

GRADUATE SCHOOL WORKBOOK



FALL 2014



Got Questions?

Email nhss@hawaii.edu

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Native Hawaiian Student Services

GRADUATE SCHOOL 101

What is graduate education?

Graduate education is very different from undergraduate education which can be a surprise for students who are unaware of the differences.

- ◆ It is advanced study in a specific discipline.
- ◆ Graduate education is rigorous in nature with more required reading and writing at a higher level.
- ◆ There is an emphasis on original research and critical analysis.
- ◆ The classes tend to be smaller, usually seminars, facilitating more dialogue and discussion.
- ◆ Students are expected to come to class having done the readings with opinions and critical analyses.
- ◆ Ratio of students to teachers is much smaller allowing for more interaction and collaboration.



PROS AND CONS OF GRADUATE SCHOOL

Pros	Cons
<ul style="list-style-type: none">◆ Opportunity to pursue your passion for a specific field.◆ Opportunity to work one-on-one with faculty.◆ Potential career advantages including increased pay, better chances when applying, start your career at a higher level, faster advancement, more career options◆ Advanced degree is required for some careers (i.e. law, medicine, nursing).	<ul style="list-style-type: none">◆ Graduate tuition is higher than undergraduate tuition.◆ More work to find Financial Aid.◆ Time commitment can be significant. Average time-to-degree for an MA at UH Mānoa is around 4 years.◆ Graduate study requires more work by nature. Most graduate students have little to no time for hobbies.

SELECTING A SCHOOL OR PROGRAM

What do you hope to do?

Is there an appropriate field of study. For instance Urban and Regional Planning if you want to become a city planner.

What are you interested in studying?

Look at the curriculum, courses and descriptions. Are you interested in a specialization?

Academic vs Professional

Professional degrees are attached to an occupation such as law or medicine. Academic degrees provide knowledge about a field, but aren't attached to an occupation.

Are there faculty with whom you'd like to work?

Where do you want to be?

A master's degree takes 2-5 years, a doctoral degree 4-10 years. Consider important life changes you may experience (i.e. marriage, children, etc.).

How will you pay for graduate school?

Does the program offer some form of financial aid? Will the cost of the degree be comparable to the salary you expect to earn?

Are there pre-requisites?

Have you completed the pre-requisites? If not, how long will it take you to complete them? Will they admit you without the pre-requisites?

Is the program accredited?

Many employers place less value in a degree from an unaccredited program. Some fields have their own accrediting institutions.

Do you want a cohort model or the freedom to choose your courses?

Cohort students enter the program, take classes, and graduate together. Courses are laid out in advance.

Are you really interested in this program or is it a backup?

Applications fees are on the rise, and in most cases non-refundable and non-transferable.

APPLYING TO GRAD SCHOOL

Play-by-play

1 Year+ Before

Research potential programs & application requirements
Prepare for any required standardized tests

9 Months Before

Sign up and take standardized tests
Start grad applications & request letter of recommendation

8 Months Before

Start on Personal statement & request official transcripts (as necessary)
Polish up resume and send out information to recommenders

6 Months Before

Complete and submit all applications with required documents.
Verify all documents (recommendations, transcripts, GRE test scores, etc.) were received

Spring Semester

Submit FAFSA & Financial Aid applications ASAP!
Check out any scholarships or fellowships for grad school.
Relax and wait it out!

April-May

Celebrate your acceptance to graduate programs
*If you are rejected by a program, try not to sweat it! Contact them to see where your application was weak.

DOS AND DON'TS FOR YOUR...

Do

Don't

Personal Statement or Letter of Intent

Your opportunity to introduce yourself and your research interests.

- Read all instructions carefully.
- Be sure you understand the purpose and instructions.
- Write clearly and concisely.
- Spend time working on your letter. Drafts are your friend.
- Explain why you would be a good addition to the program.
- Forget to check your spelling and grammar.
- Be vague in your writing. State your point and stand behind it.
- Use the same letter for multiple programs. Each letter should be tailored to the program.

Letters of Recommendation

Writers should be able to speak to your scholastic aptitude, skill in research, and potential for graduate study.

- Ask early. At least two to three months before you need the letter.
- Choose people who know you as a student and a person.
- Give your recommenders information about yourself and the program(s) to which you are applying.
- Give your recommenders a stamped addressed envelope.
- Remember to check in with your recommenders prior to the deadline.
- Choose someone with whom you are not on good terms.
- Forget to read the instructions for who can write letters of recommendation. Some programs have specific requirements, such as former professors or academic advisors.
- Ask for letters in passing or by email. Make an appointment to sit down with the person you are asking to write your letter.

Writing Sample

Your opportunity to demonstrate the quality of your writing and skill for research.

- Submit your best piece of writing. One which demonstrates your academic abilities, and of which you are proud.
- Make any suggested corrections.
- Submit your original paper with the instructor's grade and comments.
- Forget to check on the exact type of writing sample required, i.e. research, essay, creative.

TEST TAKING 101

Which test for which program?

Graduate Management Admission Test (GMAT)

www.mba.com

Test for students applying to graduate business schools. Includes: Analytical writing assessment, integrated reasoning, quantitative, and verbal sections.
Cost: \$250

Medical College Admissions Test (MCAT)

www.aamc.org/students/applying/mcat

Test for students applying to medical school. Includes: Physical sciences, verbal reasoning, and biological sciences.
Cost: \$275-\$325

Pharmacy College Admissions Test (PCAT)

<http://pcatweb.info/>

Test for students applying to pharmacy schools. Includes: General academic ability and scientific knowledge.
Cost: \$199

Graduate Record Exam (GRE)

www.ets.org/gre

Test for students applying to graduate school or business school. Includes: Verbal reasoning, quantitative reasoning, and analytical writing sections.
Cost: \$195 (General Test); \$150 (Subject Test)

Law School Admission Test (LSAT)

www.lsac.org

Test for students applying to law school. Includes: Reading comprehension, analytical reasoning, and logical reasoning.
Cost: \$170

The Praxis Series (Praxis)

www.ets.org/praxis/

Test for students entering the teaching profession. Includes: Reading, writing and mathematical skills.
Cost: \$85-\$135 Praxis Core; \$115-\$150 Praxis II

TEST TAKING 101

GRE Test Prep, Tips & Funding

Do all programs require entrance exams?

No, but programs that do not have an entrance exam may have an exam at the end of the program to be certified (Law School, Social Work, Library Information Science, etc.) Check the graduate programs requirements for more information.

Resources available:

Graduate Horizons Program -
www.graduatehorizons.org

Four-day workshop for Native college students, college graduates and master's students in prep for graduate school. Hosted by various schools throughout the United States every two years.

Includes admissions process, professional/career development advising, preparation of personal statements, resumes, application practice, test-taking strategies and financial aid information for graduate school.

Cost: \$225

Ka Huli Ao Program (Richardson Law School)

Funds LSAT Prep course for Law School entrance exam

Contact Melody Kapilialoha MacKenzie for more information - mkmacken@hawaii.edu

UH Mānoa Honors Program -
honors@hawaii.edu

KAPLAN's free practice test on campus during the fall semester and full-length proctored GRE, MCAT, LSAT exams with time conditions and get your score immediately after the exam
Cost: FREE

Are there any practice exams or prep courses available?

KAPLAN Test Prep -
www.kaptest.com

Most popular test prep site, all online
Test prep for most entrance exams
Price: Varies - find one that best fits your needs

Test Prep Books - On Disc

Practice test & test prep books on a disc.

Check online or at the bookstore for practice test disc(s)
Price \$25-40



Take the test
at least 1 year
in advance.

GOT MOOLAH?

The 411 on graduate school scholarships, graduate assistant positions, & fellowships

Fellowships/ Support Programs

UH MĀNOA FELLOWSHIPS*

[http://manoa.hawaii.edu/graduate/
content/financial-support](http://manoa.hawaii.edu/graduate/content/financial-support)

Fellowships that fit your grad program

*If you're planning to go away for Graduate School check on fellowships & scholarships offered at that institution.

Graduate Assistant Positions

TEACHING AND RESEARCH
POSITIONS

<http://workatuh.hawaii.edu/>

Salary pay with tuition waivers,
employer medical coverage*,
20 hours work per week

*Check job postings for more
information & best fit
positions for you.

Scholarships

UH MĀNOA STAR

www.star.hawaii.edu

Variety of scholarships to choose from based on college
and/or program.

HAWAI'I COMMUNITY FOUNDATION

www.hawaiicommunityfoundation.org

Scholarship clearinghouse for Hawaii. Each scholarship has specific
eligibility criteria defined by the donor.

'IMI NA'AUAO SCHOLARSHIP

www.ksbe.edu/finaid/

Merit-based scholarships for full-time students with 3.0+ GPA.

LIKO A'E NATIVE HAWAIIAN LEADERSHIP PROGRAM

www.likoae.org

Need-based scholarship for part- or full-time students with 3.0+ GPA.

NĀ HO'OKAMA A PAUAHI SCHOLARSHIP

www.ksbe.edu/finaid/

Need-based scholarships for full-time students.

HAWAIIAN CIVIC CLUBS

<http://aohcc.org/>

Scholarships vary according to criteria
defined by each Civic Club.

Don't forget
to submit
your FAFSA.

FUNDING YOUR RESEARCH PROJECTS

Some application deadlines remain the same each year, but others vary annually, so check with each program.

NHSS Hūlili Student Professional Development Program

Due Date: September - Fall & March - Spring

Contact: Pearl Wu, pearlwu@hawaii.edu

Address: 2600 Campus Road, QLCSS 104, Honolulu, HI 96822

Website: manoa.hawaii.edu/nhss/

Supports students who choose to do independent and original research to supplement their education and learning process. Applications will cater to proposals in (1) Conference Travel, (2) Support for Research, and (3) Community Engagement. Awards of up to \$1500 will be granted for projects or conferences.

Awards in Academic Departments

When considering funding for your research projects it is important to consider the research and travel awards each UH academic department has in place for its students. It may not always be apparent on their websites, so check with advisors and/or faculty within each college.

Graduate Student Organization (GSO)

Due Date: Varies

Contact: Grants & Awards Committee Chair, gachair@hawaii.edu

Address: 2445 Campus Road, Campus Center 211A, Honolulu, HI 96822

Website: gso.hawaii.edu

Grants and awards support (1) Professional Development (such as research funding) and (2) Conference Fees and Travel. Awards of up to \$1000 are granted for domestic projects and up to \$2000 are granted for international projects.

GRAD SCHOOL SURVIVAL TIPS

Start working on your thesis topic/ research project early

Connect your research to your passion, your work, your community commitments.

Find something for which you have a passion, something you can live with, and something you can think about 20 hours a day for up to two years.

Commit to your topic.

Changing topics can prevent you from making progress

toward your degree.

Focus on your topic.

Listen to committee members advice.

Some students will select topics too

narrow or too broad. You want

it to be specific enough but

not too narrow.

Talk to faculty, staff and students in the department

Get to know the community that you are entering and familiarize yourself with the organizational culture.

Find your advocates, and learn how to be an advocate for others.

Department secretaries, the graduate chair, and your colleagues can be allies who help to demystify paperwork and processes.

Reading assignments

Be prepared to read 500-1000 pages per week.

You may not have time to do a deep reading of every passage - so scan, and select sections on which to focus.

Create a synopsis or annotated bibliography for each reading.

Create a Mini-Cohort.

Create a reading group, you can assign different classmates

to create short synopses of readings to share with one another.

GRAD SCHOOL SKILLS & TRICKS

Annotated Bibliographies

- Begin with a complete bibliography of the reading
- Create an outline of the book that includes
- Main points and/or arguments
- Supporting points and/or arguments
- Interesting concepts
- Note quotes and page numbers that you plan to use later
- Include your thoughts and analysis of the reading

Reading for graduate school

- * Start at the Table of Contents
- * Read Intro & Conclusion
- * Read the first couple of paragraphs and the last couple of paragraphs of each chapter
- * Go back and read interesting sections
- * Note anything of interest
 - * Anything that raises questions
 - * Things with which you agree and/or disagree,
 - * Points to discuss in class
 - * Passages you may want to quote in the future

Writing Groups

- Start on your final papers early - Utilize Writing Centers
- Having to share your progress with others can sometimes help motivate you to write.
- Reflecting on your writing/thought process with others can help prevent mental barriers and create an atmosphere of inspiration.
- Send chapters to your committee/ chair as you finish them. Don't try to wait until you have a complete paper to send out for review.

BEFORE YOU SUBMIT, DID YOU CHECK. . .

- ❑ Is your application legible and neatly written? If possible submit your application online, or fill it out on your computer before printing?
- ❑ Is your application complete? Insofar as possible, submit all required materials together at the same time.
- ❑ Did you remember to include the application fee? UH Mānoa charges \$100 for each application.
- ❑ Is your application on time? Many programs have firm deadlines so be sure to submit your application before the deadline. If possible submit your application early.
- ❑ Did you order your transcripts? If you're applying to a school other than UH Mānoa you'll need to send copies of your transcripts.

YOU'VE SUBMITTED YOUR APPLICATION, NOW WHAT?

- ⇒ Call or email to check that all your materials have been received. This is also a good time to inquire about when you can expect a decision.
- ⇒ Thank everyone who wrote your letters of recommendation or helped you with your application.
- ⇒ Submit your FAFSA and scholarship applications.
- ⇒ Cross your fingers as you wait to hear back from the programs.