



September 2014

## Formal Master's Degree Admissions Process

TO: Candidates Seeking a Master's Degree in the Teacher Education Department

To be formally admitted in a Teacher Education Department Master's Program, candidates must submit documentation to their advisor for consideration. Teacher Education Graduate Program committee members review and evaluate the documents to determine if candidates meet the criteria for formal admission.

During the semester in which you will have completed **12 hours of TED courses** in the Elementary Education, Literacy, or Secondary Education program you must:

1. **Write a formal letter of application** that must include a description of:
  - Your background and experiences in educational contexts;
  - Experiences from your own personal, professional and academic journeys that have:
    - a) informed your perspective on diversity in its many forms (race, culture, ability, gender, sexual orientation, socioeconomic status, etc.), and
    - b) had an impact on how you recognize and address the diversity in your P-12 classroom/other educational contexts/your school community;
  - Examples of how you have integrated **some of the** information from **four** TED graduate courses into your professional practice, e.g., what are one or two things you took away from Children's Literature course that you now use with P-12 students? **Each course should have its own paragraph.**
  - A description of your professional goals beyond your Master's degree.

This letter should be **2-3 pages in length** and demonstrate your ability to clearly articulate your thoughts in each of the four areas above. Written communication is a valued competency in the Teacher Education Department. **Be sure to proofread your letter** and adhere to standard writing conventions.

2. Complete, **in consultation with an advisor**, a Plan of Study for the degree sought. The completed letter of application and signed plan of study should be **submitted together to your advisor**. Your advisor will review your documents and forward all materials to the graduate chair. If you need to mail the packet, send to:

Chair, Graduate Program Committee  
Teacher Education Department  
University of Nebraska at Omaha  
6005 University Drive North RH 308  
Omaha, NE 68182-0163