SMU | ANNETTE CALDWELL SIMMONS SCHOOL OF EDUCATION & HUMAN DEVELOPMENT

Master of Bilingual Education

APPLICATION PROCEDURES

We are pleased that you are interested in pursuing graduate studies at Southern Methodist University. Please assist us by carefully reading the instructions below so that we can expedite processing your application. Note that the responsibility of securing and submitting the application materials, transcripts, test scores, and other necessary information is yours.

All documents, requests, and correspondence should be sent to the
Department of Teaching and Learning, P. O. Box 750455, Dallas, TX 75275-0455

ELIGIBILITY

You are required to have a bachelor's degree from an accredited institution in the United States or proof of equivalent training at a foreign university. All applicants must have adequate subject preparation: an academic major or teaching field and a 3.0 overall undergraduate grade-point average. Students whose GPA is below 3.0 must **request exemption in writing** from this requirement. The request for exemption must provide evidence of other qualifications such as long-term experience or expertise in a related specialized field. The Department of Teaching and Learning in the Annette Caldwell Simmons School of Education and Human Development on the recommendation of the Masters' Programs Committee gives the ultimate approval for admission to graduate study.

APPLICATION PROCEDURE

General Requirements:

1. Complete the application form. All questions must be answered with correct information.
2. Enclose a $75 application fee (check or money order) with the application. This fee is non-refundable. Note: If you have previously paid an application fee to a graduate program in the Annette Caldwell Simmons School of Education and Human Development, the $75 fee may be waived.
3. Request a set of official "sealed" transcripts, *certified and translated **if** from a foreign institution,** stating the degree and date your undergraduate degree has been conferred directly from the school of higher education you attended and a set of "sealed" transcripts from additional schools of higher education you attended. No copies will be accepted.
4. Graduate Record Examination (GRE) scores are required for all Master's programs. Request the official scores on the GRE (within the last 5 years). To insure that we receive your GRE scores, please use the institution code 7464 for the ACSSEHD. We require all three parts of the GRE: (a) Analytical Writing (b) Verbal Reasoning (c) Quantitative Reasoning.
    - For the GRE taken prior to August 1, 2011
        - Total minimum scores are 500 Quantitative Reasoning, 500 Verbal Reasoning, and a minimum of 4.5 for Analytical Writing.
    - For the GRE taken after August 1, 2011
        - Total minimum scores are 144 Quantitative Reasoning, 153 Verbal Reasoning, and a minimum of 4.5 for Analytical Writing.
5. Request the official scores for the TOEFL to be sent (if required; see below).
6. Distribute three recommendation forms and ask that they be sent directly to the Department of Teaching and Learning. Select respondents who can attest to your academic ability, your teaching abilities, and your personal qualities. If you are currently teaching, one recommendation must be from your principal or other supervisor.
7. Submit a Statement of Purpose. The Statement of Purpose demonstrates your competence in speaking and writing the English language and your ability to think critically. The Statement of Purpose should be a 2-3 page (500 – 750 words) written statement of how your career goals would be enhanced by realizing the goals of the program. The goals of all programs in the Department of Teaching and Learning are stated in our Conceptual Framework, which can be found on the last page of this Application. At least 3 of the 4 goals must be addressed in your essay.

Additional Requirements for International Students:

8. International students applying from countries where English is not the native language are required to provide scores on the Test of English as a Foreign Language (TOEFL).
9. As evidence of financial support, foreign students must provide a Certification of Finance Form/Letter of Financial Backing. This should represent that sufficient money will be available to the applicant to cover all expenses while at the University. This letter may be signed by a parent or sponsor but **must** be certified by a bank. The document must be notarized and on file before the process for visas and passport can proceed. (See next page for additional information regarding foreign applicants.)

A complete application is due by the following deadline for review by the Admissions Committee:

APPLICATION DEADLINES

Fall semester – July 15
Spring semester – November 15
Summer semester – March 1

General

Admission —— Only the Chair of the Department of Teaching and Learning is authorized to notify the applicant of his or her acceptance to this graduate program in the Annette Caldwell Simmons School of Education and Human Development. Applicants should not interpret any statement made in casual correspondence with any University faculty or staff member to mean that he or she has been admitted. Official notification will be sent through the Department of Teaching and Learning office and signed by the Department Chair.

Financial Obligations ——- Students are responsible individually for their financial obligations to the University through the Office of the University Cashier, SMU, Dallas, Texas 75275, USA. Questions regarding financial procedures at SMU should be taken up with the cashier's office.

Transfer Students ——- Graduate students wishing to transfer to Southern Methodist University from another graduate school in the U.S. must have maintained a "B" average on all graduate work previously attempted in addition to satisfying the other admission requirements of the University. Applicants may request transfer of no more than 6 hours earned within the five (5) years prior to acceptance into a graduate program in the Simmons School of Education.

For International Students

Passports and Visas ——- Before the international student may leave home, both a passport and a visa are required. The government of the student's home country is responsible for issuing the passport. If the international student is accepted by the Annette Caldwell Simmons School of Education and Human Development, a letter of acceptance will be sent from the Department of Teaching and Learning. The SMU International Advisers' Office will send an I-20 form (F-1 visa) or IAP-66 (J-1 visa) once the financial support has been verified. It is important that the name on the application matches exactly the name on the student's passport.

To meet U. S. government regulations, the international graduate student on the F-1 or J-1 visa must take at least nine semester hours each semester to qualify as a full-time student.

Health Insurance ——- All international students must be covered by hospitalization insurance and **must show proof of such insurance at the time of registration.** Coverage may be obtained individually or through the University for an annual fee of approximately $1244. In addition, students purchasing this insurance are required to be eligible to use the Student Health Center, which may require an additional amount of approximately $120 per semester. Additional information about this requirement can be obtained through the International Advisers' Office - smuvisa@smu.edu. Students will need to provide a record of immunizations on the SMU health form, which is mailed to all incoming students.

Degrees from Foreign Universities ——- International applicants who hold a bachelor's degree should not assume that these degrees will be automatically accepted in US universities. Decisions will be made on the academic standings of the institutions from which the applicant graduated. Professional diplomas and higher certificates from technical or vocational schools are normally not considered as equal to a bachelor's degree. *Students submitting transcripts from foreign universities must submit an evaluation of their transcript from an SMU approved evaluation service. Call the Department of Teaching and Learning (214) 768-2346 or email teacher@smu.edu for a list of approved service providers.

Offices for Assistance:

General Information
Department of Teaching and Learning, SMU
P O Box 750455, Dallas TX 75275-0455, USA
www.smu.edu/education E-mail: teacher@smu.edu

Visas/Foreign Students
Director, International Center, SMU
P. O. Box 750391, Dallas TX 75275-0391, USA
E-mail: smuvisa@smu.edu

Application for Admission

MASTER OF BILINGUAL EDUCATION

All responses must be printed or typed. Please complete all blanks. Use "N/A" if not applicable.

GENERAL QUESTIONS

Legal Name:

_____

Prefix (Mr./Ms.) First Middle Last

Preferred Name(s):

_____

Any other name(s) under which your documents might be received:

_____

❒ Female ❒ Male Date of Birth_____ Social Security Number: _____–___–_____

Month Day Year

City and Country of Birth _____

Religious Preference:

_____

Marital Status: ❒Single ❒Married ❒Divorce

Prominent Ethnic Background: Providing this information is voluntary. The information you choose to provide will be used in a nondiscriminatory manner, consistent with applicable civil rights laws, solely for required reporting under federal and/or state laws.

Are you of Hispanic origin? ❒*Yes* ❒	***For non-Hispanics only:***
Do you identify with one or more of the following?	❒(04) American Indian or Alaska Native ❒(08) White
❒(01) Non resident Alien	❒(05) Asian ❒(09) Two or more races
❒(02) Race & Ethnicity unknown	❒(06) Black or African-American
❒(03) Hispanic of any race	❒(07) Native Hawaiian or other Pacific Islander

If you are not a U.S. citizen, are you currently living in the United States? ❒ Yes ❒ No. If yes, please complete the following:

If you are a Permanent Resident, please state your alien card identification ___A–_____

If you are a Non-Immigrant, please state your visa status _____

Home Address: _____

Using the space provided, please supply your current mailing address in the format preferred by your postal service.

_____

Addresses in the U.S. should include street, city, State, ZIP. Addresses outside the U.S. should include the country.

Mailing Address:_____

Using the space provided, please supply your current mailing address in the format preferred by your postal service.

_____Valid Until_____

Addresses in the U.S. should include street, city, State, ZIP. Addresses outside the U.S. should include the country.

Permanent Address (if different)_____

_____Permanent Home Phone _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____

Home Fax: _____ Work Fax: _____

E-mail Address: _____❒ Personal ❒ School ❒ Business

Country of Citizenship: _____❒ U.S.

Name and phone number of person to be notified in case of emergency: _____

EDUCATION HISTORY

Beginning semester/year in which you would like to enroll in the Master of Education program _____

The MBE offers two degree plans. Please check one of the following:

☐ Traditional Plan
☐ Gifted & Talented Focus Plan

List in chronological order all colleges and universities attended. Add pages as needed.

Name of Institution Location Date of Attendance Major Degree/Date (month/year)

_____to_____

_____to_____

_____to_____

_____to_____

Teach For America Affiliation: ☐Yes ☐No (If yes, please submit documentation.)

For anyone who has previously applied to SMU, please answer the following questions.

List semester _____ and year _____ of application Were you: ___ Accepted **or** ___ Rejected

List semester _____ and year _____ of ENTRY and semester_____ and year _____ of LAST attendance

From which School of SMU were you last registered? (Check school below)

___ Dedman I ___ Cox School of Business ___ Simmons School of Education & Human Development

___ Dedman II ___ Meadows School of the Arts ___ Engineering & Applied Science ___ Special Studies (Non-Degree)

Undergraduate overall GPA _____ Graduate overall GPA _____

Admissions tests (Official reports are to be sent directly to SMU):

GRE V_____Q_____A_____Subject TOEFL scores (if required) _____

Date taken or to be taken _____ Date taken or to be taken_____

Reading knowledge of a foreign language? _____Which languages? _____

List any academic honors, awards, honorary society memberships, and professional presentations relevant to your proposed fields of study. Attach a separate sheet if needed.

_____

_____

List the names of persons you have asked to complete recommendation forms. (Please see special notes for number required.)

Name Affiliation Location

_____

_____

_____

List publications or technical reports you have written. Attach a separate list, if necessary. Do not submit copies of publications or reports unless requested to do so.

_____

_____

_____

Applicant's school district and school _____

School's address and phone _____

Number of years in teaching _____ Grade(s)/Content Area Assignment_____

Describe your work or professional experience. Include details on district, campus, grade level, etc., for the last three years. Attach a separate sheet if needed.

_____

_____

_____

If you have ever been dismissed or suspended from, or denied readmission to any school, please state particulars:

_____

_____

By which means did you learn about our graduate programs?

_____Internet ____ Graduate Poster ____ Faculty Recommendation ____ Recruiting Event_____ Other (please identify)_____

SIMMONS SCHOOL SCHOLARSHIPS

Students accepted into the Master's of Bilingual Education program are eligible for the following scholarships. If you wish to be considered, please check the appropriate box below.

☐ John W. Hagey ☐ The Herrscher Family Endowed Fund ☐ Simmons Scholar

☐ Walker Merit Scholar (For Practicing Teachers Only)

CRIMINAL HISTORY

1. Are you currently under indictment for any crime? Yes____ No_____

2. Have you ever been convicted of, pleaded guilty to, or received deferred adjudication for any felony, state jail felony, or Class A misdemeanor? Yes_____ No_____

3. Have you ever received or are you currently on probation? Yes_____ No_____

ONLY INTERNATIONAL APPLICANTS ANSWER NUMBER 4

4. If the questions above are not applicable to you as an international applicant, list and explain any criminal charges that have been brought against you at any time and in any place. Explain the outcome of these charges. Minor traffic violations and parking tickets need not be included.

(Disclosure in the affirmative will not necessarily result in rejection of an applicant for admission. Failure to disclose such a record, if it exists, and to explain that record honestly, however, will subject a student to the University's judicial process and may result in dismissal from the University. Failure to explain an affirmative response to this question will result in the application not being processed.)

I certify that all information given by me on this application is accurate.

Signed (do not print)

_____Date_____

CHECK LIST

A completed application includes the following items:

1. _____ Bacterial Meningitis vaccine
2. _____ Fully completed and signed MBE Application
3. _____ Official (sealed) transcripts from all undergraduate/graduate schools previously attended
4. _____ GRE scores
5. _____ TOEFL scores (foreign students only)
6. _____ The $75 non-refundable application fee payable to SMU (if applicable; see cover page)
7. _____ Statement of Purpose
8. _____ Letter requesting exemption for GPA below 3.0
9. _____ Three (3) Letters of recommendation (one from your school supervisor)

I have provided all information requested on this application.

Southern Methodist University will not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. SMU's commitment to equal opportunity includes nondiscrimination on the basis of sexual

orientation. The Director of Affirmative Action has been designated to handle inquiries regarding the nondiscrimination policies and may be contacted at Southern Methodist University, Dallas, TX 75275, 214-768-3601.

P. O. Box 750455

Dallas, Texas 75275-0455 USA (214) 768-2346

Recommendation Form

To the applicant:

Please print or type the name and address of the individual you are asking to complete this form and your name and address in the appropriate spaces below. Sign the form and send it to your recommender, enclosing a stamped envelope addressed to the Department of Teaching and Learning, P.O. Box 750455, Southern Methodist University, Dallas, TX 75275-0455.

Name of recommender: _____

Applicant's name in full: _____

Applicant's present address: _____

Under Section 438 of the General Education Provisions Act (20 U.S.C. 1232g), if you are accepted and enrolled as a student at Southern Methodist University, you have the right to inspect your admission file. However, the Act provides that the student may waive the right of access to confidential recommendations. If you agree to waive the right of access to the recommendation being submitted on this form, please sign your full name on the following line:

Applicant's signature_____ Date_____

To the individual completing this form: If you prefer to write a separate letter of reference, please address the questions below in your letter. Thank you.

1. How long and in what capacity have you known the applicant?

2. Please give your assessment of the applicant's academic preparation and of his/her industry, motivation, and capacity for demanding academic work.

3. Describe the applicant's work as a teacher (professionalism, ability to motivate students, skill at making subject matter relevant, etc.).

4. Do you know anything that might detrimentally affect the applicant's academic or professional performance?

5. Please give any other information concerning the applicant that you think would be useful to the admitting department. (Use additional sheets if necessary).

6. Using the chart below, please give us your appraisal of the applicant relative to others you have known in a similar capacity.

	Exceptional (top 2%)	Outstanding (top 5%)	Excellent (top 15%)	Good (top 1/3)	Average (mid 1/3)	Below Average (bottom 1/3)	Not Observed
Intellectual Ability							
Maturity							
Motivation							
Ability to work with others							
Creativity and Imagination							
Self-Confidence							
Leadership Potential							
Ability to analyze a problem and formulate a solution							
Oral Communication Skills							
Written Communication Skills							

Overall Rating: ___strongly recommend ___recommend ___recommend with reservations ___do not recommend

Signature_____Date_____

Name_____
(Please print or type)

Title_____Employer_____

Business Address_____

Telephone (_____)_____ FAX( )_____email _____

Annette Caldwell Simmons School of Education and Human Development
Department of Teaching and Learning

Masters' Programs Statement of Purpose

From pg. 1 of the Application: "Submit a Statement of Purpose. The Statement of Purpose demonstrates your competence in speaking and writing the English language and your ability to think critically. The Statement of Purpose should be a 2-3 page (500 – 750 words) written statement of how your career goals would be enhanced by realizing the goals of the program. The goals of all programs in the Department of Teaching and Learning are stated in our Conceptual Framework, which can be found on the last page of this Application. At least 3 of the 4 goals must be addressed in your essay."

PROMPT: Write a statement explaining why you wish to undertake graduate study that focuses on the four goals in the Departmental Conceptual Framework (below). Include how the SMU Masters' Program goals would enhance your career goals.

CONCEPTUAL FRAMEWORK

The Department of Teaching and Learning includes educators dedicated to ongoing, rigorous scholarship across a variety of disciplines. Our faculty is committed to educating undergraduate and graduate students to become scholars and leaders. Our teaching and research are grounded in multiple perspectives that encompass behaviorist, cognitive, social-constructivist, and sociocultural approaches to scholarship. We prepare educators who are:

a. **Scholars and Leaders in Professionalism.** Our students display intellectual curiosity, engage in critical thinking, and model collaboration in their professional interactions. Through classroom-based and field-based learning experiences, undergraduate students develop and refine the positive attitudes and dispositions, which characterize teacher leaders. Graduate students continue the journey of lifelong learning through reflective and evidence-based practice and informed implementation of innovation.

b. **Educators Committed to High-Quality Teaching.** Our students stay well versed in the most current and available research from quantitative, qualitative, mixed methods, and multidisciplinary studies. They use the latest scholarship to guide their classroom practices and instructional design. Our courses in all the degree programs include clearly laid out competency-based requirements that emphasize high-quality teaching.

c. **Leaders in Translating Evidence-Based Research into the Classroom.** Undergraduate students implement teaching strategies that have been proven to be effective, becoming leaders in the schools where they teach. Master's students become critical consumers of research and will lead their colleagues in efforts to translate research to practice. Doctoral students become active researchers as they work beside faculty in grant-funded research to expand scientific knowledge and disseminate research findings.

d. **Experts in Differentiated Instruction.** Our students are sensitive and responsive to diverse learners. Graduates adapt their educational methods to meet the needs of all students across linguistic, developmental, cognitive, ethnic, gender, and sociocultural variations. They are committed to creating learning environments that address the full range of human potential and human development