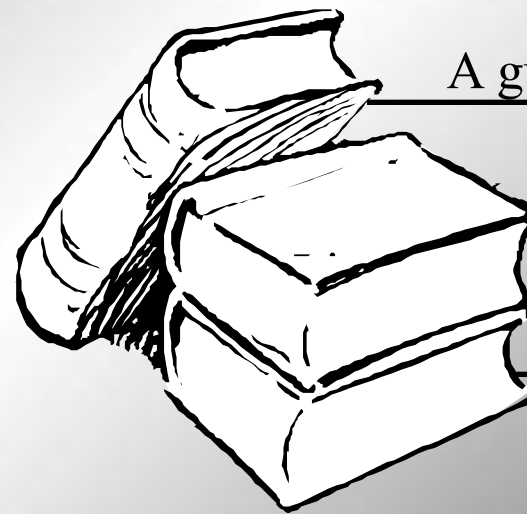


Graduate School Handbook



A guide of what to do,

how to do it,

and when to start





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Which one is right for me?

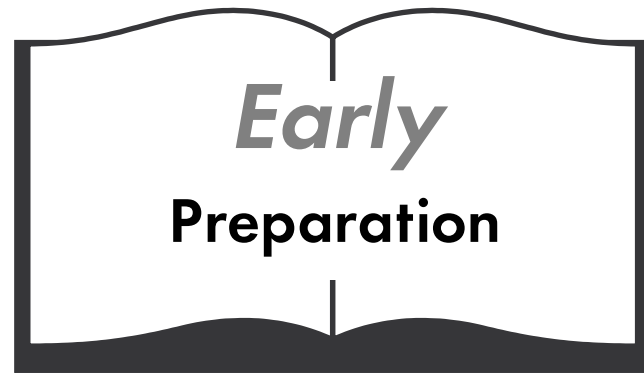
There are many factors to consider in looking for graduate schools. You want to be sure the institution you attend is where you'll be happiest, as it is often difficult to transfer credits between graduate schools. One important aspect of most graduate schools is research. If you are not interested in pursuing research, then you should focus on institutions which emphasize other areas.

Besides searching through books and the Internet, talk to your professors about where they completed their graduate studies and what they know about the institutions you are investigating. Look at each school's listed prerequisites, because they vary by school.

Yes, get me into a graduate program! How do I apply?

Make sure you have taken the required standardized exams for your field. After you have thoroughly researched schools it is time to apply.





To Go or Not to Go

Why go? If you are ...

- ◆ **Interested** in more in-depth study in a particular field.
- ◆ **Interested** in maximizing earnings potential.
- ◆ **Have** a question you would like to answer through in-depth research.
- ◆ **Need** qualifications for a particular field.
- ◆ **Want** to learn more and expand your mind.

Why not go? If you are ...

- ◆ **Clueless** about what to study.
- ◆ **Not** internally motivated.
- ◆ **Avoiding** the job market.

Undergraduate vs. Graduate Programs

- ◆ **Stakes** are higher with graduate programs.
- ◆ **A typical** full-time graduate course load is 9 hours (3 classes).
- ◆ **Quality**, thinking, and integrating the information are more important than the quantity of courses.
- ◆ **No** more C's; only acceptable grade is A or B in graduate school.
- ◆ **Graduate** advisor is there to facilitate your intellectual knowledge, not logistics of your graduation.
- ◆ **More** seminar and discussion courses in graduate school.
- ◆ **Professors** don't pressure you if you don't do the work in graduate school.

Master's vs. Ph.D

1. Masters = 1-2 years
Ph.D. = 4+ years
2. More funding is given to Ph.D. candidates in school.
3. There are many funding opportunities for Master's candidates in sciences (as opposed to humanities/social science).
4. A Ph.D. is a lifetime commitment, while some people pursue a Master's out of personal interest.
5. Easier to get into Master's than Ph.D. program.



Freshman Year Timeline

These guidelines are suggestions for making the most of your time at Truman and setting up a basic framework for planning your career. So even if you're a junior and haven't started, you can follow the steps outlined for first-year students and sophomores to begin the process. And at any time, you may make an appointment with a professional staff member to talk about these steps and to plan your own strategies.

- ◆ **Become** familiar with the resources available on campus, such as the University Career Center, the Residential College Program, and the McNair Program.
- ◆ **Discuss** interests and abilities with a faculty member in your department or a staff member at the University Career Center.
- ◆ **Participate** in workshops geared toward discovering your interests and goals, such as the "Finding Your Career Passion" workshops offered by the University Career Center.
- ◆ **Develop** your communication, teamwork, and leadership skills by becoming active in campus organizations, extracurricular activities, and/or getting a part-time job.
- ◆ **Take** an interest inventory to learn more about yourself. SIGI Plus and Self Directed Search can help you learn about your skills, values, and interests (both are available at the University Career Center).
- ◆ **Schedule** a personality inventory to help you identify compatible job possibilities and work environments. The University Career Center offers the Myers-Briggs Type Indicator (MBTI).



Summer

- ◆ **Get** job experience in the form of a summer job, internship, research, and/or volunteer experience.



Sophomore Year Timeline

- ◆ **Become** more involved with faculty members (ask for advice, visit office hours, participate in class, join a research team) to cultivate relationships for future letters of recommendation.
- ◆ **Think** about future career options and develop important skills based on your current skills, values, and interests.
- ◆ **Talk** with faculty and upperclassmen majoring in the field you are considering for graduate studies.
- ◆ **Attend** career-related sessions where professionals share how they entered and advanced in their chosen career, discuss how to prepare résumés and curriculum vitae, give interviewing tips, and provide information about the process of searching for a graduate school.
- ◆ **Investigate** internships, summer jobs, and part-time opportunities at the Career Center and online.
- ◆ **Visit** eRecruiting for internship listings, as well as links to other useful sites.
- ◆ **Get** a part-time job or volunteer in the field you are considering.



Summer

- ◆ **Get** job experience in the form of a summer job, internship, research, and/or volunteer experience.



Junior Year Timeline

- ◆ **Focus** on increasing/maintaining your GPA.
- ◆ **Investigate** the differences between earning a Master's degree or a Ph.D. and determine the level of education needed for the field you intend to enter after graduation.
- ◆ **Join** a professional organization in your field if possible (perhaps as a student affiliate/member) and/or an honor society in your field.
- ◆ **Consider** becoming a grader or tutor for classes in your major.
- ◆ **Attend** workshops on résumé writing, interview preparation, and graduate school selection.
- ◆ **Conduct** informational interviews with professionals working in the careers of your choice.
- ◆ **Become** familiar with resources available to prepare for entrance tests (GRE, MCAT, LSAT, & GMAT study software).
- ◆ **Attend** Career Expo to explore internship and career opportunities.
- ◆ **Investigate** graduate/professional school opportunities including entrance examination requirements and application deadlines.
- ◆ **Participate** in research and look for opportunities to present your work.
- ◆ **Attend** graduate school fairs and professional conferences. (Even if you do not present your own research, the professional experience is valuable.)
- ◆ **Sign** up for a mock interview to practice your interviewing skills.

Summer

- ◆ **Gain** experience in your field through an internship, summer job, and/or volunteer opportunity.
- ◆ **Begin** thinking about potential candidates to write your letters of recommendation.
- ◆ **Sign** up for and take graduate school entrance exam required for entrance into your chosen field or graduate school.
- ◆ **Narrow** down your list of graduate schools to roughly 10 or 15.
- ◆ **Contact** potential faculty advisors at your schools of interest.
- ◆ **Participate** in research and presentation experiences.
- ◆ **Write** a first draft of your statement of purpose (also known as a personal statement).



Senior Year Timeline

September

- ◆ **Meet** with faculty members to discuss possible programs.
- ◆ **Ask** for letters of recommendations.
- ◆ **Sign** up for required standardized tests.

October

- ◆ **Make** appointment with Career Center's graduate school advisor for a critique of your statement of purpose.
- ◆ **Take** standardized tests.
- ◆ **Request** application from programs.

November

- ◆ **Order** transcripts.
- ◆ **Ask** if your records office can send a transcript including your fall term grades in time to meet deadlines of programs to which you are applying.

December

- ◆ **Type** your application forms (do a draft using a photocopy of the form first).
- ◆ **Give** your recommenders the forms to fill out and the addresses to which they should send their forms/ letters. Provide them with copies of your statements of purpose or your response to specific questions asked by the programs.

December/January

- ◆ **Mail** applications. (Even if deadlines are later, it is good to get the applications in early.)

February

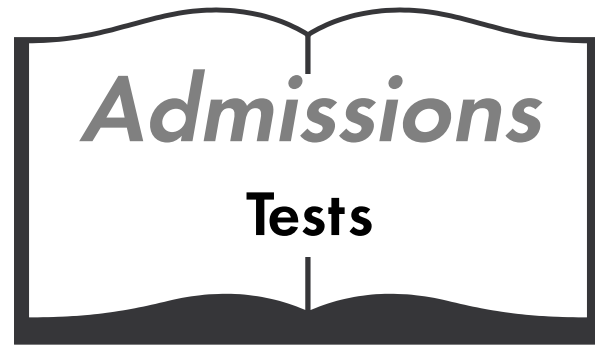
- ◆ **Contact** programs about the possibility of visiting.
- ◆ **Make** trips if possible.

April

- ◆ **If** you are applying for need-based financial aid programs, you may have to provide a copy of your federal income tax return.

You should begin the application process the summer before your senior year of college or at least a year before you plan to start graduate school. You should study deadlines for specific programs carefully since they may vary significantly depending on the institutions to which you apply.





Educational Testing Service

To register for the GRE, contact ETS at:

Graduate Records Examination, ETS
P.O. Box 6000
Princeton, NJ 08541-6000
(609) 771-7670
www.ets.org or www.gre.org

To take a free practice GRE, visit a Kaplan Center or www.kaptest.com/news or go to www.gre.org

Graduate Record Examination (GRE) Important Numbers and Locations:

- ◆ Assessment and Testing, VH 1130, 785-4140
- ◆ Financial Aid, MC 103, 785-4130

Fee Waivers: You should check with the Financial Aid Office to see if you qualify for a waiver. Some divisions also pay for the GRE as the Senior test.

◆ **Eligibility Requirements**

1. Senior Status.
2. U.S. Citizen.
3. Eligible to receive financial aid.

◆ **To receive a waiver, you must:**

1. See the Financial Aid Office.
2. Give your name and Social Security number.

◆ **They will contact you** within one to two days to let you know if you qualify. If you qualify, they will give you a waiver and a student aid report. If not, they will give you an explanation as to why you don't qualify.

◆ **Financial aid only gives one waiver per student**, and you may only utilize one waiver per lifetime. Therefore, be sure to mark any and all tests you plan on taking **BEFORE** you send it in.



GRE Continued

Format:

- ◆ Paper-based testing is only offered for Subject Tests
- ◆ Computer-based testing is the only option for the General Test

Preparation: There are a variety of ways you can prepare for the GRE. The following is a list of possible options:

- ◆ GRE Prep Books
- ◆ GRE Prep Software
- ◆ GRE Prep Workshops
- ◆ GRE Web site at www.gre.org

The General Test consists of three scored sections:

- ◆ Verbal Ability: 30 questions (30 minutes)
- ◆ Quantitative Ability: 28 questions (45 minutes)
- ◆ Analytical Writing: 75-minute section -- 2 writing tasks
Present Your Perspective on an Issue (45 minutes)
Analyze an Argument (30 minutes)

Some Practical Advice

- ◆ Arrive at the test center at least 30 minutes prior to your scheduled appointment.
- ◆ Dress in layers for comfort.
- ◆ Eat appropriately before the test.
- ◆ You are entitled to reasonable testing conditions. Report any irregularities to the supervisor.



Answering Questions and Confirming Answer Choices

- ◆ Answer each question in the order it is presented to you; there is no other way to proceed with your test.
- ◆ If you are not sure of an answer, eliminate those choices you know are incorrect and pick one of the remaining answers you think could be correct.
- ◆ The number of questions you answer is incorporated into the calculation of scores. Therefore, it is to your advantage to carefully consider and answer as many questions as you can in each section.
- ◆ Once you select and confirm an answer to a question in the computer-based General Test, you will not see the question again and cannot change your answer.
- ◆ If a question seems confusing on the first reading, read it again. Questions are worded carefully to communicate clearly and without ambiguity. There will be no attempt to mislead you.
- ◆ Pay attention to the number of questions in each section and to the time remaining.
- ◆ Pace yourself so that you leave no questions unanswered in any section.



Researching Graduate Programs

Choosing a *Graduate School*

- ◆ **Visit** the Career Center to determine interests
- ◆ **Consult** the list of useful Web sites
- ◆ **Attend** graduate school fairs, professional meetings, research conferences, etc.
- ◆ **Establish** contact with graduate faculty early by making inquiries
 - **Ask** about the program, prerequisites, research, and funding opportunities, etc.
 - This: A) Establishes your interest
 - B) Adds to name recognition
 - C) Increases pull with admissions committees.

Working a *Graduate School Fair*

Visiting a graduate school fair can be overwhelming. These suggestions might help:

1. Dress and present yourself professionally. You are making a first impression.
2. Before approaching any representative, have an idea of what you want to pursue in graduate school.
3. Prioritize the organizations you want to visit. **Do not** randomly move from table to table.
4. Prepare a one-minute introduction of who you are, what you've majored in, where you are doing your undergraduate work, and what kind of graduate study you intend to pursue.
5. Anticipate some of the questions you might get from the graduate school representative.
6. Remember that the graduate school representative is interested in making a good impression and may not highlight the drawbacks of his/her institution.

Strengthening Your Application

Research

- ◆ Undergraduate research is **CRUCIAL**
- ◆ Take every opportunity to assist with **research projects** and/or **conduct your own research**
- ◆ Make every effort to get your research published, as a research assistant or as the author

Letters of Recommendation

- ◆ Establish a good working relationship with your professors
- ◆ Keep in contact with your professors after the course is over to maintain the relationship

Scores

- ◆ Cumulative GPA
- ◆ Major GPA
- ◆ Standardized Test Scores



General Graduate School Web Sites

General Interest



Grad View

gradview.com/finaid/index.html

National Association of Graduate-Professional Students

www.nagps.org

Grad Advantage

www.gradadvantage.org

Council of Graduate Schools

www.cgsnet.org/ResourcesForStudents/choosing.htm

Graduate and Professional Study/Faculty

www.petersons.com/gradchannel/

Graduate Profiles

www.gradprofiles.com

Gradschools.com

www.gradschools.com

Getting In: An Applicant's Guide to Graduate School Admissions

dave.burrell.net/guide/



Specific Graduate School Program Web sites

Princeton Review: So You Want to Go to B-School (business school)

www.princetonreview.com/mba/default.asp

Law School Admissions Council Online (law school)

www.lsat.org/

Princeton Review:

So You Want to Go to Med School (medical school)

www.princetonreview.com/medical/default.asp



Meeting with Faculty

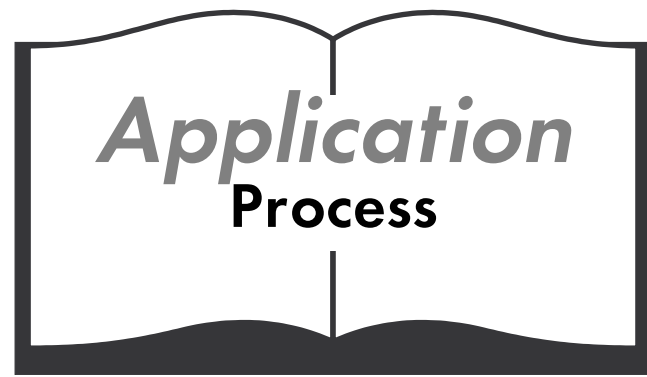
Linking up with prospective graduate faculty as an undergraduate

- 1. Initial communication**
 - a. The graduate school in general
 - b. The departments
 - c. Specific faculty (see questions to ask faculty mentors)
- 2. Follow-up communication**
- 3. Applications**
 - a. Take them seriously
 - b. Type them
 - c. Personal statement — communicate passion and experience
- 4. Wait**
- 5. Visits**
 - a. Be prepared — bring a list of questions/issues
 - b. Consider factors governing your decision
- 6. Decisions and follow-up communication**

Questions to ask potential faculty mentors

- 1. Their philosophy about training graduate students**
 - ◆ apprentice vs. technician
 - ◆ day to day training/interactions (time spent with students)
- 2. Possible projects** (if M.S., possibility of continuing on for Ph.D.)
- 3. Availability of office-type resources** (reprints, journals, books, etc.)
- 4. Availability of laboratory resources** (materials, chemicals, etc.)
- 5. Philosophy and level of assistance:**
 - ◆ with grant proposals
 - ◆ regarding regular conference presentations
 - ◆ regarding publishing papers
- 6. Financial support**
 - ◆ research assistantship
 - ◆ conferences
 - ◆ research supplies
 - ◆ teaching assistantships
 - ◆ fellowships
 - ◆ scholarships
- 7. Training of past graduate students**
 - ◆ How many graduate students have they trained?
 - ◆ How long has it taken those students to complete their degrees?
 - ◆ What are those students doing now?





How to choose and approach someone to ask for a letter of reference

◆ Think through the application process first

Before you approach anyone for a letter of reference, identify the number of people that you will need and the type of materials that you have to prepare. Doing so helps you figure out what each letter writer's role should be in relation to your application.

◆ Use the application materials to help you choose letter writers

Application materials are your best ally in helping you choose the right letter writers. Some applications, for instance, encourage you to choose individuals who can speak to your teaching ability or character rather than those with the highest stature. Take this advice seriously.

◆ Seek a mix of letter writers and identify their roles for them

Collectively, your letters should reflect a balanced picture of you. If the person recommending you is expected to comment from a certain angle, be sure he or she knows this.

◆ Choose people who know you well and help them to know you better

Avoid abruptly asking someone for a recommendation letter after class, in the hallway, or via e-mail. Instead, make an appointment with the individual to discuss whatever you are applying for and how he or she can help you. If possible, give the letter writer any materials that might help him or her write a more detailed letter, such as your résumé or a draft of an application essay that you prepared.

◆ Respect a "no"

If someone you ask for a letter seems to be saying "no" to you, seek someone else. The person may be inappropriate or may not know you well enough to write you a good letter.

◆ Allow the letter to be confidential and let the professor discuss your grades

On an application form, you usually will be asked if you wish to waive your right to see the letter of reference. Do so. The letter writer will then be more comfortable and probably more genuine, too. Also, many schools have a policy that a professor cannot reveal your grades or GPA in a letter of reference unless you give written permission. Those who review your application know your grades, and the professor will probably want to discuss them for your benefit, either to applaud them or to help explain any inconsistencies. Therefore, provide the professor with a signed note granting him or her permission to discuss your grades.

Tips!

- ◆ Requests for recommendations should be made at least one month before they are due.
- ◆ Be sure you know to whom the letter is to be addressed and, as a courtesy, give the writer a stamped, addressed envelope to mail it in.
- ◆ Provide an exact deadline for the letter's completion and gently remind the letter writer of it if necessary.
- ◆ Fill out your part on every form, including your signature.
- ◆ Select individuals who know you well and will provide a positive recommendation.

Getting Outstanding Letters of Recommendation

When you know you are going to graduate school, make appointments with key professors to discuss your graduate school plans.

- 1.) **Take** these materials to the meeting:
 - list of your most important classes with grades for each class
 - résumé or cv, especially if the professor doesn't know about some of your work or internship experiences
 - list of your activities
 - copy of the latest draft of your statement of purpose
 - list of the other professors you plan to ask for letters
 - all the stamps, envelopes and forms your professor might need, all filled out and ready to go
 - help professors think of beneficial things to say about you, but remember: The professor will write about whatever he or she wants. You can only offer suggestions.
- 2.) **Ask:** "Dr. Smith, would you be willing to make a strong recommendation for me for graduate study in _____?" If the answer isn't enthusiastic, consider other options.
- 3.) **Ask:** "Dr. Smith, what will you be able to say about me?" This is a tough question, but when do you want to find out? Before or after your first-choice graduate school does?
- 4.) **Stress** the date when you're going to apply, as in "Dr. Jones, I'll be applying by November 15. Will you be able to have the letter ready by then?" Allow a professor two to six weeks to write your letter.
- 5.) **Check** in with your professor once a week to see if the letter is done. Be nice about it, but don't fall off the radar screen.
- 6.) **Give** each professor a warm and sincere thank-you card once the letter has been submitted on your behalf.

Help professors think of beneficial things to say about you, but remember: The professor will write about whatever he or she wants. You can only offer suggestions.

Personal Statements

communicate passion and experience

- ◆ **Write** a mini abstract on all of your undergraduate projects with good working titles; use graduate-level language to describe them.
- ◆ **List** all of your presentations.
- ◆ **Tell** what's unusual about you, but make sure it will be something unique to that particular graduate school; take risks and be brave; "If you can't hide it, then feature it."
- ◆ **Describe** the first time you ever had the idea to study this subject in grad school; but DO NOT ever say "I have always wanted to be _____". Use persuasive language to communicate your "aha" moments.
- ◆ **Describe** what it was like when you realized exactly what this idea entailed.
- ◆ **Write** a few opening lines to your personal statement; make them bold, and memorable. Be sure to weave names into your statement, i.e. "In my frequent correspondence with Dr. A, B, and C, I have come to discover that my academic interests and your academic program perfectly align."
- ◆ **If** you fail to make a connection with that particular school, they will definitely reject you.
- ◆ **Make** a BIG finish: thank them, tell them what you are going to do, what your mission or vision is; write like you deserve this opportunity.

Questions To Ask

On Graduate School Visits

Ask students:

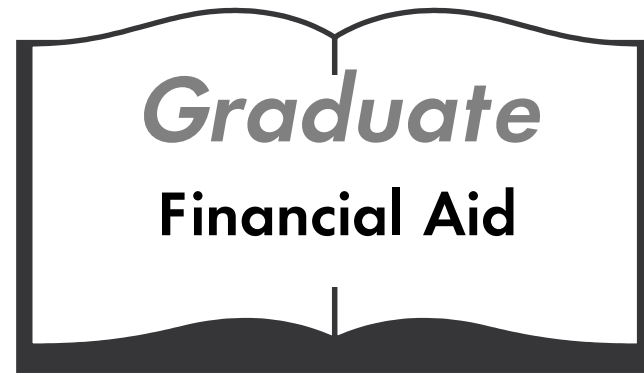
- ◆ Do they like it here?
 - Faculty members
 - Lab
 - Department
 - University
 - City/geographic area
- ◆ Are things that have been portrayed about the place actually true?
- ◆ Atmosphere of the lab, department, university?
 - Level of professional and personal interactions
 - The “spirit”
 - Any politics
- ◆ How is the TA-ing situation?
 - Do they like it?
 - Level of time commitment
- ◆ Cost of living situation?
 - Is the stipend level sufficient?
- ◆ Other financial support issues?
 - Funding for conferences, etc.
 - Any problems with stipend
- ◆ Coursework?
 - Requirements?
- ◆ Overall research atmosphere/culture?
 - Regular seminar programs
 - Intellectual atmosphere
 - Laboratory rotations

Ask graduate school programs:

- ◆ What is the reputation of the program?
- ◆ Will I be able to work in areas that interest me?
- ◆ What are my chances of working with the professor I want?
- ◆ What about university facilities?
 - library, computers, offices, laboratory or studio?
- ◆ How is the cost of living?
- ◆ How is the housing situation?
- ◆ What is your attrition rate? Of those who don't finish, what are their reasons?
- ◆ How reliable is your financial support year to year? Is the first year offer always sustained given attainment of academic goals?
- ◆ May I have some bibliographies of recent publications by faculty? (Often online at school's Web site)
- ◆ Which professors have won awards and grants lately?
- ◆ How can I be a strong candidate for a program like this?

Ask yourself:

- ◆ Do I like the city and the setting of the University?
- ◆ Do I feel comfortable with the faculty and students?
- ◆ Am I comfortable with the proximity to my family?



Types of Graduate Financial Aid

◆ Loans (need-based)

1. Federal loans, like Perkins and/or Stafford, or work-study
2. You must file a FASFA, and you are automatically considered INDEPENDENT as a graduate student
3. There are no Pell or SEOG grants for grad students
4. Loans should be your last resort

◆ Assistantships (merit-based)

1. Teaching Assistantship (TA), which means you teach introductory courses
2. Research Assistantship (RA), which means you assist a professor with his/her research
3. Administrative or Residential Advisor Assistantship, which means you would work in a residence hall
4. There is usually a work requirement of about 20 hours a week, and stipend varies by department
5. Some assistantships include tuition remission or reduction

◆ Gift Aid (merit and/or need-based)

1. This is FREE MONEY, but is highly competitive and the program must really want you
2. Usually have early deadlines (November 1)
3. Tuition waivers
4. Institutional fellowships and scholarships, controlled by department chair and faculty
5. National fellowships, for example Rhodes, Mellon, Fulbright, NSF, NHS or Ford Foundation
6. Targeted fellowships, usually geared toward minority students and often in math, science and engineering

How applications are evaluated:

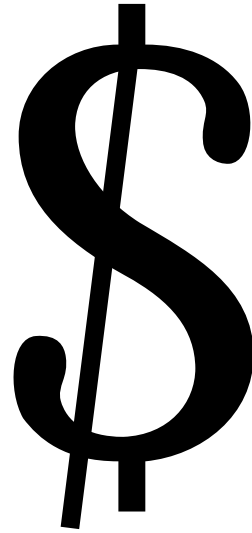
- ◆ Applicants evaluated by a committee
- ◆ Committee normally consists of faculty from a specific discipline
- ◆ Committee makes admissions decisions and awards the majority of departmental teaching and research assistantships and division fellowships and scholarships



Financial Aid Advice

What the committee is looking for:

- ◆ Evidence that you can handle and successfully complete their program.
- ◆ Evidence that you understand appropriate research methods for your intended field and have embarked on a research agenda.
 1. Some full research experience is extremely important to acquire solid research skills, write a graduate-level paper and an enviable presentation record.
 2. Take every opportunity to present your research, especially at field-specific conferences.
 3. Networking is extremely important because CONTACTS ARE THE KEY TO FUNDING.
- ◆ Evidence that you understand what it means to be a future colleague:
 1. Faculty want to hire people like themselves (passionate about the discipline; willing to research, publish and present).
 2. By maintaining a solid academic record, developing an outstanding research agenda and maximizing networking opportunities, you will be a very competitive graduate school candidate.



What you can do from now until graduation to ensure that you are offered graduate funding:

Step 1: Select targeted programs.

- ◆ Search the Web: request catalogs and application/financial aid packets.
- ◆ By the summer of your junior year, you should have selected five to six schools that you are interested in.
- ◆ Make a file for each school to collect important information.

Step 2: Determine probable costs.

- ◆ Collect sample graduate student budgets from catalogs, Web sites, financial aid office data, etc.
- ◆ Talk to current graduate school students.

Step 3: Create a tentative budget.

- ◆ Based on your research, make a budget and/or comparison cost chart for each prospective school.

Step 4: Ask how students are typically funded.

- ◆ Consult financial aid policies, catalogs, admissions information, faculty/staff at the school, etc.

Step 5: Organize the materials and apply for aid.

- ◆ Apply for everything you are eligible for; you can always turn something down if necessary.
- ◆ Apply early, since financial aid deadlines often are earlier and inflexible.
- ◆ Submit your FASFA as soon as you get your W - 2 because federal funding is limited.
- ◆ Complete the school's financial aid application.

WHAT TO DO ONCE YOU RECEIVE AN OFFER OF FUNDING

- ◆ Wait until all your decisions come in and then compare programs and costs.
- ◆ Negotiate if possible for funds to defray moving costs, provisions for summer support, dissertation support, and more money!



Financial Assistance

Web Sites

StudentAdvantage.com
scholaraid.studentadvantage.com

Federal Scholarships & Aid Gateways
www.fedmoney.org

**National Science Foundation Grad Student
page (for those with research experience)**
www.nsf.gov/home/menus/grads.htm

Gates Millenium Scholarships (for minorities)
www.gmsp.org/nominationmaterials/read.dbm?ID=12

Sports Scholarships and Internships (for athletes)
www.ncaa.org/about/scholarships.htm

**American Association of University Women Educational
Foundation Fellowships and Grants (for women)**
www.aauw.org/3000/felgrawa.html

Ambassadorial Scholarships (study abroad)
www.rotary.org/foundation/educational/amb_scho/rotarian/award/endowed.html

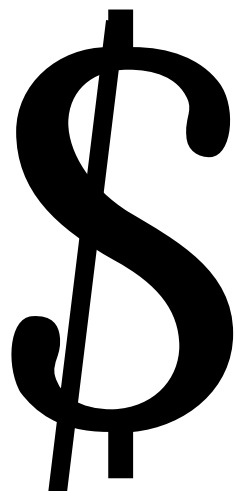
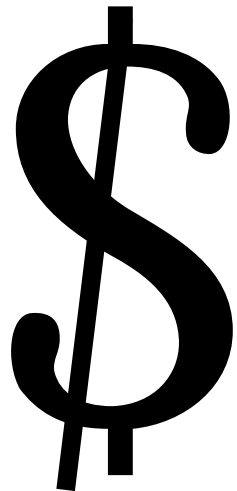
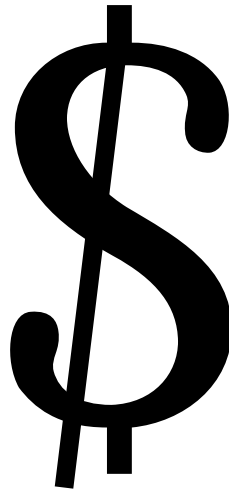
Financial Aid Resource Center
www.theoldschool.org/grads.asp

Scholarships on the Net (1,500)
advocacy-net.com/scholarmks.htm

**FINAID Graduate School
Financial Aid Resources**
www.finaid.org

FAFSA Online
www.fafsa.ed.gov

Fastweb
fastweb.com



Succeeding in **Grad School**

Normal processes

- ◆ Initial sense of loss or inferiority is normal — you find that you don't know as much as you thought.
- ◆ Becoming more focused and narrow in your interest.
- ◆ Don't be surprised if they ask you to do things you have never been trained to do, like teaching freshmen!

Administrative process — deadlines, deadlines, deadlines.

- ◆ Fill out the appropriate forms.
- ◆ Find out timeline for exam requirements ... and prepare all along.
- ◆ Keep up on process for opportunities — funding, etc ... Don't miss the deadlines!

Key things to keep you sane!

- ◆ Learn to like noodles and live at the poverty level.
- ◆ Find a support system — don't go it alone! Take advantage of student support services like the Counseling Center, Women's Centers, etc.
- ◆ Recognize the natural lows — At some point everyone wants to quit — you have to ride it out.
- ◆ Live, love, laugh and party! Grad school is real life.

A few wise tips to get you through the Doctoral Degree

- ◆ Humble yourself — you are not the boss.
- ◆ Incorporate yourself into the culture of the university.
- ◆ Invest in resources, like reference guides, etc. (Keep your books).
- ◆ Choose wisely — a school that matches your particular intellectual focus qualitative vs. quantitative, applied vs. theoretical, etc.
- ◆ Try to avoid working off campus unless required for an internship, or you are starving.
- ◆ Select your dissertation committee on their intellectual contributions to your area — not on personality.
- ◆ Do not alienate faculty — become a diplomat.
- ◆ Make professional societies work for you. Attend as many as you can. Watch, listen and network—these are the people who are going to hire you later in your career.
- ◆ Intellectual property :
Cheating = Death.
- ◆ Don't take a job before you are done.
- ◆ Don't be afraid to go outside your program for help or networking opportunities.
- ◆ Don't take the process too personally!
Everyone gets hazed.

Appendix

Graduate School Printed Resources

Available in the McNair Office Building:

- ◆ Black Collegian's Guide to Graduate and Professional Fellowships for Minority Students
- ◆ Graduate Student Financial Support
- ◆ GRE Course Manual and Workbook
- ◆ Guide to Graduate Environment Programs
- ◆ Negotiating Graduate School
- ◆ Real Guide to Graduate School; Humanities and Social Science
- ◆ Student Financing of Graduate and First-Professional Education

Available in the Career Center, McKinney Center:

- ◆ Getting in: The Step-by-Step Plan for Gaining Admission to Graduate School in Psychology
- ◆ Gourman Report (graduate school rankings)
- ◆ Graduate School: Winning Strategies for Getting In With or Without Excellent Grades
- ◆ Graduate Student's Complete Scholarship Book
- ◆ Grants for Graduate and Postdoctoral Study
- ◆ Peterson's MBA, Law School, and Medical School guides
- ◆ Professional & Degree Programs in the Visual & Performing Arts
- ◆ Ultimate Grad School Survival Guide

Resources available in both offices:

- ◆ Getting What You Came For: The Smart Student's Guide to Earning a Master's or Ph.D
- ◆ Graduate Admissions Essays (by Donald Asher)
- ◆ Graduate School Handbook
- ◆ Graduate School and You: A Guide for Prospective Graduate Students
- ◆ Graduate Study in Psychology
- ◆ Insider's Guide to Graduate Programs in Clinical and Counseling Psychology
- ◆ Peterson's Guides to Graduate Programs
- ◆ Research-Doctorate Programs in the United States
- ◆ Various GRE, GMAT, MAT, MCAT, and LSAT study guides and software
- ◆ U.S. News and World Report's Best Graduate Schools

**Note: Some of these
resources may be
checked out.**

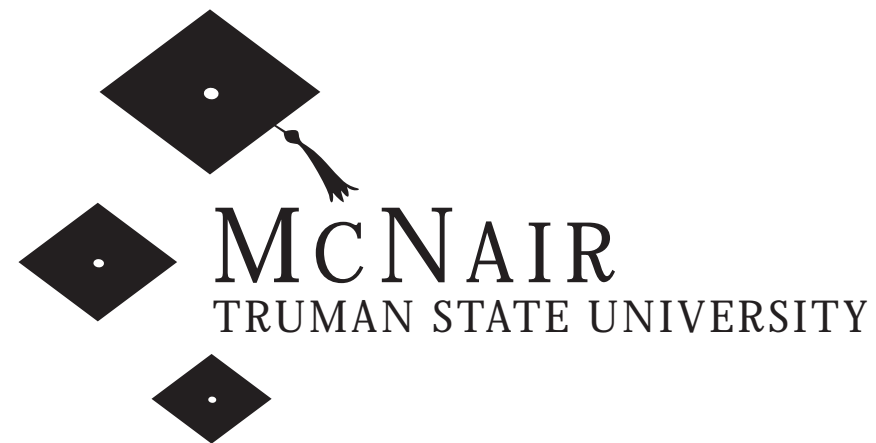




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