

### Admissions Checklist – Ph.D.

- 1. **Graduate School Application and Application Fee (\$50 US Resident; \$75 International)** <http://www.k-state.edu/grad/application/>
- 2. **OFFICIAL Transcripts**
  - a) 2 official transcripts from bachelor's degree institution.
  - b) 2 official transcripts from all institutions attended since bachelor's degree.
    - \*GPA of 3.0 or above in last 60 hours of bachelor's program; GPA's between 2.65 and 2.99 may qualify for provisional admission.
- 3. **Professional History and Goal Statement** - typewritten, double-spaced document no more than 10 pages.
  - A) describe contributions to and experience in the practice of adult education or another field of educational practice.
  - B) describe any contributions made to scholarship of adult education or another field of educational practice.
  - C) discuss how the doctoral degree in adult education will contribute to the attainment of future professional goals and contributions to the field.
- 4. **Resume**
- 5. **Three Professional Recommendations**  
[http://www.coe.k-state.edu/grad/download/DocRec\\_EDACE\\_form.pdf](http://www.coe.k-state.edu/grad/download/DocRec_EDACE_form.pdf)
- 6. **Writing Sample** – (See back of this sheet for directions.)
- 7. **Graduate Record Examination (GRE)** – taken within last 5 years.
- 8. **TOEFL Scores** – (if English is not first language)

Send all materials to: Office of Graduate Studies  
College of Education  
18 Bluemont Hall  
1100 Mid-Campus Drive  
Kansas State University  
Manhattan, KS 66506-5301  
[ddeam@ksu.edu](mailto:ddeam@ksu.edu)

### **Writing Sample Directions:**

Select one of the articles below and prepare a typewritten, double-spaced, five-page essay which (1) summarizes the key points of the article, (2) analyzes the strengths and weaknesses of the research, (3) discusses if the author's conclusions are supported by the research, and (4) identifies the implications of the work for the field of adult education. In addition to reviewing the content of each applicant's response, the criteria used to evaluate the essay will cover (1) the thesis focus (originality and clarity); (2) the organization of the essay and thought process; (3) supporting reasons (ideas and details); (4) appropriate APA style (<http://www.apa.org/>); (5) documentation of other sources included, (6) audience awareness; (7) sentence (sentence diction/syntax/tone/voice) and writing (grammar/spelling/usage/ punctuation) conventions; and (8) overall presentation.

Erickson, D.M. (2007). A developmental re-forming of the phases of meaning in transformational learning. *Adult Education Quarterly*, 58(1), 61-80.

Kasworm, C. (2010). Adult learners in a research university: Negotiating undergraduate student identity. *Adult Education Quarterly*, 60(2), 143 -160.

Niewolny, K.L., & Wilson, A.L. (2009). What happened to the promise? Acritical (re) orientation of two sociocultural learning traditions. *Adult Education Quarterly*, 60(1), 26-45.

Ponton, M.K., Derrick, M.G., & Carr, P.B. (2005). The relationship between resourcefulness and persistence in adult autonomous learning. *Adult Education Quarterly*, 55(2), 116-128.

Zacharakis, J., & Flora, J. (2005). Riverside: A case study of social capital and cultural reproduction and their relationship to leadership development. *Adult Education Quarterly*, 53(10), 1-20.