NE 68588-0619

Graduate Studies Bulletin: The Graduate Studies Bulletin contains detailed information about graduate programs, policies, and courses at the University of Nebraska-Lincoln. The dynamic Bulletin can be viewed at <http://bulletin.unl.edu>, or a static version can be downloaded at www.unl.edu/unlpub/bulletin_grad.

Apply Online!

**COMMUNICATION DISORDERS GRADUATE PROGRAM
APPLICATION GUIDELINES**

I. ADMISSION CLASSIFICATIONS

- A. **Full Graduate Standing.** All admission criteria have been met.
- B. **Provisional.** A student may be provisionally admitted pending satisfactory completion of courses either to be included or not included in the degree program, because of low scholastic standing, or for other specified reasons.
- C. **Unclassified.** This student has no degree objective and is not seeking an endorsement in any area. The student has no official departmental advisor.

II. APPLICATION PROCEDURES

Application materials should be sent as indicated below.

THE SUBMISSION DEADLINE DATE FOR ALL MATERIALS IS JANUARY 15.

| | |
|---|---|
| <p>ADMISSIONS COORDINATOR 318 Barkley Memorial Center University of Nebraska - Lincoln Lincoln, NE 68583-0738 http://www.unl.edu/barkley/index.shtml (402) 472-2141 ____ Departmental Application, Resume & Biographical sketch ____ Recommendation Forms & Letters</p> | <p>OFFICE OF GRADUATE STUDIES 1100 Seaton Hall University of Nebraska - Lincoln Lincoln, NE 68588-0619 http://www.unl.edu/gradstudies/ (402) 472-2878 ____ Online application & fee (see web address above) ____ Two official transcripts ____ GRE scores (official) ____ TOEFL scores (if required)</p> |
|---|---|

- A. **Application for Admission to the Graduate College.** This application should be mailed to the Office of Graduate Studies. To ensure the timely receipt of all materials by the Department, all materials for the Office of Graduate Studies should be submitted at least one month prior to the application deadline.
- B. **Two official copies of transcripts from colleges/universities outside the University of Nebraska-Lincoln system.** The transcripts from each college or university the student has attended must be submitted directly to the Office of Graduate Studies. If the student has graduated or will graduate from UNL, those records will be pulled automatically. Transcripts need to be submitted at least one month in advance of application deadlines.
- C. **Graduate Record Examination (GRE) Scores.** (General Test: Verbal, Quantitative, and Writing Assessment). Reports of GRE scores should be submitted to the Office of Graduate Studies. GRE scores should not be more than 10 years old.
- D. **Departmental Application.** Please include with the completed departmental application a typed biographical sketch regarding current professional goals and future aspirations. The sketch should be no longer than two typed pages. Send these materials directly to the Admissions Coordinator.
- E. **Recommendation Forms & Letters.** Please distribute the forms furnished with the Graduate Application Packet to three persons who can comment on your ability to pursue graduate studies (at least two former professors are preferred). Have the forms and letters sent directly to the Admissions Coordinator.
- F. **Supplementary Information.** (Optional) Applicants are encouraged to include with their departmental application any supplementary information (papers, publications, citations of practical experiences such as consulting activities, innovative programs, etc.) that would assist the selection committee in making a decision about a student's scholarly potential.

III. STANDARDS

The Department's admission standard is composed of several factors: GRE scores, cumulative and undergraduate major grade point averages, and letters of recommendations are the main factors considered. Poor performance in one area does not necessarily constitute a basis for non-admittance but is viewed as a part of the composite measure of consideration.

IV. DOCTORAL OBJECTIVE

Students who enter the masters program with a doctoral objective are not automatically admitted to those programs upon successful completion of the Masters Degree. The student must reapply for a change of degree objective with the Office of Graduate Studies and the Department.



DEPARTMENTAL APPLICATION

SPEECH-LANGUAGE PATHOLOGY
M.S. PROGRAM

Personal Information

Application Date: _____

Name: _____
(Last) (First) (MI)

UNL ID #: _____

Current Address: _____
(Number & Street) (City) (State) (Zip)

Phone: _____

Permanent Address: _____
(Number & Street) (City) (State) (Zip)

Phone: _____

E-Mail Address: _____ Birthdate: _____ Nebraska Resident? [] Yes [] No

Post-Secondary Information

Table with 5 columns: Institution, Dates attended, Major, Degree, GPA. Multiple rows for listing educational history.

Specialized Tests

Graduate Record Examination (If you have taken the test more than once, please list the scores from each attempt.)

1. _____ Exam Date: _____
(Verbal) (Quantitative) (Writing/Essay) (Month) (Year)

2. _____ Exam Date: _____
(Verbal) (Quantitative) (Writing/Essay) (Month) (Year)

An official report of GRE scores must be submitted as part of the application materials to the Office of Graduate Studies

Pre-Professional Standardized Test (for Nebraska students only, test is required for teaching endorsement or initial certification)

1. _____ Exam Date: _____
(Reading) (Math) (Writing) (Month) (Year)

2. _____ Exam Date: _____
(Reading) (Math) (Writing) (Month) (Year)

Supplementary Information

On a separate typewritten page, please present a brief (no more than two typed pages), biographical sketch that includes experiences that have helped to shape your current intellectual and professional aspirations, along with any other information you believe would be helpful to a screening committee in evaluating your application. Please include a copy of your vita or resume listing education, employment, awarded scholarships, volunteer experiences, etc.

Over please =>

RECOMMENDATION FOR GRADUATE ADMISSION
COMMUNICATION DISORDERS



To Be Completed By The Applicant

| | | | |
|--|---------------|---|---------------|
| Name of Applicant: _____ | | | |
| Area of Specialization: <input type="checkbox"/> Speech-Lang Path <input type="checkbox"/> Audiology | | Degree Objective: <input type="checkbox"/> M.S. <input type="checkbox"/> Au.D. <input type="checkbox"/> Ph.D. | |
| Under the Family Educational Rights and Privacy Act, university students have the right to inspect their files upon request. Sign in the appropriate place to indicate your wishes regarding future access to this document. | | | |
| I retain my right of access to this recommendation. | | I waive my right of access to this recommendation. | |
| _____ Signature | _____ Date | _____ Signature | _____ Date |

To Be Completed By The Person Writing The Recommendation

Rate the applicant on the qualities listed below.

| | Excellent | Good | Average | Poor | No Basis for Judgment |
|--|-----------|------|---------|------|-----------------------|
| 1. Interpersonal/Interactional skills with peers | | | | | |
| 2. Interpersonal/Interactional skills with clients | | | | | |
| 3. Interpersonal/Interactional skills with faculty, staff, and professionals | | | | | |
| 4. Ability to apply theory to clinical practice | | | | | |
| 5. Oral communication skills | | | | | |
| 6. Writing skills | | | | | |
| 7. Contribute appropriately to teams | | | | | |
| 8. Initiative, self-reliance | | | | | |
| 9. Dependability, punctuality, responsibility | | | | | |
| 10. Judgment and maturity | | | | | |
| 11. Ability to accept and benefit from constructive criticism | | | | | |
| 12. Independent thought | | | | | |
| 13. Self-evaluation skills | | | | | |

In what capacity and for how long have you known the applicant? In the space provided, on the back, or on an additional sheet of paper, please provide one or two statements that best describe this applicant.

Does this applicant have Ph.D. potential? yes no
Comments:

Do you have any reservations about this student? yes no
Comments:

What is your overall recommendation regarding this applicant's admission to the graduate program?

very strong strong average below average do not recommend

Name: _____ Signature: _____

Institution: _____ Position: _____

Email: _____ Phone: _____ Date: _____

Mail to: Admissions Coordinator, 318 Barkley Center, University of Nebraska-Lincoln, Lincoln, NE 68583-0738 (fax 402-472-7697)

Do not return this form to the Graduate Studies Office.

UNL does not discriminate in its academic, admission, or employment programs and abides by all federal regulations pertaining to the same.

QUALIFICATIONS TO APPLY:

Any graduate student may apply for a graduate assistantship if he/she is:

1. **Accepted** (unprovisionally) into the graduate program (M.S., Au.D., Ph.D.) in Communication Disorders;
2. **Registered as a full-time student** the semesters for which he/she requests a graduate assistantship;
3. **Not student-teaching** or on another extended field experience during the semester for which he/she requests a GA; &
4. **Capable of fulfilling the qualifications and duties** described in any of the job descriptions listed below.

SELECTION CRITERIA:

Priority will be given to applicants with:

1. Competency in oral and written communication;
2. Clerical keyboarding and computer/software skills;
3. Leadership/organizational skills;
4. Experience in school, laboratory or clinical settings; or
5. Experience that has developed specific skills required for GA tasks.

APPLICATION:

Submit application to: Admissions Coordinator
318 Barkley Memorial Center
University of Nebraska-Lincoln
Lincoln, Nebraska 68583-0738

by January 15 for the following academic year. Graduate Assistants wishing to continue their assignments must reapply each year. Applications will be reviewed shortly after the closing dates but will be accepted until all positions are appropriately filled. Final notification will be mailed to students by June 15.

BENEFITS:

Graduate Assistants are generally awarded a tuition waiver for each semester they are employed. In addition, a monthly stipend is awarded for the duration of their employment as a GA. The actual amount of each stipend is determined each year on the basis of available budgets. Twelve credits of resident tuition are waived each semester if (a) the graduate assistantship is for a minimum of four continuous months, (b) the graduate assistantship is no less than 13 hours/week, and (c) stipend is at least \$2,400 per semester. The subsequent summer tuition (6 credits maximum) is waived if the GA for the Fall and Spring semesters equals the minimum amount specified in the current UNL Graduate Studies Bulletin.

EXPECTATIONS:

Graduate Assistantships are part-time jobs awarded to qualified students to assist them with the financial responsibilities associated with full-time enrollment in graduate school. Each GA will be assigned to one or more faculty members in the Communication Disorders Unit and expected to work at least 13 hours a week. GAs are expected to register as full-time students but not exceed 14 credits/semester. Students who receive graduate assistantships are not permitted to hold other employment unless such employment, in combination with their assistantship, does not exceed a total of 20 hours/week.

Work will begin the Monday prior to the start of classes each semester and continue weekly (including Fall and Spring Break Weeks) through the full week after final exams. A schedule of specific work hours will be arranged each semester with the assigned faculty advisor and with consideration given to the student's schedule of classes.

Students may not receive graduate assistantships during semesters in which they student teach or complete required field experiences. These practicum assignments necessitate the student to be away from campus many hours and do not provide adequate opportunity to complete GA work assignments. No student will be eligible to receive an assistantship for more than two years (four academic semesters).

JOB DESCRIPTIONS

The actual number of GAs hired each semester is determined by the availability of funds, needs of the department faculty, and qualifications of applicants. The Communication Disorders Unit generally has need for GAs who can fulfill one or more of the qualifications and duties described below.

Research/Teaching Assistance. Duties include assisting with data collection, possibly at an off-campus site; coding data; using a computer for data entry or coding; completing library searches; photocopying or collating needed research materials and references; proof-reading drafts of surveys, manuscripts, and letters; and making phone calls to subjects or project collaborators. Assistants should have good verbal presentation skills and be able to dialogue effectively with adults. GAs may be requested to proctor exams, assist with grading exams and class projects, maintain class records, tutor students, and engage in problem-solving and brainstorming with faculty members or students. GAs need to be familiar with copying and fax machines and have adequate typing skills for word processing tasks.

Undergraduate Courses. GAs assigned to assist with undergraduate courses must possess good skills in time management, organization of projects, and interpersonal communication. Responsibilities will include preparation of handouts and class materials, phonetic transcription and grading, facilitating small group activities, record keeping, grading assignments, and supervising class activities.



GRADUATE ASSISTANTSHIP APPLICATION FORM
COMMUNICATION DISORDERS
University of Nebraska-Lincoln

Return application to: Admissions Coordinator
University of Nebraska-Lincoln
318 Barkley Memorial Center
Lincoln, Nebraska 68583-0738

DEADLINE: January 15.

ASSISTANTSHIPS ARE NOT AVAILABLE DURING THE SEMESTER A STUDENT ENROLLS FOR STUDENT TEACHING OR AN EXTERNSHIP.

[] New Applicant [] GA reapplication (Please attach a letter of recommendation from previous faculty/supervisor)

Requesting assistantship for: [] Fall only [] Spring only [] Both, Year 20__ - 20__ Nebraska Resident: [] Yes [] No

Name: (Last) (First) (MI) UNL I.D. #:

Current Address: (Number & Street) (City) (State) (Zip) Phone:

Permanent Address: (Number & Street) (City) (State) (Zip) Phone:

Email: What is your degree objective? [] M.S. [] Au.D. [] Ph.D.

I have read the attached job descriptions. I believe I am qualified for a Graduate Assistantship for the following jobs: (mark all that apply): [] Research/Teaching Assistant [] Undergraduate SLP&A Courses

Describe your specific skills for supporting research activities and give reasons why you should be considered for the position you have checked above. (i.e., data collection, coding, library searches, editing, etc.)

Describe your specific skills for supporting teaching activities and give reasons why you should be considered for the positions you have checked above. (i.e., oral & written communication, tutoring/teaching, maintaining records, etc.)

Provide a rationale for financial need and list other financial assistance applied for or awarded for the upcoming academic year.

THIS APPLICATION IS VALID FOR ONLY ONE ACADEMIC YEAR

(Applicant's Signature)

(Date of Application)