GUIDE TO
GRADUATE SCHOOL

FIRST STEPS
✓ Imagine where you want your life to be in 10 years. What are the necessary steps for you to get there?
✓ Determine what is most important to you in your post-graduation life.

IS GRADUATE SCHOOL RIGHT FOR YOU?

Is a graduate degree needed for your professional and occupational goals, and are you passionate about the field? What can you do with a bachelor's degree in your chosen field? Talk to professors, advisors, and professionals in your field about career opportunities. Think about where you want to be in five or ten years. Will you need a graduate degree to reach your goals?

Have you decided on a specific career path? If not, then graduate school may not be the best option for you at this time. Graduate programs are typically very specialized and will not give you an opportunity to explore a variety of options.

How will your personal values and goals fit into graduate school life? What is important to you? Prioritize your values to make sure graduate school is a good fit with your other values and goals. Depending on the degree you are working towards, be prepared to spend two or more years after your undergraduate degree working towards your goal.

Assess yourself! Graduate programs differ greatly in their requirements and amount of faculty supervision. How is your stress management? Can you work well in a situation with little structure from professors? Are you self-motivated? What do you hope to gain by continuing your education? Answering these questions will help you determine if graduate school is right for you and which programs are best suited for you.

Online resources for more information:
- http://www.gradschools.com
- http://www.princetonreview.com
- http://www.petersons.com
- http://www.kaplan.com
- http://www.allaboutgradschool.com
- http://www.graduateguide.com
- http://www.gradview.com
MASTER’S AND DOCTORAL DEGREES EXPLAINED

The Master’s Degree Student

As a master’s student, you will spend about two years in graduate school, depending on your program of study. The purpose of this program is to give you a solid education in a specialized field of scholarship. You will probably receive less financial aid than declared doctoral candidates do; in many cases, you may receive none at all.

Your first year. You will take courses that are similar in structure to your undergraduate classes. These classes are usually designed to build a foundation for future coursework. The workload is heavier, the course topics are more specific, and much more is expected. You may choose or be assigned an advisor at the beginning of your program. With your advisor’s help, you will begin to develop an academic focus.

Your second year. You may take further courses to complete your degree requirements. You will likely direct more and more energy toward your concentration. Some programs may require you to complete at least one practicum. These positions can be paid or unpaid and allow you to gain hands-on experience in your chosen field. Also, depending on the program, you will probably complete a master’s thesis, a portfolio, a manuscript, or sit for comprehensive exams. The purpose of this is to demonstrate mastery in your field. Depending on your chosen field and profession, you may decide to continue your education and begin work on a doctorate.

The Doctoral Degree Student

The doctoral candidate spends four to six years at graduate school. The purpose of the program is to give you extensive knowledge of your field, train you to do original and meaningful research, and prepare you to function as a member of a teaching faculty.

Your first two to three years. You will take courses to satisfy your degree requirements and gain a broad knowledge of the field. If you are fortunate, you will gain valuable experience by securing a research or teaching assistantship. You will gradually focus your research interests, working with an advisor in your area of interest who is usually appointed at the beginning of your program. At the end of your second or third year, you will take comprehensive exams and possibly start preparing a dissertation topic. The exams will help demonstrate your qualifications to continue with your doctoral work. A previously completed master’s degree may replace some of this coursework.

The last two to three years. Coursework becomes a much smaller part of your academic work, and may end altogether as you work at conceptualizing and completing your doctoral dissertation. Your dissertation must constitute a new and meaningful contribution to knowledge in your field. Depending on your focus, you will teach classes, and may even teach a course of your own design. You will collaborate increasingly with faculty members, who may rely on you for research and inform you of their own work. You will probably become closely associated with a single professor who will become your dissertation director. Your program culminates in the completion of your dissertation, which may include an oral defense of your work before a faculty committee.
PREPARING FOR GRADUATE SCHOOL

Things to Think About and Ask

Where do you want to study?  Do you want to be on a coastline or in the Midwest?  Geographic location is important because you will be living there for at least two years.

How much does the school cost?  What forms of financial aid are available?  Are graduate assistantships or fellowships available?  How can you secure one?  How reliable is financial support from year to year?

What types of degrees are offered?  For example, if you want a Master of Arts degree, is that an option at that program?

What is the emphasis of the program?  Is it on practice or research?

What are the program requirements?  Do you have to complete a thesis, dissertation, manuscript, practicum, or exit exams?

What are the professors' interests?  Are they similar to your own?

How is your advisor assigned?  Do you select your advisor or is that choice made for you?

Talk to current students if possible.  Are their interests and experiences similar to your own?  Are these people you want to spend a lot of time with?  What do they like about the program?

Where are graduates from the program employed?  What kind of assistance does the school provide in helping you find a job upon graduation?

Is practical experience possible?  Can you gain experience through internships or a practicum?

Visit the school you are applying to.  Can you picture yourself at that school and in that city?

Does your experience meet the program requirements?  How selective is the program?

What will you do if you are not accepted into the program?  Do you have a back-up plan?

FUNDING GRADUATE SCHOOL

Graduate school can be expensive; however, financial aid is available in several forms.  Depending on your program and school, you may qualify for scholarships, fellowships, grants, assistantships, loans, and more.

Fellowships are designed to encourage study in your area.  Applications are generally available from departments or agencies.  Fellowships vary and may include tuition and a stipend.  They usually require full-time enrollment.

Assistantships are teaching, research, and other staff positions that usually include tuition, a stipend, and some benefits.  At MU, applications can be obtained from your department.

Scholarships are awarded to incoming graduate students with proven academic records of achievement and typically focus on a specific area of study.  Applications are generally available from departments or agencies.
Federal Work Study (FWS) positions allow you to earn money towards your educational expenses while enrolled in school.

Federal Stafford Loans can be subsidized (the government pays the interest while you’re in school) or unsubsidized (you pay all the interest, although the payments can be deferred until after graduation) and have variable interest rates.

Federal Perkins Loans are subsidized loans with low interest rates.

Private or Alternative Loans are made by private lenders and have variable interest rates. They generally cost more than federal loans.

Many students have to borrow money, but remember that it is an investment in your future. For more information on your financial aid options, visit:

- http://web.missouri.edu/~gradschl/financial/index.htm
- http://www.finaid.org
- http://www.fastweb.com

To apply for federal aid, you must complete the Free Application for Federal Student Aid (FAFSA). Your school may also require this to apply for scholarships and other forms of aid. To complete your FAFSA online, visit http://www.fafsa.ed.gov.

Adapted from http://www.finaid.org

**GRADUATE EXAMS**

Although not all graduate programs require applicants to take entrance exams, many do. The main exams for graduate and professional programs are:

**GRE (Graduate Records Examination).** For admittance into a variety of graduate programs. It has three parts: verbal, quantitative, and analytical writing. Each part is used to measure your ability in different areas. The GRE also offers subject tests. Visit http://www.gre.org for more information.

**GMAT (Graduate Management Admission Test).** Used by business schools to assess the qualifications of applicants for advanced study in business and management. It measures verbal, quantitative, and writing skills. Visit http://www.gmac.com for more information.

**LSAT (Law School Admissions Test).** Required for admittance into law school. It tests verbal and verbal reasoning skills. Visit http://www.lsac.org for more information.

**MCAT (Medical College Admission Test)** is used for admission into medical school. It assesses problem-solving, critical thinking, and writing skills in addition to knowledge of scientific concepts and principles. Visit http://www.aamc.org for more information.

**PCAT (Pharmacy College Admission Test).** Identifies qualified applicants for admission into pharmacy school. It measures general academic ability and scientific knowledge necessary for pharmaceutical education. Visit http://www.pcatweb.info for more information.

**DAT (Dental Admission Test).** Required when applying to dental schools. It measures knowledge in natural science, perceptual ability, reading comprehension, and quantitative reasoning. Visit http://www.ada.org for more information.
**MAT (Miller Analogies Test).** Standardized test of verbal analogies that some graduate programs use to assist in their admission process. Visit [http://www.milleranalogies.com](http://www.milleranalogies.com) for more information.

**How do I pick a test date?** Determine the application deadlines for the schools to which you are applying and then work backwards from your earliest deadline. Some exams can be taken at any time of the year while other exams are only offered a few times per year or have restrictions as to how many times they can be taken. To determine when and where a particular test is offered, visit its website and talk with the professionals at Testing Services.

**PRACTICE MAKES PERFECT**

There are numerous resources available to help you prepare for graduate school entrance exams. For professional help, companies such as Kaplan and The Princeton Review offer classes and personal tutoring sessions. If you would rather study on your own, these companies, as well as others, have books and computer programs available for purchase. Moreover, many companies guarantee that their classes and products will improve your score, so take advantage of what is available!

The following offices and resources are available to help you prepare for and take graduate exams:

**On-Campus Resources**

*The Learning Center*
Student Success Center, 882-2493
Paper GRE and LSAT practice exams with answer sheets are available to check out.

*Testing Services*
205 Parker Hall, 882-4801
Sign up to take exams at Testing Services.
Exams offered include: MAT, GRE, MCAT, LSAT, OATP, PCAT, VCAT, NTE, GSFLT, and GMAT.

**Off-Campus Resources**

*The Princeton Review*
1-800-2Review (live courses), 1-888-500-PREP (online courses)
http://www.princetonreview.com
Small classes are offered in person, online, or with personal tutorials. Free online course demos are also available.

*Kaplan*
1-800-KAPTEST
http://www.kaplan.com
Classes are offered in person, online, or with a personal tutor. Practice exams are available online. Kaplan exam preparation software is available for purchase.

*Educational Testing Services*
(609) 921-9000
http://www.ets.org
Information about tests is available online.
**TIMETABLE FOR APPLYING**

**Junior year and summer before senior year**
- Begin researching graduate programs and deciding where you would like to apply.
- Call, write, or email schools to request catalogs.
- Determine test requirements, application deadlines, test dates, etc.
- Meet with advisors, faculty members, and career counselors to discuss programs.
- Sign up for required standardized tests and practice for them.

**September and October of senior year**
- Take standardized tests.
- Write draft of statement of purpose. Include career goals and areas of interest.
- Research financial aid sources, fellowships, and assistantships.
- Request letters of recommendation from faculty members and former employers from related jobs.
- Make sure they are individuals who know you well and will be able to write a strong letter for you.
- Provide these people with your personal statement and résumé.

**November and December of senior year**
- Order official transcripts from the Registrar’s Office. Be sure to request transcripts from all of the schools from which you have earned college credit, including hours obtained while in high school.
- Finalize your statement of purpose according to the question(s) asked on the applications.
- Mail applications.
- Apply for fellowships and assistantships.

**January through March of senior year**
- Contact the schools about the possibility of visiting or scheduling an interview.
- Fill out the FAFSA form.

**April of Senior Year**
- Discuss acceptances, rejections, and other career options with a faculty member, advisor, or a member of your college’s career services office.
- Notify schools as to your decision to accept or decline admission.

**NEXT STEPS**
- Come to the MU Career Center to talk with someone about your career planning and to get more information about advanced degrees.
- Visit our Handouts link on [http://career.missouri.edu/resources](http://career.missouri.edu/resources) to download other handouts in our After College Planning series.