

**Formal Admission Packet**  
**Guidelines for Letter of Application**

Dear Master's Degree student:

The letter of application serves as a component of your application for formal acceptance as a candidate in your graduate degree program. It provides an opportunity for you to acknowledge and celebrate the knowledge, skills and dispositions acquired during your courses/program as well as consider your future as an educator. The letter is your "formal introduction" to the TED graduate faculty and should be carefully developed as a representation of your professional self in the following four required areas:

- Begin by describing your academic and professional journey. Discuss your background, personal and professional experiences, and identify your location/status as an educator.
- Carefully consider and explain experiences from your own personal, professional, and academic journeys that have informed your perspective on diversity in its many forms – e.g. race, culture, ability, gender, sexual orientation, socioeconomic status, etc. Be specific (provide examples) of ways those experiences have had an impact on how you recognize and address diversity in your educational context and school community. How do you plan/hope to expand your understanding and work with the diverse communities in which you live and work?
- For each TED class you have completed, describe/discuss one or two key pieces of knowledge, skills and dispositions you have integrated into your work with P-12 students. Use specific examples from your current classroom/educational environment (or how you intend to do so in your future classroom/educational environment) that demonstrate your ability to use information and experiences in your coursework with P-12 students.
- Finally, discuss your post-Master's Degree plans. How has your coursework/program influenced your future plans related to work with P-12 students, educators, administrators and other stakeholders in your district/community?

A thoughtful and well-crafted admissions letter will greatly enhance your chances of being formally admitted into a Teacher Education Master's program. Work closely with your advisor to ensure a successful completion of all formal admission processes.

Please feel free to contact me with questions regarding formal admissions processes at [rpasco@unomaha.edu](mailto:rpasco@unomaha.edu) or at 402-580-5480.

Dr. R.J. (Becky) Pasco, Chair  
TED Graduate Program Committee

### Rubric: Formal Admissions Letter

<b>Component</b>	<b>Pass</b>	<b>Rewrite</b>
<b>Background</b>	Narrative provides a clearly articulated description of the candidate's experiences in educational contexts.	Narrative contains brief, thin descriptions of background/experiences in educational contexts
<b>Experiences with Diverse Learners/Stakeholders</b>	Narrative is a thoughtful reflection on candidate's professional goals for working with diverse populations in P-12 schools. Narrative includes rich examples of candidate's work with diverse populations in support of professional goals.	Narrative addressing professional goals for and work with diverse populations is missing/brief, lacks depth/substance and/or contains no examples of best practice.
<b>Application of learning</b>	Narrative for each completed course in TED is meaningful and specific in its description of how knowledge, skills, and dispositions gained during courses/program have informed candidate's practice in educational environments.	Narrative on application of knowledge, skills, and dispositions gained during courses/program is vague and contains few/no examples.
<b>Post-Master's Degree</b>	Narrative identifies candidate's future plans for work in educational environments.	Narrative does not, or only briefly, identifies candidate's future plans for work in educational environments.
<b>Conventions</b>	Narrative is written using formal, professional writing conventions.	Narrative is not written using formal, professional writing conventions.

**Omission of content or a rating of Rewrite in any of the five rubric categories will require the candidate to rewrite and resubmit his/her letter to the Graduate Program Chair for reconsideration before being formally admitted into a Teacher Education Master's program.**