

KENT STATE UNIVERSITY
COLLEGE AND GRADUATE SCHOOL OF EDUCATION, HEALTH, AND HUMAN SERVICES
OFFICE OF GRADUATE STUDENT SERVICES
ROOM 418 WHITE HALL
KENT, OH 44242-0001

Telephone: 330-672-2576

Web: <http://www.ehhs.kent.edu/offices/OGS/>

Fax: 330-672-9162

INSTRUCTIONS FOR APPLYING TO THE SECONDARY M.A.T. PROGRAM

The attached application forms are for persons seeking admission to the COLLEGE OF EDUCATION, HEALTH, and HUMAN SERVICES, SECONDARY MASTER OF ARTS IN TEACHING PROGRAM. ALL OF THE FOLLOWING MATERIALS MUST BE IN BY FEBRUARY 15: application, transcripts, test scores, supplemental form, essay, content evaluation, and letters of recommendation. **This means your file must be complete by February 15.**

Completed applications will be forwarded to the department for review. Please be prepared to interview with the faculty member reviewing your application. **Please be aware if your file is not complete by the posted deadline of February 15, your file will not be reviewed for admission and your incomplete file will be inactivated.** Please contact the admissions office at 330-672-2576 if you have any questions regarding the application process.

1. Complete, date, and sign the application form.
2. Complete the supplemental form, including a 1,000 word essay, and verification of moral character statement. A resume is also required.
3. Send the application, any attached supplemental materials, and a \$30.00 check or money order for the non-refundable application fee made out to Kent State University. directly to the Office of Graduate Student Services in the College of Education, Health, and Human Services, Room 418 White Hall, Kent, OH 44242. The application fee is required of all applicants including those who have received a degree from Kent State University.
4. Request an evaluation of your content area coursework. If your undergraduate degree is in the teaching area (i.e.: art, chemistry, English, foreign languages, mathematics, music, physics, social studies, or home economics), contact the appropriate faculty member listed below for evaluation. The evaluation must be completed and submitted to the Office of Graduate Student Services by February 15.

Please Note: Coursework deficiencies in the teaching subject area are limited to two classes which can be taken during this program.

Dance – Melanie George, mgeorge3@kent.edu, 330-672-0126
Foreign Languages – Dr. Becky Chism, rlchism@kent.edu, 672-2150
Health – Dr. Cindy Symons, csymons@kent.edu, 330-672-7977
Integrated Language Arts – Dr. William Kist, wkist@kent.edu, 330-672-2580
Integrated Mathematics – Dr. Mike Mikusa, mmikusa@kent.edu, 330-672-2580
Integrated Social Studies – Dr. Alicia Crowe, acrowe@kent.edu, 330-672-2580
Music – Dr. Pat Grutzmacher, pgrutzma@kent.edu, 330-244-3360
Sciences – Dr. Lisa Donnelly, ldonnell@kent.edu, 330-672-2580
Technology – Dr. Lowell Zurbuch, lzurbuch@tech.kent.edu, 330-672-2892
Visual Arts – Dr. Robin VandeZande, rvandeza@kent.edu, 330-672-2192

5. Request that two letters of recommendation be prepared on the forms provided and sent to the Office of Graduate Student Services in the College of Education, Health, and Human Services. If at all possible, one of the letters should be completed by a faculty member familiar with your academic work, and the other should be supplied by an individual familiar with your professional achievements. Sets of credentials and letters of recommendation from credential files will be accepted in lieu of one letter of recommendation.
6. Have **ONE** official transcript from each college or university in which at least 8 semester hours (12 quarter hours) were earned sent directly to the College of Education, Health, and Human Services, even though credits may have been transferred to another institution. The transcripts may be issued to the student, but must have been issued within the last six (6) months and be submitted to Kent State University in a sealed envelope. Otherwise, the transcripts should be sent directly from the originating institution to the Office of Graduate Student Services, Room 418 White Hall, Kent State University, Kent, OH 44242. The Office of Graduate Student Services will secure a transcript of those credits which were earned at Kent State University.
7. Submit test results from the General Knowledge portion of the Graduate Record Examination (GRE). Computer-based testing can be arranged at a Sylvan Learning Center or a Prometric Testing Center year round. Because test scores are required for admission, it is strongly suggested that you plan ahead. Allow several weeks for receipt of test results.