

DOCTOR OF PHILOSOPHY (Ph.D.) ADMISSION APPLICATION

This application packet contains the application form as well as information, deadlines, and acceptance criteria for the Simmons GSLIS Ph.D. program. Further information about the program can be found at

<http://www.simmons.edu/gslis/academics/programs/doctoral/index.php>.

APPLICATION DEADLINES

All application materials, including transcripts and test scores, MUST be received no later than February 1st to be considered for entry into the program.

DOCTORAL STUDIES ADMISSION APPLICATION CHECKLIST

Admission decisions are based on a composite of all documentation in the application file. All documentation becomes the property of Simmons. We recommend (but do not require) you send all documents in one packet.

■ Completed application form

Be sure to indicate the focus the applicant is applying to: Ph.D./LIS (Library and Information Science) or Ph.D./MLIP (Managerial Leadership in the Information Professions).

■ \$50 non-refundable application fee (Make checks payable to Simons College or pay by credit card if applying online.)

■ Statement of Purpose

Submit a 1,500-2,000 word essay on how the program will be of value to the applicant and what the applicant brings to the program. The applicant should address research interests and career progression or goals, and how the program and faculty will support those goals and interests. The admissions committee is also interested in the applicant's research activities.

Ph.D./LIS: The essay should address also teaching or professional service experience.

Ph.D./MLIP: The essay should address the applicant's leadership successes and failures, leadership style, and competency in oral and written communication, critical thinking, innovation, and motivating others. Research interests should focus on areas related to managerial leadership (see the leadership model). Applicant should also address the difference between executive leadership training and a doctoral program in managerial leadership.

■ Curriculum Vitae

A comprehensive and current curriculum vitae including the following information: all educational institutions attended with dates, degrees and majors; honors, awards and special appointments; professional activities; publications; and a record of present and past library and related employment (employing agency, position held and inclusive dates).

■ Transcripts

Official transcript(s) of all academic work completed or currently in progress (including transferred credits). The transcripts must bear the seal of the institution and the signature of an appropriate academic officer. Transcripts should indicate the degree and date awarded, or coursework completed to date if the degree has not been granted. Should the transcripts be in a foreign language, certified English translation must be provided.

■ Statements of Recommendation (with forms)

Statements and forms should be submitted in sealed envelopes with the signature of the reference placed over the flap of the sealed envelope. Statements should be in letter format and included in the envelope with the recommendation form.

Ph.D./LIS: The three recommendations should be from people who can comment on the applicant's potential for success in a doctoral program.

Ph.D./MLIP: Two of the recommenders must recently have held a supervisory relationship to the applicant, and the third must be a colleague in a non-supervisory relationship to the applicant.

■ GRE Results

Current (within the past 5 years) scores from the Graduate Record Examination (GRE) are required.

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DOCTORAL STUDIES ADMISSION APPLICATION CHECKLIST (CONTINUED...)

■ TOEFL Results

Scores from the Test of English as a Foreign Language (TOEFL) must be submitted by applicants for whom English is not the first language.

SUBMISSION INSTRUCTIONS

Submit this application form and all associated documentation (see checklist) via one of the following methods:

Submit electronically (credit card only)

To apply online, please see the admissions web page of the program for the "Apply Online" link:

<http://www.simmons.edu/gslis/admission/application/doctoral.php>

Submit by post (check only)

Make check payable to Simmons College

Doctoral Studies
GSLIS Admissions
Simmons College
300 The Fenway
Boston, MA 02115-5898

CRITERIA FOR ACCEPTANCE

Admissions decisions are based on a composite of all documentation in the application file with the following minimum requirements:

Background

An applicant for admission to the Ph.D. program must hold a master's degree from an ALA-accredited program in library and information science or a master's degree from a recognized institution in a related area.

Ph.D./MLIP: An applicant for admission to the Ph.D. focused on managerial leadership in the information professions is expected to provide evidence of a record of increasingly more managerial responsibilities.

Interview

After all admissions materials have been received, exceptional candidates will be selected for interviews with the Committee on Doctoral Studies and/or program faculty and staff. Committee reflections on the interview will be added to the application file. Expenses related to the interview are the responsibility of the candidate. It is preferred that the interview be conducted at Simmons College, but GSLIS is prepared to be flexible.

Ph.D./LIS: During the interview, the applicant will deliver a 15-20 minute presentation describing career goals and the role of the Simmons doctorate in achieving those. The presentation should highlight research, teaching, and service experiences that reflect the applicant's abilities.

Ph.D./MLIP: During the interview, the applicant will deliver a 15-20 minute presentation. Details on the topic of presentation will be emailed at the time of notification of the interview.

Cohort Meeting for Ph.D./MLIP

If accepted, applicants must be available to attend an orientation weekend in April and an intensive instruction session in early June at Simmons College in Boston, Massachusetts. Details will be included with the acceptance letter.

QUESTIONS

For further information or specific questions about the program or admissions procedures, please contact:

Jennifer Andrews
Doctoral Studies Program Manager
GSLIS
Simmons College
300 The Fenway
Boston, MA 02115
617.521.2829
phd-ml@simmons.edu

ADMISSION APPLICATION

DOCTOR OF PHILOSOPHY (Ph.D.) DEGREE PROGRAM

SUBMIT TO: DOCTORAL STUDIES SIMMONS GRADUATE SCHOOL OF LIBRARY AND INFORMATION SCIENCE 300 THE FENWAY BOSTON, MA 02115-5898
TEL: 617-521-2829 FAX: 617-521-3192 E-MAIL: PHD-ML@SIMMONS.EDU

APPLICATION FORM

Date of application _____ Entrance Year: 2010 (Potential Archives Fellow? yes no)
month day year

Focus applying to: Ph.D./MLIP (Summer) Ph.D./LIS (Fall)

Have you previously applied to Simmons? yes no If yes, when? _____

Have you previously attended Simmons? yes no If yes, when? _____

APPLICANT INFORMATION

Name _____
family/surname given middle

_____ Date of birth _____
maiden other names under which your credentials might be listed month day year

Present address _____
street

_____ city state zip

_____ country

Telephone () () ()
home work cell

E-mail address _____

Present address to be used until _____
month day year

Permanent address _____
street

_____ city state zip

_____ country telephone

EMERGENCY CONTACT

Name _____ Relationship _____
family/surname given middle

Address _____
street

_____ city state zip

_____ country

Telephone () () ()
home work cell

E-mail address _____

ADMISSION APPLICATION

DOCTOR OF PHILOSOPHY (Ph.D.) DEGREE PROGRAM

APPLICATION DOCUMENTS

The following items should be submitted with this application form:

- Non-refundable application fee of \$50 (by check, made payable to Simmons College, or by credit card if applying online)
- Statement of Purpose (focus-specific)
- Curriculum Vitae
- Recommendation Statements (3)

The application file will not be considered complete until the following items are also submitted:

- Official transcripts(s)
- GRE Results
- TOEFL Results (if necessary)

TEST DATA

Please provide date completed or date scheduled. Scores must be submitted directly from the Educational Testing Service (ETS). Copies are not acceptable. Note: GRE scores are only valid for five years from test date; TOEFL® scores are only valid for two years.

GRE _____

TOEFL® _____

OPTIONAL INFORMATION

Simmons GSLIS seeks to enhance diversity for the benefit of the educational experience of all students. You may, but are not required to, provide information concerning your race, gender, or other characteristics. To provide such information, please complete the following:

African American Asian American Caucasian
 Hispanic/Latino Native American Other _____

Male Female

HOW DID YOU HEAR ABOUT THE GRADUATE SCHOOL OF LIBRARY AND INFORMATION SCIENCE AT SIMMONS?

alumna/alumnus current student graduate school fair employer website faculty radio
 newspaper _____ other

The information on this application is complete, factually accurate, and honestly presented as of the date it is submitted.

signature _____ date _____

RECOMMENDATION FORM (Doctoral Studies applicants only)

GRADUATE SCHOOL OF LIBRARY AND INFORMATION SCIENCE

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TEL: 617-521-2829 FAX: 617-521-3192 E-MAIL: PHD-ML@SIMMONS.EDU

TO BE COMPLETED BY THE APPLICANT

Please provide the following information before giving this form to the recommender.

Focus applying for: Ph.D./MLIP (Summer) Ph.D./LIS (Fall)

Applicant's name _____

By signing, I understand that the officials of the Graduate School of Library and Information Science will hold in confidence the information contained in this recommendation, and I hereby waive any right to examine it.

applicant's signature

date

TO BE COMPLETED BY THE RECOMMENDER

The person whose name appears above is applying to the Simmons Graduate School of Library and Information Science Ph.D. Program and has given your name as a recommender. We would appreciate your assessment of the candidate's ability to work independently and under pressure, aptitude for self-expression in written and oral form, responsibility, and relationships with supervisors, co-workers, and others.

In a brief statement, please describe the major strengths and weaknesses of the applicant as a potential doctoral student and future scholar and attach it to this form. If the applicant is applying to the Ph.D. focused on managerial leadership in the information professions (MLIP) please speak to their leadership abilities. If you are the current supervisor of an MLIP applicant, please indicate the specific ways in which you and your organization would support the applicant in this rigorous program.

Please print clearly

Name _____

Title _____ Organization _____

Address _____
street

_____ city state zip country

E-mail address _____

Telephone () () ()
cell home work

How long have you known the candidate, and in what capacity? _____

Would you recommend the candidate for graduate study in library and information science at Simmons?

yes, without reservation yes, with some reservation not at this time

If you checked "with some reservation" or "not at this time", please address this in your statement.

recommender's signature

date

May we contact you for further information? yes no

RECOMMENDATION FORM (Doctoral Studies applicants only)

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