

GRADUATE SCHOOL WORKSHOP

Hosted by Native Hawaiian Student Services



Got Questions?

Email: nhss@hawaii.edu

Visit: QLCSS 104 OR KAMA 211

GRADUATE SCHOOL 101

What is a graduate education?

- It is very different from undergraduate education.
- Advanced study in a specific discipline.
- Rigorous in nature. More required reading, more writing, both at a higher level.
- Classes are generally smaller in size, and are typically seminars.
- Graduate students in most programs will be expected to have done the readings and to have opinions and critical analysis of those readings.
- Emphasis on original research, publishing, and presentation of your work.

Why should I go to graduate school?

- To pursue a passion for a specific field.
- Opportunity to work with faculty and get to know them better.
- Career advantages include increased pay, better chances when applying for a job, start your career at a higher level, advance faster in your career.
- For some careers a graduate degree is required (doctor, lawyer, pharmacist, etc.)

SELECTING A GRADUATE SCHOOL

What do you hope to do once you graduate?

- Many occupations have appropriate fields of study. For instance a city planner would benefit from an Urban and Regional Planning degree more so than one in English.
- There is a difference between Academic or Professional programs. Professional degrees are attached to specific fields such as law, medicine, nursing. Academic degrees will give you specific knowledge about a field, but will leave it up to you about how you apply this knowledge post-graduation.

What are you interested in studying?

- Programs may have the same name but have different types of curriculum. For instance a Political Science program at one university may focus on statistics and polling, while at another university focus on politics and theory.

Where do you want to be for graduate school?

- It takes approximately 2-5 years to complete a master's degree and 4-7 years for a PhD. Be sure that you'll be happy living in the area for however long it takes to complete your degree.
- For some fields it helps to study in the area where you hope to end up working. Not all fields are offered everywhere, and you may need to move elsewhere to find the program you want.

SELECTING A GRADUATE SCHOOL

Are there specific faculty you would like to work with?

- Many programs have faculty who are well known in the field for their emphasis or specialty. For instance, the UHM Center for Hawaiian Studies is well-known for research interests in Hawaiian land tenure, mythology, and genealogies. Chaminade University is well known for forensics study.

Is the program accredited? By whom are they accredited?

- Employers place less value in a degree from an unaccredited program. Some fields have their own accrediting institutions, i.e. American Psychological Association Committee on Accreditation.

Are you interested in a specialization within that field?

- If so, does the program offer that specialization?

How will you pay for graduate school?

- Does the program offer some form of financial assistance?
- Graduate school costs more and there is less financial aid available.
- Be sure that the cost of your degree will be commensurate with the pay you'll be able to earn upon graduation. You don't want to spend on \$100,000 on a degree to get a job making \$40,000 a year.

Does the program have pre-requisite requirements?

- Have you completed the pre-requisites?
- If not, how long will it take you to complete them?
- Will they admit you with out the pre-requisites and allow you to complete them once enrolled?

Do you want to do a cohort model or do you want freedom in your coursework?

- In a cohort model students entering the program will take their classes and graduate together. The courses are typically laid out in advance there is often little room for deviation.

Are you really interested in this program or are you just applying to have a back up for your first choice?

- Application fees are on the rise, so before you commit make sure you would be happy with the program and school.

APPLYING TO GRAD SCHOOL PLAY-BY-PLAY

1 YEAR+ BEFORE

Research potential program(s) & application requirements
Prepare for standardized test (GRE Test) to check out your standings for programs* sign up for GRE Test prep if needed

9 MONTHS BEFORE

Sign up & take appropriate entrance exam**
(* ** general & subject if needed)
Start Grad application & requesting for letters of recommendation

8 MONTHS BEFORE

Start on personal statement & requesting official transcripts
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 sent directly to schools

SPRING SEMESTER

SUBMIT FAFSA & Financial Aid application ASAP!
Check out any scholarships & fellowships for Grad School
Relax & wait it out!

APRIL-MAY

Celebrate your acceptance to Grad School programs
*If you are rejected by one of any programs, try not to sweat it! Contact the advisor to see where your application was weak.



DO'S AND DON'T'S FOR YOUR...

Do

Don't

Personal Statement or Letter of Intent

Your chance to introduce yourself to the people making admissions decisions.

- Read all instructions carefully. Be sure to understand the purpose and instructions for the essay.
- Write clearly and concisely.
- Spend some time working on your letter. Drafts are your friend.
- Try to explain why you would be a good addition.

- 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

Should speak to your scholastic aptitude and skill in research and

- Ask for your letters early. At least two to three months before you need them.
- Choose people who know you as a student and a person.
- Give the people writing your letters information about yourself and the program 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 unless you are on good terms.
- Forget to read the instructions for who can write letters of recommendation. Some programs require letter from specific people, 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 chance to show off how well you write with your best paper.

- Submit your best piece of writing, which demonstrates your academic abilities. This should be something 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). Double check, it matters!

BEFORE YOU SUBMIT, DID YOU CHECK...

IS YOUR APPLICATION LEGIBLE AND NEATLY WRITTEN?

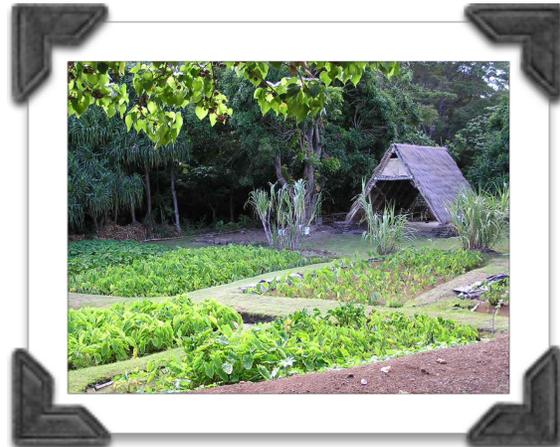
If possible submit your application online, or fill it out on your computer before printing.

IS YOUR APPLICATION COMPLETE?

In so far as it is possible, submit all required materials together at the same time.

IS YOUR APPLICATION ON TIME?

Many programs have firm deadlines so be sure to submit your



YOU SUBMITTED YOUR APPLICATION NOW WHAT?

- * Call 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 you 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.

TEST TAKING 101

GRE Test Prep, Tips & Funding

Which test for which programs?

- ▶ **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 (in 2013): \$250
- ▶ **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 (in 2013): \$185
- ▶ **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 (in 2013): \$275-325
- ▶ **Law School Admission Test (LSAT)** - www.lsac.org
 - ▶ Test for students applying to law school.
 - ▶ Includes: Reading comprehension, analytical reasoning, and logical reasoning.
 - ▶ Cost (in 2013): \$165
- ▶ **Pharmacy College Admissions Test (PCAT)** <http://pcatweb.info/>
 - ▶ Test for students applying to graduate business schools.
 - ▶ Includes: General academic ability and scientific knowledge.
 - ▶ Cost (in 2013): \$199
- ▶ **The Praxis Series (Praxis)** - www.ets.org/praxis/
 - ▶ Test for students entering the teaching profession as part of the certification process required by many states and professional licensing organization.
 - ▶ Includes: Reading, writing and mathematics skills.
 - ▶ Cost (in 2013): \$85-150

Do all programs require entrance exams?

- ▶ No, but most programs that do not require an entrance exam have an exam at the end of the program to be certified (Law School, Social Work, etc)
- ▶ Check the Graduate program requirements for more information.

*** Remember: Take the test at least 1 year before you want to enter the program.**
If you want to start in Fall 2014, then take in Fall 2013.

TEST TAKING 101

GRE Test Prep, Tips & Funding

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 program entrance exams
 - ▶ Price: Varies - find one that best fits your needs
- ▶ **Test Prep Books ON DISC**
 - ▶ Practice test & test prep books on a disc for computer use
 - ▶ Check online or at the bookstore for practice test disc(s)
 - ▶ Price: \$25-40

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.
 - ▶ Program 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 (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**
 - ▶ 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 , honors@hawaii.edu



GOT KĀLĀ?

THE 411 ON GRAD SCHOOL SCHOLARSHIPS, GRADUATE ASSISTANT POSITIONS & FELLOWSHIPS

FELLOWSHIPS/ SUPPORT PROGRAMS

UH Mānoa Fellowships

Link: [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 Grad School check on scholarships offered at that institution.

GRADUATE ASSISTANT POSITIONS

Teaching and Research positions

Link: <http://sece.its.hawaii.edu/sece/>

Salary pay with possibility for paid tuition waivers, employer medical coverage*, 20 hours per week

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

SCHOLARSHIPS

UH MĀNOA STAR - www.star.hawaii.edu

Deadline: February

Variety of scholarships to choose from based on college or program; check out website for more info

HAWAII COMMUNITY FOUNDATION - www.hawaiicommunityfoundation.org

Deadline: February

Variety of scholarships to choose from based on several criteria; check out website for more info

ʻĪMI NAʻAUAO SCHOLARSHIP - www.ksbe.edu/finaid/

Deadline: March

Hawaiian ancestry & merit-based scholarship

Master's students are eligible for 3 academic years of funding

3.0 Minimum GPA, must be a Full-time student

LIKO AʻE - www.likoae.org

Deadline: May

Hawaiian ancestry scholarship; financial need & merit

3.0 Minimum GPA, must be at least part-time

***TIP:**
Don't forget to continue filling out the FAFSA each year.

Funding Your Research Projects

Some application deadlines remain the same every year, but others vary annually, so make sure to check with the programs.

(1) Do your own research to consider what you are eligible for, (2) Track due dates, and (3) Prepare basic materials such as your personal statement and list of recommendation

1. **University of Hawai'i at Manoa's Undergraduate Research Opportunities Program (UROP)**

For UH Manoa Undergraduate Students Only

Due Date: October 10, 2013 (Fall) and March 3, 2013 (Spring)

Contact: Email (urop@hawaii.edu) or Phone (808-956-7492)

Address: 2425 Campus Road, Sinclair Library-First Floor, Honolulu, HI 96822

Website: manoa.hawaii.edu/urop/

Two types of awards are granted (students can only apply for one award per a proposal cycle):

(1) Undergraduate Research Awards and (2) Presentation Awards. Funding of up to \$5000 can be granted to awardees.

2. **NHSS Hulili Student Professional Development Program**

Due Date: September (Fall) and March (Spring)

Contact: Pearl Wu (pearlwu@hawaii.edu)

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

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.

3. **Associated Students of the University of Hawai'i at Manoa (ASUH)**

Due Date: April 4, 2014

Contact: Email (asuh@hawaii.edu) or Phone (808-956-4822)

Address: 2465 Campus Road, Campus Center 211A, Honolulu, HI 96822-2216

Website: asuh.hawaii.edu

Funding is given to students seeking support in (1) Attending Conferences and (2) Research Projects. Awards of up to \$1000 are granted.

4. **Graduate Student Organization (GSO)**

Due Date: Various dates throughout the course of the semester

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

Address: 2445 Campus Road, Hemenway Hall 212, 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.

5. **Awards in Academic Departments**

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

GRAD SCHOOL SURVIVAL TIPS

Talk to faculty/staff and students in the department.

- Get to know the community that you are entering into 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.

Start working on your thesis topic/research project early

- Connect your research to your passion, your work, your community commitments.
- Find something you have a passion for, something that you can live with, and something you can think about 20 hrs a day for at least two years.
- Commit to your topic. Changing topics can prevent you from making progress to your degree.
- Focus your topic. Listen to committee members advice
 - Some students will select topics too narrow or too broad.
 - You want it specific enough so that you can write about it in 100 pages, not too broad (300 pages), but not so narrow that you can't write more than 50 pages about your topic.

Set Writing Schedule / Writing Group

- Start on your final papers early – Utilize Writing Centers
- Having to share your progress with others - can sometimes help to provide enough pressure to produce a few pages.
- 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.

GRAD SCHOOL SURVIVAL TIPS

Reading Assignments

- Expect 500-1000 pages per week
- Start at Table of Contents
- Read Intro & Conclusion
 - Read the first couple of paragraphs, and the last couple of paragraphs per chapter
- Read interesting sections
- Pick things interesting, or things you have questions about, or things that you don't agree with, agree with, or modern institutional examples (application)
- You may not have time to do a deep reading of every passage - so scan, and select interesting/provocative sections to delve into and comprehend fully
- Type up a synopsis or annotated bibliography
 - What were the Main points/Supportive Points/Arguments
 - What are a few concepts that you might want to use later
 - Take note of quotes that you may want to use later.
 - When you go back to write final papers, it can be difficult to re-read through the entire book.
- Create a Mini-Cohort
 - Create a reading group, you can assign different classmates to create short synopsis of readings - to support one another.