



Norfolk State University

**APPLICATION FOR
GRADUATE ADMISSION**

ACHIEVING WITH EXCELLENCE



Applicants should contact:

Office of Graduate Studies

L. Douglas Wilder Performing Arts Center
Suite 203
Norfolk State University
700 Park Avenue - Norfolk, VA 23504
(757) 823-8015

Visit us on the web at <http://www.nsu.edu>

Social Work applicants should contact:

Ethelyn R. Strong School of Social Work
Brown Hall * Suite 134
Norfolk State University
700 Park Avenue - Norfolk, VA 23504
(757) 823-8695



**The Office of Graduate Studies
Graduate Application**

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The Master of Science in Optical Engineering and the Master of Science in Electronics Engineering are new programs in the School of Science and Technology. Applications for the Fall 2004 are now being accepted. Please see the program information at the end of this document.

GENERAL INFORMATION

The Office of Graduate Studies
Rowena G. Wilson, D.S.W., Acting Director
(757) 823-8015
E-mail: gradstudies@nsu.edu

The Office of Graduate Studies administers the University's graduate programs in the Schools of Education, Liberal Arts, Science and Technology, and Social Work. The Office is responsible to the Vice-President for Academic Affairs for the provision of fundamentally sound program development to meet the demands of a dynamic society.

Norfolk State University offers 16 graduate programs leading to the master's degree and two graduate programs leading to the doctorate. Three programs, the Master of Arts in Applied Sociology, Master of Arts in Visual Studies, and the Master of Fine Arts in Visual Studies, are offered jointly by Norfolk State University and Old Dominion University. The Ph.D. in Social Work is offered in the School of Social Work. The Virginia Consortium Program in Clinical Psychology is offered jointly by four institutions and leads to the Doctor of Psychology degree. Participating institutions are the College of William and Mary, Eastern Virginia Medical School, Norfolk State University, and Old Dominion University. Information and application materials for the Virginia Consortium Program in Clinical Psychology are available at the Program Web site, <http://www.psychology.odu.edu/vcpcph/>, or Program Office at (757) 518- 2550.

APPLICATION FEE

Each application requires a non-refundable application fee of \$35.00 (U.S. currency) in the form of a certified check, money order or cashier's check.

TRANSCRIPTS

An official transcript from every college/university attended is required for admission to all programs. Transcripts must reflect the degree earned the date that the degree was earned, bear the official seal of the institution, and be signed by the issuing officers.

EXAMINATION SCORES

Applicants should refer to the program information for the program to which they are applying for test score requirements. Test of English as a Foreign Language (TOEFL) score of at least 500 may be required for international applicants whose native language is not English.

INTERNATIONAL STUDENTS

International students are required to complete and submit an **Affidavit of Financial Support** and supporting documents, bearing the signature of their sponsor and indicating sufficient funds to cover their expenses at Norfolk State University. In addition, international students must complete an **International Student Application Supplement**.

PERSONAL STATEMENT (*Applicants to graduate programs in Social Work and Visual Studies should see supplements for specific requirements for the personal statement.*) Each applicant is required to provide a personal statement that does not exceed three hundred (300) words. This statement should be **paginated, typed, and double-spaced on 8^{1/2} by 11 inch paper.** **The applicant's name and social security number or I.D. number must be at the top of each page.** Specific questions and issues that should be addressed in the statement include the following:

Career Objectives:

1. What are your career objectives?
2. How does the area of study indicated in item 16 of this application relate to your career objective?
3. What factors influenced your decision to apply to Norfolk State University?

Personal Background:

1. What are your strengths and weaknesses with respect to interpersonal communication and cooperation?
2. What has been your academic and professional preparation with respect to your chosen area of study?

General Information:

1. Discuss your commitment to your chosen area of study and provide information that reflects that commitment. Indicate the skills you possess and the activities in which you have been engaged which are related to your chosen area of study.

REFERENCES

Each applicant must provide three references (*unless otherwise specified under Program Information or in a program supplement*). One reference should be from a former teacher, another should be from someone who is familiar with the applicant's ability and commitment to the desired area of study, and the third should be a character reference. All references must be completed on the enclosed form or on official letterhead and submitted in a sealed envelope with the writer's signature across the seal.

TUITION RATE DETERMINATION

Each applicant must complete the Tuition Rate Determination Form in this application. Section 23-7.4 Code of Virginia requires a response to all applicable questions. If the required information is not provided and the applicant is admitted, the applicant's tuition rate will be determined as out-of-state until all the requirements have been met. Any applicant who enrolled previously at Norfolk State University in an out-of-state classification, but who now meets criteria for in-state tuition, will be required to complete a CHANGE OF DOMICILE form and provide prescribed evidence of Virginia residency.

NOTIFICATION OF ADMISSION

Notification of admission or denial to a program will be sent in writing by the Office of Graduate Studies after the admissions committee has made a recommendation.

ONLY COMPLETE APPLICATIONS WILL BE REVIEWED.

APPLICATION DEADLINES (EXCEPT SCHOOL OF SOCIAL WORK)

Fall Semester March 1

Spring Semester October 1 (For programs accepting spring admissions.)

Summer Semester March 1 (For programs accepting summer admissions.)

Applicants must submit the original and a copy of the completed application.

All applications

*(with the exception of those to the School of Social
Work)*

must be submitted to:

The Office of Graduate Studies

Suite 203

L. Douglas Wilder Performing Arts

Center

Norfolk State University

Norfolk, VA 23504

PROGRAM INFORMATION

SCHOOL OF EDUCATION

Jean Braxton, Ed.D., Dean

Master of Arts in Gifted Education

Helen Bessent Byrd, Ph.D.

hbyrd@nsu.edu

(757) 823-8733

A passing score on the PRAXIS I examination or a current Commonwealth of Virginia teaching license is required for the Master's Degree Program. Students enrolled in this program may elect to complete a certificate program, which requires an additional course sequence for endorsement to teach in the areas of Learning Disabilities/Emotional disturbance or Learning Disabilities/Mental Retardation. *Applicants may be admitted for enrollment in the fall, spring, and summer terms.*

Master of Arts in Severe Disabilities

Helen Bessent Byrd, Ph.D.

hbyrd@nsu.edu

(757) 823-8733

Requires passing score on the PRAXIS I examination or a current Commonwealth of Virginia teaching license for the Learning Disabilities and Emotional Disturbance or Mental Retardation curriculum as well as the Severe Disabilities Teacher Licensure Sequence. Students enrolled in this program may elect to complete a certificate program, which requires an additional course sequence for endorsement to teach in the areas of Learning Disabilities/Emotional disturbance or Learning Disabilities/Mental Retardation. *Applicants may be admitted for enrollment in the fall, spring, and summer terms.*

Master of Arts in Teaching (Pre-Elementary Education)

Mona Williams Thornton, Ed.D.

mwthornton@nsu.edu

(757) 823-2124

A passing score on the PRAXIS 1 Examination is required for Pre-Elementary/Early Childhood Special Education Program. *Applicants may be admitted for enrollment in the fall, spring, and summer terms.*

Master of Arts in Teaching (Elementary Education)

Mona Williams Thornton, Ed.D.

mwthornton@nsu.edu

(757) 823-2124

A passing score on the PRAXIS I examination is required. *Applicants may be admitted for enrollment in the fall, spring, and summer terms.*

Master of Arts in Teaching (Secondary Education)

Mary Kimble, Ed.D.

mkimble@nsu.edu

(757) 823-2346

Requires passing score on the PRAXIS 1 Examination. Applicants must have an advisor in the academic department of intended major and complete the Certificate of Preliminary Endorsement Form enclosed in this application.

Master of Arts in Urban Education

The following four sequences lead to the Master of Arts in Urban Education degree.

Community Counseling (Offered at Norfolk Naval Base)

James W. Satterfield, Ph.D.

jsatterfield@nsu.edu

(757) 823-8210

This is an accelerated sequence designed for students interested in community counseling and family service agencies. *Teacher certification* is not required, applicable or available. Graduate application deadlines are year round. Refer to the Office of Graduate Studies for specific dates.

School Counseling PreK-12

Norma Brumage, Ed.D.

nbrumage@livenet.com

(757) 823-2325

This sequence is designed for candidates wishing to become school counselors (not agency-based counselors) in Pre-Kindergarten through grade twelve. *Applicants may be admitted for enrollment in the fall and spring terms.*

Administration and Supervision P12

Sean S. Warner, Ed.D.

swarner@nsu.edu

(757) 823-8178

The Administration and Supervision P12 sequence is geared toward teachers wishing to become an administrator in P12 settings. Teachers must have at least three years of full-time (meaning full teaching license, not provisional) teaching. Applicants must provide a copy of their Teacher's License when applying as well as three performance evaluations (available through the Office of Graduate Studies or the Department of Secondary Education and School Leadership). *Applicants may be admitted for enrollment in the fall and spring terms.*

Subject Area Concentration

Sean S. Warner, Ed.D.

swarner@nsu.edu

(757) 823-8178

This program is designed for teachers interested in re-certification in their content-area as well as a Master's degree. Applicants must submit a copy of their teaching license as well as complete the *Certificate of Preliminary Endorsement Form* enclosed in this application.

Master of Arts in Applied Sociology*

William Agyei, Ph.D.

wkagyei@nsu.edu

(757) 823-8436

Applicants may be admitted for enrollment in the fall and spring terms.

Master of Arts in Community/Clinical Psychology

Darlene Colson, Ph.D.

dgcolson@nsu.edu

(757) 823-9440

The GRE is not required. Classroom, practicum, and other program-related activities may require that students engage in oral and/or written self-disclosure. This may include personal information such as one's sexual history, history of abuse and neglect, current or past psychological treatment, and relationships with parents, peers, spouses, and significant others. Enrollment in the Community/Clinical Psychology Program constitutes willingness to do so. *Applicants are accepted for fall admission only. Late applications are not reviewed.*

Master of Arts in Criminal Justice

James Nolan, Ph.D.

janolan@nsu.edu

(757) 823-8435

This program has two concentrations, Criminal Justice Management and Planning and Juvenile Justice. The program requires a total of 36 credit hours divided between core and elective courses. The GRE is not required. *Applicants are accepted for fall, spring, and summer admission.*

Master of Arts in Visual Studies*

Robert Sites, MFA Elliott Jones, MFA

ngjenks@nsu.edu ejones@odu.edu

(757) 823-8844 (757) 683-5462

This is a 33 credit hour program. Applicants must complete the *Portfolio Review Application* included in this packet. *Applicants are accepted for fall admission only.*

Master of Fine Arts in Visual Studies*

Robert Sites, MFA Elliott Jones, MFA
ngjenks@nsu.edu ejones@odu.edu
(757) 823-8844 (757) 683-5462

This is a 60 credit hour program. Applicants must complete the *Portfolio Review Application* included in this packet. *Applicants are accepted for fall admission only.*

Master of Arts in Media and Communications

Sequences: interpersonal communication, mass communications and journalism, speech communication, composition and language studies, broadcast administration, media production, news editorial management, and public relations.

Stanley Tickton, Ph.D.
stickton@nsu.edu
(757) 823-2383

Master of Arts in Music

Ernest Brown, D.Mus.A.
E-mail address
(757) 823-8025

Instrumental auditions, placement exams in theory and music history required. *Applicants may be admitted for enrollment in the fall, spring, and summer terms.*

Master of Arts in Urban Affairs

Curtis T. Langley, Ph.D.
ctlangley@nsu.edu
(757) 396-6801

Applicants may be admitted for enrollment in the fall and spring terms.

Virginia Consortium Program in Clinical Psychology

Applications to the VCPCP may be obtained from the Program Web site, <http://www.psychology.odu.edu/vcpcph/>, or by calling (757) 518-2550.

SCHOOL OF SCIENCE AND TECHNOLOGY

Sandra Deloatch, Ph.D., Dean

Master of Science in Computer Science

George Hsieh, Ph.D.
ghsieh@nsu.edu
(757) 823-9446

**NORFOLK STATE UNIVERSITY/OLD DOMINION UNIVERSITY JOINT PROGRAMS*

TOEFL will be waived if applicant has completed at least one year of full-time study at a four-year US college or university in an English speaking country.

TOEFL written test score should be at least **550**, or **213** on the computer-based test with no section score of less than 13. GRE scores are required for all who apply for Assistantship and Fellowship Awards. All Award applicants must arrange to have their GRE scores sent to the Office of Graduate Studies. Generally, the **minimum GRE** score is 530 on Verbal, 700 on Quantitative, and 630 on Analytical. The Graduate Admissions Committee may waive the GRE requirement if an applicant majored in computer science or computer engineering with a GPA of 3.2 or better in computer courses. *Applicants are accepted for fall and spring admission.*

Master of Science in Material Science

Larry Mattix, Ph.D.

lmattix@nsu.edu

(757) 823-2381

Applicants must submit a resume in addition to the requirements outlined in the application form

SCHOOL OF SOCIAL WORK

Marvin Feit, Ph.D. Dean

Master of Social Work, MSW

Brenda Exum, MSW, ACSW

bexum@nsu.edu

(757) 823-8695

Application Deadline: February 1 is the deadline for fall semester admissions.

Full Time and Extended Time Students are admitted in the fall semester only.

October 15 is the deadline for spring semester admissions for Social Work Advanced Standing Students only.

Because of accreditation guidelines, the School of Social Work requires that supplemental application materials be completed if an individual would like to be considered for the MSW Program.

The following documents must be submitted directly to the MSW Admissions Office by the deadline date:

The completed Graduate School Application and one copy.

The application fee.

Three references on form provided. (One academic, one professional, and one volunteer)

Two copies of transcripts from all universities attended.

The Personal Statement, following the supplemental guidelines that are provided.

The Academic Summary Form detailing the completion of all prerequisite requirements.

A current resume that details work, volunteer, and academic experiences (Include information about special recognitions).

All application materials should be submitted to:

**MSW Admissions Office
The Ethelyn R. Strong School of Social Work
Norfolk State University
700 Park Avenue
Norfolk, VA 23504**

Doctor of Social Work

Rowena G. Wilson, DSW

rgwilson@nsu.edu

(757) 823-8322

Application Deadline: March 1 for fall admission

Applicants must meet the following criteria and submit the following documents to apply to the program:

1. MSW degree, with a grade point average of 3.0 or higher on a 4.0 scale
2. Two years of full time, paid post-master's social work practice experience
3. Successful completion of a graduate course in research
4. Successful completion of a graduate course in statistics
5. Personal Statement of career goals and research interests
6. Scholarly writing sample highlighting research interests
7. Four letters of recommendation: one academic, one personal/professional, and two recent work references
8. An official transcript from each college or university attended sent directly to the School of Social Work
9. Must request that a copy of Graduate Record Examination (GRE) results be sent to the School of Social Work
10. International students are required to submit Test of English as Foreign Language (TOEFL) scores

Submit materials to the following address:

**The Doctoral Program
The Ethelyn R. Strong School of Social Work
Norfolk State University
700 Park Avenue
Norfolk, VA 23504**

10b. To comply with section 504 of the 1973 Rehabilitation Act. "Accessibility of Physical Facilities for the Handicapped" please indicate below whether you have a handicap that requires special consideration. Indicate the special consideration requested.

Disability _____

Special Consideration Requested: _____

10c. Military Service:

1) Are you a veteran? Yes _____ No _____ If yes, respond to item 3 below.

2) Are you the dependent of a veteran? Yes _____ No _____ If yes, please provide the information in item 3 about the veteran.

3) Dates of Military Service: _____ to _____ Branch _____
Mo/Yr Mo/Yr

11. Marital Status: Divorced Married Separated Single Widowed

12. Date of Birth: _____ Place of Birth: _____
(City, State, Country)

13. U.S. Citizen: Yes No If native language is not English, have you taken the TOEFL?

Yes: Date _____ No

Country of Citizenship: _____ Time in the U.S.: _____ years

Permanent Resident number: _____ Visa type and number: _____

14. Military Status: Active Duty Dependent Veteran Retired

15. Emergency contact: _____
Last Name First Name MI Telephone No.

PLEASE INDICATE:

16. Your desired program of study: _____
_____ Sequence (if applicable) _____

17. The term and year you intend to enroll in the University:

Fall 20____ Spring 20____ Summer 20____

18. Enrollment Status: Full-time Part-time Advanced Standing
(For Social Work Students Only)

19. Type of Admission desired:

New Graduate Student New with transfer courses

Highest Degree Earned:

Name of Degree	Institution	Location	Date Earned
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20. **Educational Background:** Please list every college/university ever attended. Begin with the institution that you attended most recently and provide the remaining information requested. If additional space is needed, please attach a separate sheet.

Name of Institution	Location: City & State	Attended (mo/yr to mo/yr)	Degree Earned
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21. **Employment and Professional Background:** This area of the application has been designed to allow you to identify any professional experiences (paid or voluntary) which you have had and feel are important or should be considered in the evaluation of your application. Please list the most recent experience first.

Employer or Agency: _____

Address: _____

Position Held: _____

Dates From: _____ To: _____

Employer or Agency: _____

Address: _____

Position Held: _____

Dates From: _____ To: _____

Employer or Agency: _____

Address: _____

Position Held: _____

Dates From: _____ To: _____

22. **References:** Please list the names and addresses of those who have agreed to provide letters of support.

Name: _____

Address: _____

Telephone: _____

Name: _____

Address: _____

Telephone: _____

Name: _____

Address: _____

Telephone: _____

Name: _____

Address: _____

Telephone: _____

23. Have you ever been suspended, dismissed from, or placed on probation at any college/university attended? Yes No If yes, please explain on a separate sheet and submit the information with this application.

24. I certify that the above statements are true and accurate to the best of my knowledge. Should I be admitted to a graduate program, I will abide by the rules and regulations set forth by the University.

(Applicant's Signature) Date: _____

25. Norfolk State University reserves the right to dismiss any student who falsifies information on this application.

TUITION RATE DETERMINATION FORM

Please print and mail this form with your admission application. This form must be completed to determine eligibility for in-state tuition rates pursuant to Section 23-7.4 code of Virginia. All applicable questions must be answered.

SECTION A APPLICANT

1. Term: fall 20__ spring 20__ summer 20__
2. Name of applicant

last first middle
3. Social Security#: _____ Date of Birth _____
4. Citizenship: US non-US Permanent Resident
5. How long have you lived in Virginia? _____
6. Where have you lived the last two years?
List current address first:
From (mo/yr) To(mo/yr) Street Address City/State/Zip

7. Do you wish to claim in-state tuition rates based on Virginia domiciliary status? Yes No
If yes, continue to SECTION B. If no, skip to SECTION E.

SECTION B STUDENT STATUS

1. Will you be age 24 before the first day of classes? Yes No
2. Are you a veteran of the US Armed Forces? Yes No
3. Will you be enrolled in a graduate or professional program? (Beyond a Bachelor's degree) Yes No
4. Are you married? Yes No
5. Are you an orphan or a ward of the court, or were you a ward of the court until age 18? Yes No
6. Do you have legal dependents (other than spouse)? Yes No
7. Are you on active duty with the military? Yes No
8. Have you been financially self-sufficient for one year prior to the term in which you will enroll? Yes No

If you answered yes to any question, please complete SECTION C. If you answered no to every question, please sign SECTION E and have your parents or legal guardians complete SECTION D & E.

SECTION C DOMICILE

1. Have you filed a tax return (760) and paid income taxes to Virginia during the past 12 months? Yes No
2. For the entire 12 months prior to the term in which you will enroll, will you have been a registered voter? Yes No
Virginia registration date: _____/_____/_____
3. For the entire 12 months prior to the term in which you will enroll, will you have held a valid Virginia driver's license? Yes No
4. Do you own a motor vehicle that is registered in the state of Virginia? Yes No
If no, which state _____
5. Presently, are you or any member of your immediate family presently in the military? If no, please skip to question six. Yes No
If yes, please check Self Spouse
 - a. Will Virginia income taxes have been paid on all military income for one year prior to the term in which you enroll? Yes No
 - b. If your spouse is in the military, have you resided in Virginia, earned at least \$10,300 (equivalent of a full-time wage salary), and paid income taxes to Virginia for at least one year prior to the term in which you will enroll? Yes NoIF YES, PLEASE ATTACH VIRGINIA TAX FORMS
Answer this question only if you have worked in Virginia but lived outside Virginia during the past 12 months.
6. Did you file Virginia taxes on all taxable income earned in Virginia for the last tax year? Yes No
PLEASE SKIP TO SECTION E

SECTION D PARENT, LEGAL GUARDIAN OR SPOUSE

1. Name of Parent/Legal Guardian/Spouse

 last first middle
2. Relationship to applicant:

3. Citizenship: US Non-US Permanent Resident
 If non US, give visa type _____
4. How long have you lived in Virginia? _____
5. Where have you lived the last two years?
 List current address first:
 From (mo/yr) To (mo/yr) Street Address City/State/Zip

6. Will you have filed a tax return and paid income taxes to Virginia during the past 12 months? Yes No
7. Will you have claimed the applicant as a dependent on your federal and Virginia income tax form returns for the 12 months prior to term in which the applicant will enroll? Yes No
8. Will you have provided over half of the applicant's financial support for the entire 12 months prior to the term in which the applicant will enroll? Yes No
9. For the entire 12 months prior to the term in which the applicant will enroll, will you have:
 - a. been a Virginia registered voter? Yes No
 Registration date: _____/_____/_____
 - b. held a valid Virginia driver's license Yes No
 Date issued _____/_____/_____
10. Do you own or operate a motor vehicle? Yes No
 If yes, was it registered in the State of Virginia? Yes No
11. Are you or any member of your immediate family presently in the military? Yes No
 If no, skip to question 12. If yes, please check Self Spouse
 - a. Will Virginia income taxes have been paid on all military income for one year to the term in which you enroll? Yes No

b. If your spouse is in the military, will you have resided in Virginia, earned at least \$10,300 (equivalent of a full-time wage salary), and paid income taxes to Virginia for at least one year prior to the term in which you will enroll? Yes No
 IF YES, PLEASE ATTACH VIRGINIA TAX FORMS

12. Answer this question only if you have or your spouse has lived outside Virginia but work inside Virginia. Yes No
 - a. Will you have lived outside Virginia, earned at least the equivalent of a full-time salary and paid income taxes to Virginia for at least one year prior to the term in which the applicant will enroll? Yes No
 - b. If the answer to (a) is yes, will the parent/guardian/spouse employed in Virginia have claimed the applicant as a dependent for federal and Virginia income tax purposes for at least one year prior to the term in which the applicant will enroll? Yes No

PLEASE COMPLETE SECTION E

SECTION E SIGNATURES

The applicant must sign below or this application will not be processed. If SECTION D has been completed by a parent/legal guardian or spouse, that person's signature must appear below.

I certify under penalty of disciplinary action that the information I have provided is true. I agree to furnish the University with supporting documentation related to my application, if I am requested to do so. I understand my domicile decision may be appealed.

 Signature of Applicant Date

I certify that the information I have provided is true.

 Signature of Parent/Legal Guardian or Spouse Date

11. Personal Statement: Besides addressing career objectives, professional background, and general information in the personal statement, applicants for Visual Studies must discuss the content or themes explored in their work and how the graduate school experience would contribute to the development or evolution of their work.
12. Portfolio Requirements:

A slide portfolio of fifteen to twenty examples of the applicant's recent work is required. Recent work submitted on a CD or on videotape will be accepted if this is the most appropriate medium for evaluation. Each slide should be marked with the applicant's name, title of the work, medium, and numbered to correspond with a summary sheet listing each work by title, medium, and date of execution. Videotapes or CDs must be marked with the applicant's name and complete mailing address and accompanied by a summary sheet that fully explains the work that has been submitted. Please do not send original work. Submit this application and the portfolio directly to:

OFFICE OF GRADUATE STUDIES
Suite 203
L. Douglas Wilder Performing Arts Center
Norfolk State University
700 Park Avenue
Norfolk, Virginia 23504

NORFOLK STATE UNIVERSITY
CERTIFICATE OF PRELIMINARY ENDORSEMENT

Department Head/Advisor _____ Date _____

Students applying for admission to the **1) Master of Arts in Teaching 2) Non-Degree Certification Programs, or 3) Subject Area Concentration** must obtain preliminary endorsement in the intended area of concentration. Please review his/her transcript to determine whether all undergraduate requirements have been met.

Applicant _____ SS# _____
Address _____

Telephone (W) _____ (H) _____

Undergraduate Major _____ Undergraduate GPA _____

Intended Graduate Major _____

Intended Graduate Concentration _____

Number of Deficiencies _____ Credits _____

Undergraduate Courses To Be Taken	Prerequisite For
_____	_____
_____	_____
_____	_____

I have reviewed the transcript attached. The student has/has not completed undergraduate certification requirements for a major in _____.

Comments: _____

Signature of Dept. Head/Advisor

Signature of Applicant

Date _____

Date _____

**NORFOLK STATE UNIVERSITY
SECONDARY EDUCATION & SCHOOL LEADERSHIP
ADMINISTRATION & SUPERVISION P12
PRINCIPAL PREPARATION CURRICULUM
EVALUATION FORM**

The following individual has applied for admission to the Principal Preparation Curriculum. This person has requested you to evaluate his/her leadership potential, decision-making skills, organizational ability, human relation skills, work performance and efficiency.

Candidates Name _____

**Using the rating scale, please respond to the following:
5=HIGH 1=LOW DK=DON'T KNOW**

LEADERSHIP POTENTIAL	5	4	3	2	1	DK
Is energetic and does not procrastinate						
Is a good listener						
Motivates others						
Works effectively with people						
Identifies problems and solutions						
Demonstrates leadership inclinations						
Has tolerance						
Recognizes tasks to be performed						
Works with or without direction						

DECISION MAKING SKILLS	5	4	3	2	1	DK
Demonstrates problem solving skills						
Is willing to make decisions						
Listens to all sides						
Does not jump to conclusions						
Listens to advice or recommendations						
Asks questions before making decisions						

HUMAN RELATIONS SKILLS	5	4	3	2	1	DK
Is an effective communicator						
Is perceptive of others feelings						
Shows empathy in working with others						
Shows respect for students, staff and parents						
Facilitates discussions of problems						
Is not upset by conflicts						
Does not show anger						

WORK PERFORMANCE	5	4	3	2	1	DK
Demonstrates above average teaching performance						
Demonstrates effective planning						
Demonstrates knowledge of learning theory						
Completes assignments/reports on time						
Recognizes effective teaching strategies						
Is not afraid of change						
Accepts constructive criticism						

EFFICIENCY	5	4	3	2	1	DK
Looks for ways to improve						
Looks for new or improved methods for performing a task						
Work is thorough and well done						
Is task oriented						
Assumes responsibilities						
Is not troubled by ambiguity						

Please indicate other qualities you feel will make the applicant an effective principal.

How long and in what capacity have you known the applicant?

NAME: _____ **POSITION/TITLE:** _____

ADDRESS: _____

PHONE NUMBER: (H) _____ **(W)** _____

Name: _____

Concentration ___ **Clinical** ___ **Community Development**

**The Master of Social Work Program
The Ethelyn R. Strong School of Social Work
Norfolk State University**

Academic Summary Form

Please complete this form in full detail and indicate the dates of completion as reflected on your transcript(s).

These are all undergraduate prerequisite courses that are required to matriculate in this graduate program. If the course has not been completed when the application is submitted, indicate the plan for completion of the prerequisites. (Specify the arrangements that have or will be made-name of institution, number/name of class, and planned dates for enrollment)

**Social Science Statistics
(Introductory level 3 credit hour Social Science Statistics Course)**

Institution	Course Number/Name	Year Completed

**Human Biology
(A biology course that provides for the study of the systems of the Human Body)**

Institution	Course Number/Name	Year Completed

**Social Science Courses
(21 credit hours required in 3 content areas)**

Institution	Course Number/Name	Year Completed

**Liberal Arts Courses
(15 credit hours required in 3 content areas)**

Institution	Course Number/Name	Year Completed

**The Master of Social Work Program
The Ethelyn R. Strong School of Social Work
Norfolk State University**

Personal Statement Guidelines

The personal statement is an important part of the application for admission to the School of Social Work and should be carefully prepared. The page limit is 5-6 pages single-spaced typed in 12-point font.

The following questions should be addressed in the order listed:

1. What relationships and/or experiences influenced your decision to enter the field of Social Work?
2. What are your career objectives, and explain how you envision using your graduate level Social Work education? (Include details about your philosophy of Social Work practice, the population you would like to work with, and the type of intervention you would like to provide)
3. Describe a major social problem and your interest in addressing the problem. (Be specific in discussing your perspective on the impact of this problem on citizens and your anticipated role as a change agent on the individual, group, and community/organizational levels of change)
4. Briefly describe an ethical dilemma that you have experienced and how you dealt with the dilemma. (Relate to the Social Work Code of Ethics)
5. What are your experiences with oppression, poverty, diversity, and discrimination? (Describe your interest/commitment in addressing these problems)
6. Describe your experience(s) in providing and receiving professional helping services.
7. What do you consider your personal strengths/competencies and limitations for the practice of Social Work?

Résumé Guidelines

Please provide a **detailed resume**, in chronological order detailing:

Paid Social Work Experiences (indicate dates of employment, whether the position was full time or part time, type of work, name and title of supervisor, and the nature of services provided)

Volunteer Experiences (indicate the dates of services, if part time or full time, type of services provided, and the name and title of the supervisor)

Other Paid Work Experiences (including military service)

The resume should include a description of leadership activities and language competencies.

Master of Science in Electronics Engineering

Dr. Christopher Washington
Department Head
(757) 823-2243

The Master of Science in Electronics Engineering program equips students with analytical skills, research experiences, and specialized training in the discipline.

The program offers the following areas of specialization:

- Computer Engineering
- Microelectronics
- Communications
- Optoelectronics

Admission criteria

- A baccalaureate degree from an accredited university
- Official transcript
- Three letters of recommendation
- Non-refundable application fee
- TOEFL score of not less than 550 or 213 on the computer-based test with no section score less than 13
- GRE scores of not less than 530 on the verbal section, 700 on the quantitative score, and 630 on the analytical section.
- GRE scores may be waived for applicants who majored in electrical, electronics, or optical engineering and earned at least a 3.2 GPA in engineering courses.
- Scores are required for all applicants requesting assistantships or fellowships.

Master of Science Optical Engineering

Dr. Christopher Washington
Department Head
(757) 823-2243

The Master of Science in Optical Engineering program equips students with analytical skills, research experiences, and specialized training in the discipline.

The program offers the following areas of specialization:

- Optical Materials
- Optoelectronics

Admission criteria

- A baccalaureate degree from an accredited university
- Official transcript
- Three letters of recommendation
- Non-refundable application fee
- Test of English as a Foreign Language score (TOEFL) of not less than 550 or 213 on the computer-based test with no section score less than 13

- GRE scores of not less than 530 on the verbal section, 700 on the quantitative score, and 630 on the analytical section.
- GRE scores may be waived for applicants who majored in electrical, electronics, or optical engineering and earned at least a 3.2 GPA in engineering courses.
- Scores are required for all applicants requesting assistantships or fellowships.