

APPLICATION FOR ADMISSION

Doctor of Philosophy (Ph.D.)

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 www.simmons.edu/gslis/academics/programs/doctoral. Applications for the master's degree programs may be accessed at www.simmons.edu/gslis.

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.

ADMISSION APPLICATION CHECKLIST

Admissions decisions are based on a composite of all documentation in the application file. All documents become the property of Simmons College.

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).

Non-refundable application fee of \$50

Make checks payable to Simmons 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.

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□ **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. While the statements do not need to be on the recommendation form provided at the end of this application, the sealed envelope must include the 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.

□ **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:
www.simmons.edu/gslis/admission/application/phdmlip.shtml

Submit by post (check only)

Make check payable to **Simmons College**

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

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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 PhD 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 brief (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 30-minute oral presentation. Details on the topic of presentation will be emailed at the time of notification of the interview.

Cohort Meeting for Ph.D./MLIP

Applicants to the Ph.D./MLIP will be informed of their status no later than March 15th. If accepted, applicants must be available to begin the program by attending orientation and intensive instruction session from the Friday prior to Memorial Day through the following Saturday (9 days) at Simmons College in Boston, Massachusetts. There will also be a weekend prior to orientation where the cohort will meet in Boston. 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 02170
617.521.2829
phd-ml@simmons.edu

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APPLICATION FORM

Focus applying to: _____ Ph.D./MLIP (Summer) _____ Ph.D./LIS (Fall) (Potential Archives Fellow? __yes __no)

Date of application _____ month.day.year Entrance Year **2009**
Previously applied to Simmons? ___ yes ___ no If yes, when? _____
Previously attended Simmons? ___ yes ___ no If yes, when? _____

APPLICANT INFORMATION

Name _____
last first middle
other names under which your credentials might be listed _____
Present address _____ Valid until _____
street month.day.year
city state zip/postal country
Telephone _____ Type _____ E-mail _____
(day, mobile, etc.)
Permanent address _____
street
city state zip/postal country
Telephone _____ Type _____ E-mail _____
(day, mobile, etc.)

EMERGENCY CONTACT

Name _____ Relationship _____
Address _____
street
city state zip/postal country
Telephone _____ Type _____ E-mail _____
(day, mobile, etc.)

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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 transcript(s)
- GRE Results
- TOEFL Results (if necessary)

TEST DATA

Provide date completed or date scheduled.

GRE _____
month.day.year

TOEFL _____
month.day.year

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, age or other characteristics. This information may be used for scholarship eligibility notification purposes.

- | | | | |
|---|---|------------------------------------|--|
| <input type="checkbox"/> Male | <input type="checkbox"/> Female | | |
| <input type="checkbox"/> African American | <input type="checkbox"/> Asian American | <input type="checkbox"/> Caucasian | <input type="checkbox"/> Hispanic/Latino |
| <input type="checkbox"/> Native American | <input type="checkbox"/> Other | _____ | |

HOW DID YOU HEAR ABOUT THE Ph.D. PROGRAM AT SIMMONS COLLEGE GSLIS?

- | | | | |
|--|--|-----------------------------------|---|
| <input type="checkbox"/> alumna/alumnus | <input type="checkbox"/> current student | <input type="checkbox"/> employer | <input type="checkbox"/> faculty |
| <input type="checkbox"/> graduate school fair | <input type="checkbox"/> newspaper | <input type="checkbox"/> website | <input type="checkbox"/> Journal/magazine |
| <input type="checkbox"/> conference presentation | <input type="checkbox"/> other | _____ | |

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

signature

date