CRITICAL DATES

February 15  Application due. The application to the Graduate College includes: 1) Letter of Application, 3) Resume, and 3) Scholarly Paper, and 4) names and contact information of three references.

March 1  All official transcripts, full set of GRE scores, and at least two of three reference letters/forms must be ON FILE in the Graduate College application system by this date. Any application lacking these elements by this date will be considered incomplete and will not be reviewed.

Please note that there are two rounds of decisions. The first, by the Graduate College, simply indicates that a person is eligible to take graduate courses. Being admitted as a graduate student allows one to take certain classes as a non-degree seeking student. An individual is not admitted into the Educational Technology doctoral program, however, until the EdTech faculty have made a specific recommendation to the Graduate College Dean and he has approved that recommendation. A letter from the Dean will clearly indicate these things. Applicants can expect a notification of their status in the program (accepted or denied) by the end of April.
ADMISSIONS GUIDEBOOK
Updated: SEPTEMBER 2015

DOCTOR OF EDUCATION (Ed.D.)
EDUCATIONAL TECHNOLOGY

COLLEGE OF EDUCATION
BOISE STATE UNIVERSITY

This guidebook provides applicants with a complete overview of the process and requirements for submitting an application for the Doctor of Education (Ed.D.) in Educational Technology.

Non-U.S. Citizens: Please be sure to read the “International Applicants” section.

Table of Contents

3 News and changes impacting Admissions
4 Admissions Criteria
5 International Applicants
6 Preparation for Application
7 EdD Program Application Requirements
8 Applying to the Graduate College and EdD/EdTech Program
9 Graduate College Application Form notes
10 Instructions for Attachments (Letter of Application)
11 Instructions for Attachments (Résumé)
13 Instructions for Attachments (Scholarly Paper)
14 Academic & Personal References
15 Graduate Assistantship
16 Notifications and Disclaimers
17 Appendices
   Example Résumé / Evaluation Rubric / Overview of Candidate Interview / About the Decision Process / Example Program Agreement Form / Final Note

Boise State University | Department of Educational Technology | Ed.D. Program Application Guide
NEW INFORMATION FOR
2016 COHORT APPLICANTS

UPDATE, NOVEMBER 2016.

The 2016 Cohort will begin classes in SUMMER 2016. All who are offered admission to the program are expected to enroll in both EDTECH 601: Introduction to Doctoral Studies and EDTECH 602: Emerging Issues in Educational Technology. Students in the Ed.D. must take these initial two courses in the summer session; they are not offered at any other time. Each course is a seven-weeks in length (we essentially cover a semester’s worth of material in ½ the time). Students are expected to spend approximately 15-20 hours per week for each course.

**EDTECH 601: Summer 1**
May 9, 2016 – June 26, 2016

**EDTECH 602: Summer 2**
June 27, 2016 – August 14, 2016

If you have questions, please contact us at edtechdoc@boisestate.edu
Ed.D. in EDUCATIONAL TECHNOLOGY
ADMISSIONS CRITERIA

REQUIRED

• Master's Degree (either completed, or completed by June of the year in which a student seeks to enroll)

• Graduate Record Examination (within five years of application deadline date)
  ○ There are no exceptions to this requirement, and no replacement test (ex., GMAT) is accepted.

• TOEFL Exam (if applicable, see “International Applicants” section; must be within two years of application deadline date)
  ○ Paper-based test: 550
  ○ Paper-based (revised): 213
  ○ Internet-based test: 80

• Minimum GPA of 3.0 on a 4.0 scale for the last half of undergraduate work*

• Minimum GPA of 3.0 on a 4.0 scale for all previous graduate work

STRONGLY PREFERRED

• A master's degree in education, educational technology, or a closely related field

• Professional experience in educational technology, or in an area of education that emphasizes technology integration or leadership

• GRE Scores in the 33rd percentile or higher for each section of the test (Q, V, A)

• Minimum GPA of 3.0 on 4.0 scale for all previous undergraduate work*

• Minimum GPA of 3.5 on a 4.0 scale for all previous graduate work

* There are some exceptions made to undergraduate GPA considerations if the applicant has majored in a STEM field (ex., mathematics, physics, chemistry, biology, geosciences, engineering, computer science, etc.)
INTERNATIONAL APPLICANTS

An international applicant is defined as a non-U.S. citizen who applies for admission to the Ed.D. in Educational Technology program. An applicant who is a U.S. citizens but who is working outside of the United States should apply as a domestic student.

For the most up-to-date information, as well as a link to the International Student Application, please see: http://admissions.boisestate.edu/international/

Important notes

- All students, no matter their citizenship, must submit the departmental application forms materials outlined in this guidebook.

- Even though applicants are not required to travel to the United States to take courses for the Ed.D. in Educational Technology program, a copy of a passport will be needed in order to confirm identity (sent to International Office of Boise State University).

- Depending on one’s country of origin, or from which institution one holds a degree (ex., an Anglophone university), the TOEFL may or may not be required. You may be exempted from the English proficiency requirement if you are a native English speaker or if English is your first language. Examples of countries where students may be from include (but are not limited to): Australia, the British Caribbean, Canada (English-speaking provinces only), Ireland, New Zealand, and the United Kingdom. Please contact the International Student Admissions Office for further information.

- The TOEFL examine MUST have been taken within the past two years.*

- Rather than complete the regular graduate college application form, non-U.S. citizens must complete the Online International Graduate Application.

- The “Financial Form” and “Bank Verification” forms are NOT required for students applying to the online Ed.D. in Educational Technology program and who have no plans to move to the United States.

* If you are required to take the TOEFL, please ensure that test scores are sent to Boise State University, School Code 4018.
PREPARATION FOR APPLICATION

EXAM(S)

- **GRE**: Take the Graduate Record Examination. Ensure that scores are sent to Boise State University. If you have already taken the GRE, the scores cannot be more than five years old at the time of application review. School Code: 4018

- **TOEFL**: The test cannot be more than two years old at the time of the application review (mid-spring). See “International Applicants” section for more details.

TRANSCRIPTS

- **DEGREES**: Contact all institutions from which you taken undergraduate or graduate courses (whether or not a degree was earned), and have the transcripts sent to the Graduate College

REFERENCES

- **REFERENCES**: Be prepared to submit the names of three people who can provide objective insights about your academic abilities and leadership potential. They can expect to receive an e-mail to complete a web-based reference form at some point (or, alternatively, they can upload a letter of reference if they have written one). Please do not ask them to send a physical letter of support to Boise State University.

DOCUMENTS:

- **LETTER OF APPLICATION**: Please be sure that your letter follows the guidelines specified in this document.

- **C.V. / Résumé**: Please be sure that your document follows the guidelines specified in this document.

- **SCHOLARLY PAPER**: Please be sure that your submission follows the guidelines specified in this document.

**PLEASE NOTE**: Scores and transcripts are sent to the Boise State University Graduate College, not to the Department of Educational Technology. The Graduate College address is:

Graduate Admission and Degree Services  
Business Bldg, Room 304  
Boise State University  
1910 University Drive  
Boise, ID 83725-1110
# Ed.D. in EDUCATIONAL TECHNOLOGY PROGRAM CHECKLIST

<table>
<thead>
<tr>
<th>Completed</th>
<th>Required</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter of Application</td>
<td>Completed by applicant and uploaded as part of application. <em>It must follow guidelines found in this application guidebook</em></td>
<td></td>
</tr>
<tr>
<td>Résumé / C.V.</td>
<td>Completed by applicant and uploaded as part of application. <em>It must follow guidelines found in this application guidebook.</em></td>
<td></td>
</tr>
<tr>
<td>Scholarly paper</td>
<td>Completed by applicant and uploaded as part of application. <em>It must follow guidelines found in this application guidebook.</em></td>
<td></td>
</tr>
<tr>
<td>Ed.D. Program Recommendations</td>
<td>Contact information submitted as part of application. The reference is to be completed online by references (they will receive a link).</td>
<td></td>
</tr>
<tr>
<td>Graduate Assistantship (GA) Application (<em>not required</em>)</td>
<td>Completed by applicant. A link will be sent to all applicants pointing them to the GA application form.</td>
<td></td>
</tr>
</tbody>
</table>

* Given the constraints of the application system, please make sure that all files to be uploaded are not larger than 2.5 MB (2500 KB).
APPLYING TO THE GRADUATE COLLEGE &
THE Ed.D./EDTECH PROGRAM

Please be aware that you are completing ONE application, but you are actually applying for two things: 1) Admission to the Graduate College at Boise State University, and 2) Admission to the Ed.D. in Educational Technology program in the College of Education at Boise State University.

As such, you will receive two different letters of decision. It is possible to be accepted to the Graduate College and not be accepted for the program (though the reverse is not possible). Should you meet the minimum requirement of the Graduate College, you will get one letter. After the Educational Technology faculty makes a separate decision about your application, you will receive another letter informing you of our decision.

**Admission Procedure**

PLEASE NOTE: Your application will not be considered unless ALL items below have been completed. To start, find the “APPLY” area at [http://graduatecollege.boisestate.edu](http://graduatecollege.boisestate.edu). Go to the form and create an account.

- Complete the application. This includes submitting the materials described in this document (see page 6). See Page 8 for special notes about the application form.
- Pay the one-time application fee.
- Ensure that the Graduate College has received official transcripts of all post-secondary work.
- Ensure that the Graduate College has received your Graduate Record Exam scores.
- You may check the status of your application by logging in with the account you have created.

The faculty of the Department of Educational Technology has as its goal the notification of all applicants of our decision regarding admission to the program no later than late April. Early decisions are not possible.
APPLICATION FORM NOTES

Degree Path Screen:

Select “I would like to apply for a Graduate Degree Program.” Then select “Educational Technology – EdD” in the box below that.

Please note that we only admit once per year, so select “Fall” for whichever year you are seeking to enroll (one would select “Fall” even if taking courses in the summer before the fall semester of a given cohort year).

The final box describes “early enrollment.” This does not apply for the Educational Technology EdD program.

College of University Screen

Use the “Lookup” function to help complete the fields. Please submit the name of the university from which have earned (or will earn) the graduate degree most closely aligned to the educational technology program, as well as the institution where you earned your most recent bachelor’s degrees. The third university listed can be for whatever other degree or credits you might have earned. You do not need to list more than three for the application, but you must have transcripts sent to the Graduate College for ALL universities from which you have earned any graduate or undergraduate credit.

Idaho Legal Residency Screen

Please be aware that the state (or country) in which you live has no bearing on tuition. All students, no matter their location, pay the same flat fee as indicated on our website.

Application Fee Classification

Full-time Boise State University employees are not eligible for a tuition waiver.

IMPORTANT!

After you have digitally signed the application, there are two additional critical steps:

1. In the menu on the left, click “Educational Technology – EdD”. You will see a page that allows you to upload your letter of application, C.V., and writing sample. Note that you are limited to a 2500KB (2.5 MB) file for each.

2. Click the “Recommendations” link to add the names of three recommendation providers. See the “EdD in EdTech Recommendations” section in this document for more information.
The letter of application you must write is your personal introduction to the doctoral committee, which will read and review your materials. Therefore, the letter should be formal, professional, and free of grammatical errors.

The letter must include, but is not limited to:

- A statement of your career goals and how the degree factors into them
- A description of professional experiences and the relevance of those experiences to doctoral study in education
- A statement of interest in a particular area of specialization within educational technology (e.g., online education, games and simulations, learning from multimedia, etc.). *Try to be as clear as possible about this; include any obvious connections to research already being conducted by faculty in the Department of Educational Technology.*
- Please be sure to specify the questions you have that you might want to research rather than solely indicating the general area. For example, stating, *“I want to do research in distance education”* is much less compelling than stating something like, *“I would like to study the sustainability of communities of practice among K12 online educators.”* If you are unclear about which questions interest you, we encourage you to start reading academic literature before writing the letter.

### Formatting of the Letter of Application

<table>
<thead>
<tr>
<th><strong>Length</strong></th>
<th>No more than two pages total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Margins</strong></td>
<td>1” margins on all sides</td>
</tr>
<tr>
<td><strong>Document size</strong></td>
<td>8” x 10” paper or A4</td>
</tr>
<tr>
<td><strong>Font size</strong></td>
<td>12 point font</td>
</tr>
<tr>
<td><strong>Font face</strong></td>
<td>Common serif or sans serif (Arial/Helvetica, Times/Times New Roman)</td>
</tr>
<tr>
<td><strong>Spacing</strong></td>
<td>Single</td>
</tr>
<tr>
<td><strong>File name</strong></td>
<td>Must include your last name and first initial, the year of application, and “letter”. Example, “jones_a_2012_letter”</td>
</tr>
<tr>
<td><strong>File type</strong></td>
<td>The only acceptable format will be a PDF file.</td>
</tr>
</tbody>
</table>

- You may use formal letterhead if you would like, but it is not necessary.
- The top left of the letter should include: the date, and below that, your name and address
- You can simply write, “Dear Doctoral Committee” as the salutation
INSTRUCTIONS FOR ATTACHMENTS
RéSUMÉ / CURRICULUM VITA

Your résumé (or curriculum vita) should be formatted following the guidelines. If you have a current résumé or C.V. that is formatted differently, please be sure that it conforms to the guidelines. Your résumé DOES NOT need to have an “objective” or “goal” or “summary” statement at the top, but it should bear your name and contact information.

SECTIONS: Each section should have the title in BOLD so as to clearly separate it. The sections should appear in the following order, but need not be numbered on your document:

Education
● A listing of completed degrees and/or any degrees you expect to complete
● Granting institution(s)
● The year in which the degree was completed or the anticipated graduation date should be listed starting with the most recent (reverse chronological order)

Professional Certifications or Licenses
● Please list any completed and current certifications or licenses you might hold
● If you do not hold any, please indicate “none” for this section

Work Experience
● A listing of professional positions you hold / have held
● Where the job is/was located
● The number of years (or months if less than one year) in the position

Courses / Workshops Taught
● Listing of courses or workshops you have taught or co-taught
● Please indicate if they were online or face-to-face
● Please indicate the timeframe in which the course/workshop was taught
● If you have evaluation data, please include it

Publications or Presentations
● If you have any publications or presentations, please list them in APA 6.0 format
● If you do not have any, please indicate “none” for this section

Grants
● If you have any been awarded grant(s), either as lead investigator as a co-investigator, please list it
● You may list either internal, local, state, regional, or national grants
● Be sure to indicate the year(s) the grant covers and the amount
● List either awarded grants or ones currently under review
● If you do not have any, please indicate “none” for this section

CONTINUED ON NEXT PAGE
Awards and Honors
- If you have any professionally relevant awards or honors, please list them here.
- If you do not have any, please indicate “none” for this section

Service Contributions
- Please describe any relevant leadership or service activities you might provide to organizations with which you are involved

Professional Memberships
- List any current local, state, national, or international professional organizations to which you may belong
- If you do not have any, please indicate “none” for this section

Other
- If there is other pertinent and professionally relevant information not listed in the sections above, but which you would like to include, please list it here.
- If you do not have anything to include here, please indicate “none” for this section

Formatting of the Résumé /CV

<table>
<thead>
<tr>
<th>Length</th>
<th>No more than 6 pages total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Margins</td>
<td>1” margins on all sides</td>
</tr>
<tr>
<td>Document size</td>
<td>8” x 10” paper or A4</td>
</tr>
<tr>
<td>Font size</td>
<td>12 point font</td>
</tr>
<tr>
<td>Font face</td>
<td>Common serif or sans serif (Arial/Helvetica, Times/Times New Roman)</td>
</tr>
<tr>
<td>Spacing</td>
<td>varies; should have adequate white space</td>
</tr>
<tr>
<td>File name</td>
<td>Must include your last name and first initial, the year of application, and “résumé”. Example, “jones_a_2012_resume”</td>
</tr>
<tr>
<td>File type</td>
<td>The only acceptable format will be a PDF file.</td>
</tr>
</tbody>
</table>

PLEASE SEE THE APPENDIX FOR A PROPERLY FORMATTED EXAMPLE OF A RÉSUMÉ /CV.
INSTRUCTIONS FOR ATTACHMENTS
SCHOLARLY PAPER

The applicant must include a scholarly paper as part of the application. The purpose of the paper is to demonstrate to the committee one’s writing ability. The applicant should be FIRST AUTHOR (and preferably sole author) on whatever is submitted. The doctoral committee prefers to have a paper that is well-referenced, using APA 6.0 style, but other forms are accepted. In terms of preference, the accepted submissions are:

- A master’s degree thesis (successfully defended)
- A paper published in a peer-reviewed journal or peer-reviewed conference proceedings
- A paper published in a non-peer reviewed (but high impact) journal
- A high quality, well-referenced paper, suitable for publication
- A high quality grant proposal (it does not have to have been funded)

Formatting of the scholarly paper

NOTE: If the paper has already been published (for example, in a journal), then the format in which it appears in the publication is fine. If the paper has not been published, please follow these guidelines:

<table>
<thead>
<tr>
<th>Length</th>
<th>Variable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference Style</td>
<td><em>APA 6th Edition</em> is <strong>strongly</strong> preferred</td>
</tr>
<tr>
<td>Margins</td>
<td>1” margins on all sides</td>
</tr>
<tr>
<td>Document size</td>
<td>8” x 10” paper or A4</td>
</tr>
<tr>
<td>Font size</td>
<td>12 point font</td>
</tr>
<tr>
<td>Font face</td>
<td>Common serif or sans serif (Arial/Helvetica, Times/Times New Roman)</td>
</tr>
<tr>
<td>Spacing</td>
<td>Varies – should have adequate white space</td>
</tr>
<tr>
<td>File name</td>
<td>Must include your last name and first initial, the year of application, and “paper”. Example, “jones_a_2012_paper”</td>
</tr>
<tr>
<td>File type</td>
<td>The only acceptable format is a PDF file.</td>
</tr>
</tbody>
</table>
ACADEMIC & PERSONAL REFERENCES

An applicant must provide the names and contact information of three people who can attest to her or his aptitude for and commitment to:

- Doctoral study in educational technology
- Professional effectiveness
- Potential for influencing education
- Scholarly abilities and dispositions
- Personal and professional integrity

Each referee should be able to comment on any other relevant information. We strongly prefer that at least one reference is from someone familiar with your academic background (such as an adviser, or a professor with whom you have had more than one class). Anyone providing a reference cannot be related (through family or marriage) to the applicant.

All persons listed will be contacted and asked to complete a web-based form, and a follow-up call to the reference may be conducted if deemed necessary. Applicants themselves will also be notified when the reference forms are sent. In addition to automated reminders, applicants are encouraged to courteously ask her or his references to complete the form by its due date.

A person’s application is not considered complete until at least two of three references have been submitted.

Using a Likert-type scale, references will be asked both to rate and comment on the applicant’s:

- Aptitude for and commitment to doctoral studies
- Professional effectiveness
- Profession dispositions
- Potential for influencing education
- Scholarly abilities
- Personal and group work habits
- Communication ability
- Personal and professional integrity

References will also be asked short, open-ended questions about the applicant’s suitability for the program. No letter will be required.

Each reference form will bear both a qualitative and quantitative score, which will become part of the overall evaluation of a person’s application.

To ensure privacy, all electronic or physical reference letters will be destroyed immediately following the selection period.
GRADUATE ASSISTANTSHIP

The application for a graduate assistantship is separate from the Graduate College / EdD/EdTech application.

All applicants will be sent a link to the GA application, but only those who are interested and eligible are required to complete it. The GA application deadline for doctoral students is the same as for the program application (mid-February).

About Assistantships

EDTECH graduate assistantships provide an excellent opportunity to:

• gain practical experience on real world projects or online co-teaching with a faculty member
• collaborate with faculty on research projects
• immerse yourself in the scholarship of educational technology
• include your work experience with the department on your résumé.

The Department of Educational Technology offers a limited number of full-time and part-time graduate assistantships. There is no guarantee that there will be any openings in a given academic year, as their availability depends on department budget and current openings. We hire both local and distance-based GAs, but any applicant MUST BE a U.S. citizen or legal resident of the United States.

Students who expect to be employed full-time at the time of matriculation are not eligible to apply for a graduate assistantship. We do not award assistantships as “scholarships,” as there is an obligatory amount of work required for it, which is in addition to time that must be set aside for course work (avg. of 20 hours per week).

Full time GAs work for the EdTech Department 20 hours per week, take 9 credits (3 classes), receive a full-tuition waiver for three classes each semester, and a $10,000 stipend paid out over two semesters. Health insurance benefits are also included.

Part-time GAs work for the department 10 hours per week, take 6 credits (2 classes), and receive a tuition waiver, health insurance, and a $5,000 stipend paid out over two semesters.
NOTIFICATIONS AND DISCLAIMERS

Any person for whom a Program Area Recommendation form has been generated and who has submitted all ancillary materials by the beginning of the application review date is assured of a fair and thorough review of her or his materials.

Boise State University is strongly committed to achieving excellence through cultural diversity. The University actively encourages applications from women, persons of color, and members of other underrepresented groups.

Applicants are promised a confidential review process. This means that the only persons who will be allowed to see materials are faculty and selected staff members in the Department of Educational Technology, selected personnel on the College of Education’s Doctoral Management Committee, and selected personnel in the Graduate College. All data will be stored in electronic format in a secure location. Any paper-based materials will be stored in a locked office on campus.

Scores from any rubric used, any notes or discussions regarding an application, any reference forms or letters submitted about an applicant, and any other material used in the review process will not be released. Disaggregated data concerning admissions decisions will also not be released to persons outside the university.

Materials submitted to the committee for review become the temporary property of the Department of Educational Technology, and these will be stored electronically for a period not to exceed ten years. Any general data collected about applicants through the application process may be part of external research reports with authorization of the university’s Institutional Review Board. External reports will not use any personally identifiable information about any applicants.

Any person submitting any or all application materials for consideration for admittance to the Ed.D. program in Educational Technology automatically accepts the disclaimers described above.

Any questions regarding these disclaimers/policies should be submitted to the Ed.D. program coordinator in the Department of Educational Technology.
APPENDICES
Tara J. Majead
114 S. Trafalger Ln., #456
Olean, NY 14567
tjm@yahoo.com
315-332-5555

Education
SUNY-Albany

B.S., Chemistry & Secondary Education (1998)
University of Rochester

Professional Certifications or Licenses
Secondary science teacher, New York State

Work Experience
Science Curriculum Developer & Online Coordinator, Oneida County Schools (2008-present)

High school chemistry teacher, Oneida County Schools (1998 - 2008)


Courses / Workshops Taught
Intro Chemistry (online; New York Virtual School; 2011 – present)

ED 565: The Inquiry-based Science Classroom (SUNY-Utica, Fall 2010; 20 students)
Course evaluation: 4.6 of 5.0

AP Chemistry (Grade 12; OCPS, 2003 – 2008)
In 5 years, 90% of students passed the AP Chemistry exam

General Chemistry (Grade 11; OCPS, 1998 – 2003)

Publications or Presentations
Grants (Awarded)

New York State STEM Improvement Grant for Middle School Students (2009-2011; $80,000). Primary Investigator: Dr. Marleena Gravat (SUNY-Utica). Co-PIs: T. Majeed; R. Pengraves; T. Hill.

Awards and Honors

Oneida County Public Schools Science Teacher of the Year (2005)

Oneida County Public Schools Parent Teacher Association’s Student Advising Award (2003)

Service Contributions

Treasurer, Town of Clinton Women’s Entrepreneurial Society (2009-2011)

Advisor, Clinton High School Science Club (2005-2008)


Professional Memberships

New York State Science Teachers Association
International Society for Technology in Education

Other

Business owner; “Girl Power!” 2010 - present.
(a membership-based online service where professional females in the STEM disciplines serve as mentors and tutors for female students, grades 6-12).
APPLICATION EVALUATION RUBRIC

Please note that this guide may be used internally by faculty in the Department of Educational Technology and/or the department's Doctoral Committee. It is subject to change at any time, in whole or in part, and without notification of applicants. An application will ONLY be reviewed if ALL materials are received by the start of the review process.

Once all materials have been received, the applicant will receive a notice from the department. Applications are only reviewed if the applicant holds a master's degree (or will complete in the semester of application). Submission of GRE test scores (and TOEFL, if applicable) beyond the acceptable time frame means that the application is incomplete.

<table>
<thead>
<tr>
<th>FROM</th>
<th>ELEMENT</th>
<th>OUTSTANDING (9-10 points)</th>
<th>SATISFACTORY (6-8 points)</th>
<th>INADEQUATE or NOT A FIT (0-5 points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter</td>
<td>Conformance to formatting guidelines</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Letter</td>
<td>Overall quality of the letter (grammar, tone, etc.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Letter</td>
<td>Match of career goals to program mission</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Letter</td>
<td>Match of research interests to faculty interests</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Letter</td>
<td>Relative merit of research questions posed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Letter/CV</td>
<td>Applicability of professional background to studies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CV</td>
<td>Academic background as it relates to educational technology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CV</td>
<td>Record of scholarly contributions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CV</td>
<td>Record of service contributions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CV</td>
<td>Connections to the field of EdTech</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>App.</td>
<td>Undergraduate GPA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>App.</td>
<td>Graduate GPA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>App.</td>
<td>GRE scores (&amp; TOEFL if applicable)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>App.</td>
<td>Overall academic success</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper</td>
<td>Topic related to EdTech or education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper</td>
<td>Significance of scholarly paper to field</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper</td>
<td>Impression of writing style, etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refs.</td>
<td>Feedback from references</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Scores from any rubric used, any notes or discussions regarding an application, any reference forms or letters submitted about an applicant, and any other material used in the review process will not be released.
OVERVIEW OF CANDIDATE INTERVIEW

Applicants who are among the top candidates of the initial review doctoral committee members from the Department of Educational Technology will be asked to participate in an interview. Interview logistics will be explained to candidates at the appropriate time.

The interview will be conducted in two parts:

1) Through a timed, online form
2) Through asynchronous desktop video (*Applicants must have a webcam and microphone, or access to them, and knowledge of how to create and upload video*).

Each doctoral committee member will complete a rubric for each candidate. A candidate’s final score will be comprised of all committee member scoring sheets. The completed rubrics will not be made available to candidates.

As noted with the application rubric, the rubric below is subject to change and applicants may not be informed of the changes. What appears below should be interpreted as a general set of guidelines.

<table>
<thead>
<tr>
<th>ASPECT</th>
<th>POINTS</th>
<th>INTERVIEWER NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate’s level of professionalism</td>
<td>1 = (poor) to 10 (excellent)</td>
<td></td>
</tr>
<tr>
<td>Candidate responds to questions is a succinct manner</td>
<td>1 = (poor) to 10 (excellent)</td>
<td></td>
</tr>
<tr>
<td>Candidate is able to articulate responses that demonstrate knowledge of the field</td>
<td>1 = (poor) to 10 (excellent)</td>
<td></td>
</tr>
<tr>
<td>Candidate’s demeanor appears to be consistent with the forward-thinking vision and mission of the department</td>
<td>1 = (not at all) to 10 (very closely)</td>
<td></td>
</tr>
</tbody>
</table>

Scores from any rubric used, any notes or discussions regarding an application, any reference forms or letters submitted about an applicant, and any other material used in the review process **will not** be released.
A WORD ABOUT THE DECISION PROCESS

Given the number of applications we receive, we must first narrow the list based on certain quantitative criteria. A “full review” is one in which the committee examines all submitted materials (ex., application letter, résumé, paper, recommendations, etc.)

Elements required for initial review (all elements must be in place by the final deadline):
- Graduate College application is complete (includes payment of application fee or obtaining the appropriate waiver)
- Official GRE scores (or TOEFL if applicant is a non-US citizen) received and on file
- All official transcripts received and on file
- Completed Letter of Application
- Completed Resume
- Completed Scholarly Paper
- At least two of three references have completed the reference request (a link to which is automatically sent to them).

Elements necessary for automatic qualification for full review:
- Both undergraduate and graduate GPAs are at or above the minimum expectations AND
- GRE scores in each of the three areas are above the 30th percentile
- A completed application that conforms to all guidelines

Elements that warrant a closer inspection before moving to full review:
- The undergraduate and/or graduate GPAs are somewhat below the minimum expectations OR
- GRE scores in any one area is below the 30th percentile

Elements that typically disqualify an application for full review:
- The undergraduate and/or graduate GPAs are substantially below the minimum expectation
- Two or more areas of the GRE are below the 20th percentile OR
- Any one area of the GRE scores below the 10th percentile
- Parts of the application do not conform to stated guidelines

Incomplete applications, materials that do not conform to guidelines, and applications submitted after the due date will not be considered for review.
EXAMPLE LETTER OF AGREEMENT

Once an applicant has been accepted into the program, s/he must sign the following form and submit it to the Ed.D. program coordinator. This will be done electronically via an online mechanism. The due date will be indicated when the form is sent. If one has specific questions about possible transfer courses or assistantship possibilities, these need to be asked very soon after being offered a place in the program; one does not have to sign this until those questions have been answered by the program coordinator directly.

Date: (date)
From: Doctoral program coordinator
To: (student name)
Re: Acceptance to Ed.D./EDTECH program at Boise State University

Based on the offer from the faculty of the Department of Educational Technology, of the College of Education, at Boise State University, I hereby:

[ ] Accept the offer to begin studies in (term).

I understand that acceptance of the offer is not a binding contract, but failure to complete the steps below is the same as “declining” the offer.

• By checking “accept,” I am making a commitment to register for EDTECH 601 and 602 as soon as I am able to do so. Students who do not register for the required classes will be dropped from consideration.

• I also understand that I am to contact my academic advisor, (advisor name), within one week of this acceptance to establish contact about program plans.

[ ] Decline the offer to begin doctoral studies. By declining the offer, I understand that I must re-apply to the program should I wish to be considered in the next academic year.

____________________________________________
Student Signature

(student name)
(date)
A FINAL WORD

As has hopefully been communicated in this document, our process for candidate selection is both thorough and fair. However, receiving news that one has been denied admission to the program is never easy. We understand that all of our applicants are keenly interested in our program and hopeful about it, so not being accepted can feel like plans and aspirations have been put “on hold.” Please keep in mind that is is common for up to 75% of applicants to not be offered placement in our program. We have very limited space and a large pool of applicants.

As each person can certainly understand, the Ed.D. program at Boise State University cannot scale-up infinitely, as can happen in certain institutions (which can hire more and more faculty to teach or advise students). We have a limited number of places in our program for any given cohort, and this availability depends on various factors (it is not necessarily consistent from year to year).

Our task reviewing so many well qualified applicants is indeed challenging. We of course want to assemble a cohort of people that we think will both benefit the Ed.D. program, benefit each other, and benefit faculty. The issue of a person being the right fit concerns us greatly. In many cases it is not that a person has a weak application, but rather that other applicants have qualities that are considered to be better aligned to our mission, focus, and strengths. For example, a particular applicant may have very good review scores, but if her or his area of interest does not align with that of faculty members in the department, or if the faculty member who advises in a certain area already is at capacity in terms of advisees, then a high-scoring applicant may not be accepted.

Since our decision takes into account many factors, we kindly request that you do not ask how to strengthen your application if it has been denied, or ask for a rationale about our decision; we will not provide specifics. Those denied admission are certainly welcome to apply for a future cohort.

Thank you again for your interest in the Doctor of Education in Educational Technology program at Boise State University.