



THE CENTER FOR INTERNATIONAL EDUCATION

SCHOOL OF EDUCATION, UNIVERSITY OF MASSACHUSETTS AMHERST



Dear Applicant,

Thank you for your interest in the Center for International Education. In this packet you will find information regarding our program along with all the materials and instructions you will need to complete the application process for both the Center and the Graduate School. Please read all of the materials carefully to ensure that your application can be processed accurately and promptly.

UMass Graduate School Application: All application materials must reach the University by October 1st for the Spring semester or by January 15th for the following Fall semester. Please return the Graduate School application and all other materials required by the Graduate school directly to the Graduate Admissions Office. These materials must be accompanied by the application fee of \$40 for U.S. citizens and permanent residents and \$65 for international applicants. The Test of English as a Foreign Language (TOEFL) for international students should be taken in sufficient time for the scores to arrive by the appropriate deadline. Please note that the Graduate School of Education and the Graduate Admissions Office do NOT require GRE scores for admission to the university. For more information visit the Graduate School website at www.umass.edu/gradschool or to apply online go to www.umass.edu/gradschool/application/online/.

Center for International Education Application: Our personal statement questions are designed to give you the opportunity to share your experience and perceptions with us, to present your views on international education, and to discuss your future plans. This helps give us a sense of your potential as a contributing member of our learning community. The Center application materials should be returned directly to the Admissions Coordinator at the Center for International Education.

Finances: Funding for graduate students is now quite limited. The Center for International Education tries to provide, or assist students in finding, assistantships for new students and as many second year students as possible. However, not everyone is likely to receive an assistantship and students should take the initiative to look for funding as well. For information regarding University loans and financial aid, write directly to the Financial Aid Office, Whitmore Administration Building, University of Massachusetts, Amherst, MA 01003 or visit their website at www.umass.edu/umfa/.

If you intend to apply, please send in the CIE information sheet, along with a resume or CV, as soon as possible. If you have any questions please contact me any time.

Sincerely,

Gretchen B. Rossman
Professor/Admissions Chairperson

Center for International Education
School of Education
University of Massachusetts Amherst
285 Hills South
Amherst, MA 01003

phone: 413-545-0465
fax: 413-545-1263
email: cie@educ.umass.edu
website: <http://www.umass.edu/cie>

THE CENTER FOR INTERNATIONAL EDUCATION

DOCTORAL PROGRAM

Ed.D. in Education Policy and Leadership with a specialization in International Education

The concentration in International Education offers a program leading to the Ed.D. degree with a specialization in International Education within the doctorate in Education in Policy and Leadership. Only candidates with proven academic skills, a Master's degree and significant professional experience are admitted to the doctoral program. The doctoral program at the Center employs a learner-centered approach where students design their own study plans.

Early in the program, a doctoral candidate, together with a faculty guidance committee, formulates an individualized study plan that balances academic work with relevant field experience. This plan typically involves work at three interrelated levels: (1) the theoretical, such as investigating the relationship between education and political and socioeconomic change; (2) the practical, such as developing skills in curriculum and materials development, training, management, evaluation, and research; and (3) the contextual, focusing on content areas such as literacy, health, and agriculture.

Depending on the student's prior preparation, a minimum of two years is typically devoted to study on campus to complete the minimum required 42 credits of coursework. Within these 42 credits are a set of five required courses: Introduction to Inquiry, two research methods courses, and two additional courses from Policy Studies, Leadership and Management, or Social Foundations. A minimum of two consecutive semesters in residence as a full-time student is required. This is followed by a comprehensive examination, the form and content of which is related to the study plan and is established in concert with a faculty committee. Students typically remain on campus until they have completed this examination. Then a dissertation proposal is prepared by the student and approved by the faculty dissertation committee. After completion of the dissertation, there is a final oral defense.

The doctoral program is competency based. Each learner develops a "competency profile" of learning objectives and participates in learning activities to meet those objectives. Field experiences are central to the program. Learning and development of the "competency profile" is rooted in the needs related to work in the field. Doctoral study is highly individualized. Each learner begins and ends the program on the basis of individual assessment and planning. Learners provide a support group for one another as they pursue their individualized learning programs.

The doctoral program is appropriate for qualified professionals to develop expertise in an area that directly relates to work in their home countries or with development organizations in various contexts.

THE CENTER FOR INTERNATIONAL EDUCATION

MASTER'S PROGRAM

M.Ed. in International Education

The Master's Degree in International Education requires a minimum of 36 hours of coursework and at least three semesters of residence on campus. In most cases, the student will spend the intervening summer conducting research, implementing a project, or on an internship that contributes directly to his/her program of study as well.

All incoming students are assigned a faculty advisor upon admission. The student may elect to work with this advisor throughout his/her program or may request a different International Education faculty member to act as advisor. In addition, students are encouraged to seek advice and help from other faculty members and students. Some students have found it helpful to form an informal "committee" of a faculty member and an "old" student, to help plan their course of study.

The Master's degree program is intensive, thus, a student and advisor must begin as soon as possible to plan the pattern of courses, independent study, employment, and family commitments to be followed. The outline of the program of study typically includes a focus on one area of concentration and an appropriate balance between theory and practice.

The Master's degree program requires a 3-credit Project or research study, which is included in the total minimum 36 hours of credit. This Project takes several forms. Recent candidates have conducted applied research studies; developed training curricula; conducted integrative literature reviews with applications to specific contexts; and reported on practicum or other professional experiences. In each case, the written report represents a balance between theoretical literature and practical application, although the mix may vary. The candidate is encouraged to be creative in approaching the Project while retaining high academic standards.

When ready to write up the Project (typically during the final semester of coursework), candidates enroll in ED 793W, the Master's Seminar for International Education. This course provides both group and individual planning and support. All Master's students are required to give a public presentation of the Project upon its completion. The intent of the presentation is for the Center community to affirm the students' work, and to discuss their responses to it. The student is encouraged to consider non-traditional ways to present the project and involve the community.

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APPLICATION REQUIREMENTS

The following forms and materials are included in this section of the packet. Please be sure to read all of the materials carefully and return all required forms and materials to the Center for International Education before the application deadline.

I. Admissions Criteria

The Center for International Education is a program intended primarily for mid-career professionals who have worked for at least several years in developing countries. The list of criteria contained in this packet is used as a guideline for reviewing applications.

II. CIE Information Sheet

The information sheet should be sent back directly to the Center along with a resume as soon as possible to let us know of your intention to apply. Please send this and all other Center application materials to:

Admissions Coordinator
Center for International Education / UMass
285 Hills South
Amherst, MA 01003 USA

III. Personal Statement

The personal statement questions included in this packet are designed to give our Admissions Committee information and insight into your experience and personal strengths. They should be seen as suggestions; please modify them if you like in any way that you feel will best convey aspects of yourself that you wish to share with us. Your responses are an important basis for our decisions, so we encourage you to respond accordingly.

IV. Recommendations

The Center requires two letters of recommendation by people of your choice who know you both professionally and personally. These are in addition to the recommendations you must send to the Graduate School with the Graduate application.

V. Other Materials

We would welcome any additional materials you may wish to send that reflect your work --- papers, films, tapes, reports, etc. Doctoral candidates are expected to submit examples of written work for academic or professional audiences.

VI. Interviews

We consider interviews an important part of the admissions procedure. As soon as possible, you should arrange to visit the Center and meet with us. If you are not within visiting distance, we will try to arrange for you to meet the Center members in your area, many of whom are living and working in various parts of the country and the world. To arrange for interviews either in person or by telephone please call, write or email the Admissions Coordinator.

THE CENTER FOR INTERNATIONAL EDUCATION

GUIDELINES & PERSONAL STATEMENT QUESTIONS

THE FOLLOWING ARE GUIDELINES FOR REVIEWING CANDIDATES FOR ADMISSION:

The Center for International Education subscribes to University affirmative action guidelines, and in addition considers the following criteria:

1. Documentation of work in international development in fields such as education, health, agriculture, small income generation, literacy, etc., in developing countries for two years or more. In rare cases the Admissions Committee may consider alternative forms of development education experience.
2. Professional commitment and clearly defined goals that relate to international development education.
3. Commitment to social justice and the dignity of the human person.
4. Evidence of creative and innovative activities such as independent study, research projects, or educational materials development.
5. Ability to complete at least three semesters of full-time residency for the Master's degree and four semesters for the doctoral degree;
6. Willingness and skills to actively contribute to Center activities.
7. English level adequate for Masters/Doctoral work and preferably language skills other than English.
8. Evidence of ability to do quality graduate work.
9. Evidence of positive interaction with members of ethnic and social/economic groups (in one's own culture/society) different from those of the applicant.

Please type your responses to the following questions and return to the CIE Admissions Coordinator

1. Please describe the neighborhood in which you currently live or have recently lived. You may choose to describe either a neighborhood in your own country or a neighborhood in which you have lived overseas.
2. What do you feel to be the educational needs of the region where you have worked or would like to work? How do you think these needs can best be met?
3. Please comment on any experience you might have had in the following areas; what role you played, and what you feel were significant results of your work:
 - Cross-cultural studies/activities
 - Living/working in countries other than your own
 - Teaching
 - Education for minorities
 - Nonformal education (out of school; adult education)
 - Internationalizing American curriculum
4. Do you have other experience(s) that you feel is relevant to international/nonformal education?
5. What are your reasons for pursuing a degree? At this point, what area(s) do you wish to focus on?
6. What do you expect to gain from your experiences at the Center?
7. What contributions do you feel you will make to CIE and its members?
8. Are there any weak points in your records you wish to discuss?



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Admissions Coordinator
Center for International Education / UMass
285 Hills South,
Amherst, MA 01003 USA

Name _____

Address _____

Home phone _____ Work phone _____

E-mail address _____ Fax number _____

Graduate school application has been sent? Yes _____ No _____

Date of mailing: _____

Semester applying for: Spring, 20____ Fall, 20____

Degree applying for: M.ED. _____ ED.D. _____

TOEFL exam: (date) taken _____

(date) scheduled _____

not applicable _____ (reason)

Citizenship/visa status: _____

Will you be able to visit the Center for interviews: yes no

If yes, when do you plan to visit?

If no, please let us know if you would like us to set up an interview with a Center graduate in your area, or possibly arrange for telephone interviews.



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RECOMMENDATION FORM FOR:

Applicant _____ Date _____

Applicant's Address _____

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

2. Please describe briefly the activity or study in which the applicant has been associated with you.

3. Please specify the skills and experiences of the applicant in the four areas listed below. We are interested in such matters as professional skills (e.g., research, evaluation), language capabilities, how schools, communities, and organizations have benefited from his/her work, etc. Applicants are not necessarily expected to have skills in all four areas.
 - a) International Education and Development:

 - b) Cross-Cultural Studies and U.S. Minority Education:

 - c) Teaching (especially as related to international education):

 - d) Nonformal Education (out-of-school education; adult education):

4. How would you evaluate the applicant's ability to communicate orally, in writing, or through other media (film, T.V., art, etc.)?

5. Please describe the way the applicant reacts in the following situations:

a) living/working in a culture very different from the one that he/she is accustomed to:

b) participating in an unstructured, ambiguous group program:

6. Please describe the contributions you believe the applicant may make in the area of international education.

NAME _____ POSITION _____

SIGNATURE _____

ADDRESS _____

If you prefer you may respond to this recommendation request with a letter rather than this form.

Please return the recommendation to:

Admissions Coordinator
Center for International Education / UMass
285 Hills South
Amherst, MA 01003 USA



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 - c) Teaching (especially as related to international education):

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6. Please describe the contributions you believe the applicant may make in the area of international education.

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Please return the recommendation to:

Admissions Coordinator
Center for International Education / UMass
285 Hills South
Amherst, MA 01003 USA

THE CENTER FOR INTERNATIONAL EDUCATION

INFORMATION FOR INTERNATIONAL APPLICANTS

TO: All prospective International applicants

Funding for all graduate students is quite limited. Here at the Center for International Education, we try to provide (but cannot guarantee) assistantships for new students and as many second year students as available funds allow. A one-half assistantship (10 hours of work/week) provides a student with a stipend, a tuition fee waiver, a curriculum fee waiver, and individual health coverage. Our general policy is to provide 10-hour assistantships. That way we can provide as many students as possible with the tuition waiver. On some occasions students are able to obtain an additional assistantship or hourly work to supplement their income.

The total value of a 10-hour assistantship in the School of Education for the academic year 2006-2007 is approximately \$26,200. This includes approximately \$3,400 per semester as a cash stipend, with the balance in tuition, curriculum and fee waivers, and individual health coverage. Room and board expenses can not be waived. Students are responsible for all travel costs. International students must demonstrate adequate funding in order to obtain visas and to enable the International Programs Office here on campus to complete the necessary immigration paperwork. Questions regarding the level of funding required for visas should be directed to the International Programs Office at their email address of ipo@ipo.umass.edu or at William S. Clark International Center, University of Massachusetts-Amherst, Amherst, MA 01003, USA. You can also visit the International Programs Office website at www.umass.edu/ipo.

We therefore recommend that all international students inquire into scholarship possibilities at the earliest date possible (some applications take up to 15-18 months to process). We recommend that international students write to the in-country offices of various international organizations, such as the United Nations, or go to the American Embassy in their home countries for information (most American Embassies should carry a copy of Funding for U.S. Study: A Guide for Foreign Nationals in their U.S. Information Service Educational Advising Center Office).

We hope this information is helpful. We wish you luck in securing financial support for your graduate studies in the U.S.

THE CENTER FOR INTERNATIONAL EDUCATION

Funding Information for U.S. Applicants

TO: All prospective U.S. applicants

Funding for graduate students is quite limited. Here at the Center for International Education, we try to provide (but cannot guarantee) assistantships for new students and as many second year students as funds available allow. A one-half assistantship (10 hours of work/week) provides a student with a stipend, a tuition fee waiver, a curriculum fee waiver, and individual health coverage. Our general policy is to provide only 10-hour assistantships. That way we can provide as many students as possible with the tuition waiver. On some occasions students are able to obtain an additional assistantship or hourly work to supplement their income.

The total value of a 10-hour assistantship in the School of Education for the academic year 2006-2007 is approximately \$26,200. This includes approximately \$3,400 per semester as a cash stipend, with the balance in tuition, curriculum and fee waivers, and individual health coverage. Room and board expenses can not be waived. Thus, most students must seek funding from sources outside of the University. This may come in the form of a scholarship, savings, a student loan, or an off-campus job. All U.S. students must complete a Free Application for Federal Student Aid Form (FAFSA) which can be picked up at any local university or college financial aid office (or filled out online at www.fafsa.ed.gov/) We ask that all of our U.S. applicants apply for work-study funds when they fill out the FAFSA; work-study awards allow us to provide assistantships to a larger number of students.

We encourage all students to look into scholarship funding by going to local university or public libraries and looking at financial aid information available in the reference area. There are books which provide information about scholarship/fellowship opportunities including addresses, web sites, and the names of contact persons. Also, the Graduate Student Grant Service at UMass can help graduate students locate sources of possible funding. You can visit their website at www.umass.edu/research/gsgs/.

We hope this information is helpful. We wish you luck in securing financial support for your graduate studies.