

# *GRADUATE & PROFESSIONAL SCHOOL*

The University of Akron



The University of Akron  
**Career Center**

Student Union 211

(330) 972-7747

<http://www.uakron.edu/career>

## Connecting You to Your Career Success

The University of Akron is an equal education and employment institution

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## Are you thinking about Graduate School?

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► **Applying to graduate school is a process much like a job search. It can be exciting, scary and overwhelming all at once, but don't worry, the Career Center is here to help make it easier for you! Choosing to continue your education is a large investment of time and financial commitment. Pursuing graduate or professional school is about getting a more specific focus on your subject matter.**

**Here are some things you should think about in advance if you are considering the option of going to graduate school or pursuing professional studies:**

- Are you highly motivated and determined, or are you just not sure what to do yet or waiting on an economic upswing?
- Are you ready for greater competition and advanced learning in graduate school or are you growing tired of the college career?
- Can you handle the workload?
- Do you need an advanced degree to pursue your chosen career?
- Will you be more marketable for employment when you finish?
- Do you have the academic credentials to gain admission?
- Have you considered the financial and lifestyle factors associated with graduate school?
- Have you explored academic programs and schools thoroughly?
- Do you have enough information about careers with an advanced degree in your chosen field?
- Are your career goals focused?

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## Make Your Graduate School Search a Priority!

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**Here is a timeline to guide you:**

***\*Please note that based on the institution and program to which you are applying, your application timeline may vary.***

■ **Nine to Six months prior to applying**

- Research areas of interest, institutions and programs
- Talk to advisers and faculty
- Prepare and register for the appropriate admissions test(s). *See page 4*
- Investigate scholarships, assistantships, and fellowships
- Visit potential schools, if desired
- Generate a list of potential references for letters of recommendation

■ **Three months prior to applying**

- Take required admissions test(s)
- Request application materials or become familiar with online materials
- Write your application essay (personal statement) and have it revised
- Check application deadlines and rolling admissions policies
- Save money for application fees
- Explore options for health, dental, vision insurance and healthcare
- For medical, dental, osteopathy, podiatry, or law school, you may need to register for the national application or data assembly service

■ **Approximately nine months before intended starting semester of graduate school**

- Take all required entrance exams, if you have not already
- Obtain letters of recommendation
- Request and/or research scholarship/fellowship/assistantship information from each school where you applied
- Complete and send all application materials, or apply online
- Make sure you keep copies of all materials for your records, and document any conversations

### ■ **Approximately six months before intended starting semester of graduate school**

- Complete the Free Application for Federal Student Aid (FAFSA)
- Check to make sure all materials were received and your file is complete with each institution (make sure to do this well before the deadline in case you have to resend anything)
- Send a deposit to your selected institution and notify other universities that you have accepted admission elsewhere
- Send thank-you notes to the people that wrote you recommendation letters and inform them of your success

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## Gathering Information and Comparing Institutions/Programs

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### ► **Make a list of qualities that you want in a Graduate program and what you would like to do with an advanced degree.**

General Information:

<http://www.princetonreview.com/graduate-school.aspx>

[www.mycareerblast.com/my\\_grad\\_school.html](http://www.mycareerblast.com/my_grad_school.html)

<http://www.gradview.com/index.jsp>

[www.graduateschools.com](http://www.graduateschools.com)

[www.graduateguide.com](http://www.graduateguide.com)

### ► **Make a list of potential schools and programs.**

Reference:

Peterson's Guide to Graduate School

### ► **Research and compare your options.**

#### ■ Degrees

• **Doctoral degree:** A Doctor of Philosophy (Ph.D.) or Doctor of Education (Ed.D.) are the highest earned academic degrees and requires original research which is completed in what is called a dissertation. Other degrees stress application and are many times referred to as professional degrees, such as business (D.B.A.), law (J.D.), or medicine (M.D.).

• **Master's degree:** Master's degrees are offered in the majority of disciplines and may also be academic or clinical in orientation. Some fields may require a Master's degree for employment.

■ Specializations: Choosing your specialty requires research and thought. Consulting with faculty, professionals and exploring your research and career interests will aid in this process.

■ Time commitment: (part-time vs. full-time; two-year vs. four-year programs) and attrition rate (how many students drop out)

■ Private vs. Public institutions

■ Entrance requirements: (Do you meet the GPA, test scores, and prerequisite requirements?)

■ Program approach/specializations

• Does one theory or technique of research predominate? What are the specializations of the faculty? What are the credentials of the faculty? What are the common teaching methods? Does the program emphasize research or application?

■ Reputation

• Research the graduate program or university to assure that the campus environment and/or curriculum meet your academic and career goals.

## ■ Success of Graduates

- What have recent graduates done with their degrees? What are the market trends in your field? What is the employment rate of graduates of the program?

## ■ Tuition costs, financial aid, and graduate assistantships

- Have you considered all angles for financing an advanced degree?
- Is the payoff worth the cost?
- Some Assistantships, Fellowships, and Internships offer tuition and a stipend in exchange for working on campus. For example, at The University of Akron, various non-academic offices and departments offer Graduate Assistantships in addition to academic departments within each college. It is important to do your research and inquire/apply in a timely manner!

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## Act, Apply, Organize, Follow-Up

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### ► **Narrowing your list**

- Use your personal preferences and likelihood of admission to make your selections
- You should apply to at least one school that you feel you will likely be accepted and two to three others where admission is more competitive. There is no set rule as to how many schools in which to apply.

### ► **Completing Applications**

#### ■ Admissions Tests

- Universities usually require specific tests for graduate admissions into particular programs. Scores are used as predictors of determining your success in a particular program. Some examples of exams are the GRE (used for admission into many programs), GRE Subject tests (specified for certain fields), GMAT (business school), LSAT (law school), MCAT (medical school), DAT (dental school) and the PCAT (pharmacy school).
- Prepare for your exam by purchasing and studying test guides or software, taking practice tests, or enrolling in a preparation course. The University of Akron's Counseling Center can aid in this process (<http://www.uakron.edu/counseling/>) as well as the Workforce Development and Continuing Education Office (<http://www.uakron.edu/ce/schedules/ExamPrep2.php>). Kaplan is also an excellent external resource (<http://www.kaptest.com/>).
- Plan to take your exam during your junior year or early senior year. It takes about six weeks for your scores to reach the appropriate institutions. You are able to send the scores directly during your examination period or at a later date, which may be an additional cost. This is done by coding for each University in which you want to apply. Information about testing centers is available online and most are computer based. Registration is available online for the following:

GRE: [www.ets.org](http://www.ets.org)

GMAT: <http://www.mba.com/mba/thegmat>

LSAT: <http://www.lsac.org/jd/lsat/about-the-lsat>

MCAT: <http://www.aamc.org/students/mcat/registration.htm>

DAT: <http://www.ada.org/dat.aspx>

PCAT: <http://pearsonassess.com/haiweb/Cultures/en-US/site/Community/PostSecondary/Products/pcat/pcathome.htm>

### ■ Transcripts

• Obtain official transcripts online or in person from the Registrar's office for each application. If you have attended another university, obtain copies of all transcripts.

### ■ Letters of Recommendation

• Professors in and out of your major are excellent resources for letters of recommendation because they can reference your academic abilities. You may also ask coaches, internship supervisors, volunteer supervisors, and employers. Be sure to choose references you know well and who know your abilities best.

• Ask prospects if they feel comfortable writing you a meaningful letter of recommendation. Provide them with several months to complete it. If they agree, schedule a meeting to reacquaint them to your goals and inform them of all information: due date, recommendation form, stamped and addressed envelope, and supporting documents such as your resume, curriculum vitae, transcripts, and a writing sample. It is recommended that you formally forfeit the right to review your letters of recommendation.

• Be sure to follow-up a few weeks before the deadline and send them a thank-you letter.

• Keep your references apprised of your progress.

### ■ Personal Statement (Also called Essay or Statement of Purpose)

• This is the most challenging part of the application process for many students. This essay is basically a statement about you, your ideas and goals. The essay should be a clear and concise statement showing you have a definite academic direction and should reflect strong writing skills. It should display depth and critical thinking abilities.

#### • **Your essay should convey:**

- your expectations of the program and future opportunities it may offer
- good writing ability
- your major areas of interest
- your strengths and skills
- your research or work experience
- your educational background
- your immediate and long-term goals (personal and/or professional)
- reason for pursuing graduate studies in a particular program or at a particular institution
- your interest in working with faculty, if appropriate
- a high level of maturity
- personal uniqueness—what you add to the program/field

**•The Career Center can provide a professional review of your statement. Please schedule an appointment with a staff member and bring in your draft!**

## ■ Resumes

• A resume is a one to two-page document summarizing your educational and work experiences. An effective resume conveys that you fit the job description or have the needed skills, abilities, knowledge and qualities, and can potentially contribute to the overall success of the organization. Most people use resumes for positions in business and industry.

**•The Career Center can provide you with a Resume Writing Guide and review your resume as many times as you need. Stop by during our walk-in hours (T-Th 11:00am-4:00pm) or schedule an appointment with a staff member and bring in your draft! We also have excellent resources on our webpage listed under the “students” section.**

## ■ Curriculum Vitae (C.V.)

•In Latin it means “course of one’s life.” This document is similar to a resume, but includes more details and additional headings. Most people use a Vitae who are pursuing positions in academia and/or research, but they can also be used for grant proposals or professional association leadership positions. It documents your entire academic and professional career. Below is a brief summary of what a C.V. should consist of and an example. It is important to explore what a typical C.V. consists of in your specific field.

## ► **Interviewing**

•Some professional/graduate programs may require an entrance interview. The format of interviewing varies (group, individual, phone), but it is important to be prepared. **The Career Center can provide you with an interviewing guide; you can sign up for a mock interview with one of our professional staff members.** We strongly recommend utilizing these resources to be sure you are presenting yourself in the best light, are prepared with appropriate answers, and have some questions in mind for your interviewer(s).

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## Curriculum Vitae Guide

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► **Proofread, Proofread, Proofread** your finished product.

► **Pages:** whatever it takes to concisely and clearly convey your experiences and education that are relevant for your specific career field. Focus on content, not length.

► **Font:** 10 - 12 point for all information; Time New Roman or Arial are good fonts.

► **Name and Contact Information** (mailing address, phone, email) at top of page one.

- Use only one address unless you will be moving soon, then also include new address and date you will be using that address (e.g.: as of June 1, 2009).
  - Use only one phone number, unless you have a reason to use one number over another during a certain time of the day.
- On additional pages, include Name and “page #” at top of each page.

► **Headings Typical for C.V.s**

Note: If the heading is not relevant for your career field, or you do not have content for a heading, then do not use that heading. The most relevant information should be after your Education section.

- Career Focus:** What you are applying for, your key skills, and what you would do for that organization or who they serve.
- Professional Profile/Summary of Qualifications:** List key strengths and personality characteristics.
- Education:** Always after Career Focus on C.V.: List all degrees and put current degree first (do not include high school), include thesis, dissertation, advisor, G.P.A., etc.
- Areas of Expertise:** Use your top key strengths, expertise areas relevant to position.
- Post-doctoral Training:** Where, when, focus of research.
- Related Experience:** List most recent first; include all experiences related to the career field.
- Other Work Experience:** Most recent first; do not include high school experiences.
- Research Experience or Research Interests:** Research projects or interests.
- Presentations:** List most recent first, in bibliographic style for your field, bold your name.
- Administrative Experience:** Most recent first.
- Teaching Experience or Teaching Interests:** Most recent first, include class name, class standing of students, highlight interesting aspects of lesson plans and/or learning outcomes.
- Leadership Experience:** Most recent first can be elected, appointed, volunteer experiences.
- Publications:** Only those accepted for publication. If not yet accepted, include as a research interest until accepted.
- Grants Awarded:** Most recent first, include only those grants received.
- Fellowships:** If not included in another category, include most recent first, use same format as work experience information.
- Committees or University Service:** Committees you have served on, year(s).
- Community/Volunteer Service:** Most recent first, include volunteer, service activities, location, year(s).
- Professional Affiliations:** List of your current professional associations, alphabetically.
- Honors/Awards:** Most recent first, from college forward only, year(s).
- Patents:** Most recent first, include patent#, date, title, and brief description.
- Licensure or Certifications:** Include date expires.
- Languages:** Include all languages you speak, include fluency level (fluent, conversational, familiar).
- Computer or Technical Skills:** Listing of software, program languages, databases, etc. that you are either proficient in or familiar with.
- Career/Personal Interests:** Simple list, no more than 5. Focus on career aspirations/interests and/or relevant personal interests.
- References:** Should be on a separate page. List top 3-5 references and all relevant contact information.

# Zippy Mascot

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## Curriculum Vitae

**Career Focus:** Pursue a Master's degree in Counseling Psychology.

**Education:**

The University of Akron, Akron, Ohio  
Bachelor of Science, Psychology, Minor: Sociology, May 2013  
GPA: 3.80/4.00 (overall); 3.92/4.00 (major)

**Courses in Psychology:**

Principles of Psychology	Seminar: Clinical Experience
Child and Adolescent Development	SPSS: Data Analysis
Personality Psychology	Research Methods I
Professions in Psychology	Thesis in Psychology
Seminar: Counseling Psychology	Cognitive Processes
Elements of Statistics	Abnormal Psychology
History and Systems Psychology	Sensation and Perception

**Psychology Papers:**

"Psychodynamic Theory: Internal Conflicts, External Conflicts, Personality Conflicts: Exploring Jack and Tyler of Fight Club"  
(Personality Psychology, November 2012)

"Solution Focused Session Critique: An Analysis of Implementing Solution-Focused Theory into Videotaped Role-playing Session"  
(Seminar: Counseling Psychology, April 2012)

"Taste, Smell and Pregnancy"  
(Sensation and Perception, April 2012)

"Women and Psychology" ~ Portfolio  
(History and Systems, April 2012)

"American People and their Politics after 9/11"  
(SPSS: Data Analysis, October 2011)

"Personal Theories on Romantic Love: A Study of Married Couples and Marital Satisfaction"  
(Research Methods/Thesis in Psychology, November 2010)

"Female Sexual Dysfunction: Exploring the Etiology of Sexual Dysfunction in Females"  
(Abnormal Psychology, November 2010)

**Academic Honors:**

Graduated Cum Laude, May 2013  
The University of Akron Transfer Scholars Award Recipient, 2011-2013  
Pi Gamma Mu International Honor Society in Social Sciences, Inducted March 2011  
Psi Chi National Honorary Society, Inducted March 2010



**Class Presentations:**

“Private Practice versus Agency Employment” (Professions in Psychology, April 2012)  
“Videotape Role-play Review” (Seminar: Counseling Psychology, April 2012)  
“George Herbert Mead” (History and Systems, April 2012)  
“Family Therapy” (Seminar: Clinical Experience, March 2011)  
“American People and their Politics after 9/11” (Baldwin Wallace College Science Poster Session, November 2010)  
“Personal Theories on Romantic Love: A Study of Married Couples and Marital Satisfaction” (Research Methods/ Thesis in Psychology, November 2010)

**Related Experience-Clinical:**

**Applied Behavioral Therapy Intern, Berea Children’s Home, Berea, Ohio** August 2012-May 2013  
Completed ABA therapy with a twelve year old boy with severe Autism.  
Assisted in building social skill repertoire and family interaction.

**Intern, Oriana House, Akron, Ohio** January 2011-July 2012  
Completed intake interviews and assisted with assessment and placement of clients.

**Research Experience:**

**Implicit Theories of Relationships and Marital Satisfaction** January 2009-December 2009  
Faculty Supervisor: Dr. Elmer Fudd  
Responsibilities: Conducted a literature review, created research methods and design, completed research study, analyzed data, and compiled results and conclusion, which was then formally presented.

**Children Abusing their Parents** January 2008-April 2008  
Faculty Supervisor: Dr. Snow White  
Responsibilities: Assist in conducting a literature review, hypothesis formation, and research design.

**Other Experience:**

**Server, Olive Garden Restaurant, Montrose, Ohio** January 2008-Present  
Provide superior customer service to a diverse population of customers.

**Leadership Experience:**

Undergraduate Student Research Coordinator  
Homecoming Committee  
Habitat for Humanity

**Professional Affiliations:**

American Psychological Association  
American Sociological Association  
Pi Gamma Mu International Honor Society in Social Sciences  
Psi Chi National Honorary Society, Psychology

**Languages:**

Proficient in Spanish

**Computer Skills:**

Proficient in SPSS  
Mastery of Microsoft Office

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## Take Advantage of All University of Akron Resources

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► Other resources on campus include:

- Career Center's Career Website
- Bierce Library: The University of Akron's main library has a wide variety of resources available.
- The Counseling Center: Located in Simmons Hall 304, 330-972-7082, <http://www.uakron.edu/counseling>
- Your Faculty and Academic Department: Your faculty members are experts in their field of study, and have connections with practitioners, alumni, and others. Ask your faculty for tips on possible schools or programs.

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## Go Forth and Get That Graduate Degree ...

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► Need more information on anything related to your graduate/professional school endeavors? Stop by or contact the Career Center. We are here to help connect you with your career goals!

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