



CAREER SERVICES
McKENDREE UNIVERSITY

GRADUATE SCHOOL GUIDE

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GRADUATE SCHOOL

- A graduate program is generally more focused on a specific area of interest and on acquiring specialized skills to practice a profession or to do advanced research.
- The curriculum is often a combination of coursework and a practicum.
- A master's degree usually requires about two years of study and a doctorate generally requires four to seven years, all depending on how many classes an individual takes each semester and the program layout.
- A research master's degree will probably involve writing a thesis or taking a comprehensive examination.
- The most common professional degrees are the M.D. for medicine and the J.D. for law.
- The research doctoral degree (the Ph.D.) involves training in research, which provides the skills to discover new knowledge. This degree can provide many career choices.
- The first years of a Ph.D. involve coursework, while the final component usually involves original research and reporting on the research through a dissertation.

The decision to attend graduate school is an important one and deserves a lot of time and research. You need to determine if graduate school is right for you. Do you enjoy problem solving, learning new facts, reading, and exploring new ideas? If so, graduate school would give you the opportunity to do all of these things while learning more about the areas that interest you most. Graduate school can help determine how far you can advance in your career and benefit you personally.

Possible reasons for graduate school

- ✓ You know what you want to study
- ✓ Your career goal requires an advanced degree
- ✓ The degree will provide additional career opportunities; note that an advanced degree does not always guarantee a higher starting salary or make you more qualified for all jobs.
- ✓ It is the right time in your life, both from a career and personal standpoint
- ✓ You are excited to learn more about a subject and want to study the subject in depth

<https://www.petersons.com//graduate-schools.aspx#> has helpful information about graduate school. Go to www.khanacademy.org and www.kaplan.com for FREE test preparation materials, or to find out more information about Kaplan's fee-based courses.

Choosing a Graduate School

As a potential graduate school student, you should carefully research programs to find the one that will best suit your needs and talents. Things to consider when choosing a program:

• Interests, values, and abilities	• Reputation
• Graduate success rates	• Research facilities
• Cost/funding	• Faculty research areas and bios
• Size of institution and program	• Library holdings

Where Do I Research Graduate Schools

- www.gradschools.com and www.petersons.com
- U.S. News and World Report
- www.chea.org/ (Council for Higher Education Accreditation)
- Ask faculty for recommendations
- Business magazines (Financial Times, Business Week)

Recommendation Letters and Tips about Correspondence with Graduate Schools

- Letters of Recommendation: Start early (about six to eight weeks in advance) and begin by asking faculty members and other relevant individuals if they are comfortable writing a recommendation letter for you. If so, give them your résumé, transcripts, and personal statement, along with a self-addressed, stamped envelope. Provide information about your program, interests, and goals. Waive your right to view the letter, since many graduate schools prefer this because they know the writer will be more candid. Keep the faculty members updated on your progress, and send them a thank-you letter when you reach a decision.
- Continuing Interest E-mails: You may send a continuing interest e-mail early in the spring semester to let a school know that you are still interested, believe that this program is a good fit, and to get your name in front of them again. Send this e-mail to the Admissions Coordinator, Director of Graduate Studies, Department Chair, or whoever you have been communicating with the most.
- Faculty Intervention E-mails or Calls: You may ask a faculty member (usually a faculty member in your targeted major) to send an e-mail or call early in the spring semester to show support for you, if the situation is appropriate.

Tips for Funding and Support for Graduate School

- Get admitted first, and then ask Admissions and Financial Aid about the forms and types of funding.
- Learn about various options, such as a Grad Assistant, Teacher Assistant, Resident Assistant, and other related areas, since many offer a waiver of tuition and a stipend. Ask if tuition waivers include fees.
- On applications, check all boxes for “Funding Interests.”
- Look into fellowships and grants:
 - www.finaid.org and www.fastweb.com
 - Foundation grants for individuals
 - *The Best Scholarships for the Best Students* (Don Asher)
 - *Back-Door Guide to Short-Term Job Opportunities* (Michael Landes)
 - Max out federally guaranteed loans before going to banks.

Information adapted from University of Buffalo's Career Services Center and a graduate school presentation by Donald Asher, Asher Associates.

GRADUATE SCHOOL TIMELINE

Sophomore and Junior Year

- ☐ Decide if graduate school is of interest to you. Do you enjoy problem solving, learning new facts, reading, researching, and exploring new ideas?
- ☐ Continue research on your career interests and think more about your future goals. This can be accomplished by talking to professionals in your areas of interest about what they do and graduate programs that they recommend, reading more about these areas, talking to faculty about graduate programs in your field of interest, and visiting the Career Services office to discuss resources.
- ☐ Get involved in research projects, activities, honor societies/clubs, and volunteer service.
- ☐ Become familiar with the various programs available. It is important to make some decisions early about what type of graduate or professional school you are interested in, especially for a program such as medical school, where the deadlines are so early. The more you know, the more in control you will feel your senior year over the entire process. Visit www.gradschools.com, an excellent resource when researching the various graduate programs. Two other good resources are www.petersons.com and U.S. News and World Report.
- ☐ Begin researching schools, financial aid, scholarships, and graduate assistantship options. Keep in mind that this is a LONG process and will take a great deal of time.
- ☐ Do not be afraid to have several options at this point; you can always eliminate later.
- ☐ If a medical student, take the MCAT your junior year and register with the application service.

Spring and Summer Prior to Senior Year

- ☐ Request applications from all of the schools on your list. Seven to nine is a good number because you can apply to your top schools, schools where you have a good chance of gaining admission, and schools where there is a very high likeliness of acceptance.
- ☐ Begin writing your personal statement and customize to each school. The Career Services office has books on this area for your use. Faculty members, Career Services, and the Writing Resource Center can assist with essay review.
- ☐ Contact the Admissions Departments at your schools of interest to inquire about their acceptance rates, test score requirements, and GPA requirements. A lot of this information can be found on their websites.
- ☐ Register and start preparing for your required admissions exam (GRE, GMAT, LSAT, MCAT, VCAT, PCAT). This information is on our website.
- ☐ Continue research about financial aid options and request aid materials from schools.
- ☐ Visit your schools of serious interest so you can personally meet with admissions staff, students, and faculty.
- ☐ Consider taking your examination in the summer if your schools of choice have early deadline dates. One example of this would be law school. This also gives you time to take the test again if your scores are not as high as you would like.

Early Fall of Your Senior Year

- ☐ Continue visiting your “top choice” schools.
- ☐ Request letters of recommendation from people who can speak well of your academic and work success. Give writers a packet of information, including your résumé, personal statement if it is finished, self-addressed and stamped envelopes, deadline dates, and any other pertinent information. Make sure to give them at least four to six weeks to write the letter for you.
- ☐ Take your graduate examination, if you have not already.
- ☐ Order “official transcripts” from all colleges/universities attended and compile all other application materials.
- ☐ If planning on attending school for law, medical, dental, physical therapy, or occupational therapy, make sure to register with the application service (AMCAS or CAS through LSAC as examples). The above areas each have a service that will collect your materials and submit them to your schools of interest.
- ☐ Have the Writing Center, faculty members, and Career Services review your materials.

Middle Fall (October) of Your Senior Year

- ☐ Submit applications for admission to schools that have early decision programs. Each program is different, but your application materials may include a personal statement; letters of recommendation; transcripts; standardized tests; an application for admission, financial aid, and/or fellowships; your income tax return; and other materials.
- ☐ Take the required graduate exam if you have not already done so.
- ☐ Continue to have Writing Center, faculty members, Career Services, and others review your personal statement.

Late Fall (November and early December) of Your Senior Year

- ☐ Make sure to submit your applications before the deadlines, and then contact the schools to confirm that all of the required information was received.
- ☐ Complete financial aid applications.
- ☐ Outline contingency plans in case you are not accepted to your “top choice” schools.

Spring of Your Senior Year

- ☐ Send continuing interest e-mails between January and March.
- ☐ Wait to hear from schools on whether or not you have been accepted.
- ☐ Solidify your financial aid plans.
- ☐ Contact the graduate schools where you have applied after you have made a decision; this will give other applicants an opportunity to be accepted by that school.
- ☐ Write thank-you letters to people who wrote recommendation letters or helped you.

Please keep in mind that this is a general timeline. Certain programs, such as medical school, have early deadlines, so we encourage you to visit Career Services with questions and to obtain more information about admission tests, the application process, and requesting letters of recommendation from individuals.

QUESTIONS TO ASK GRADUATE PROGRAMS

Some institutions require an interview before admittance to their program. Please contact Career Services to schedule a mock interview, since questions can vary widely based on the program. Below are questions that candidates can ask during the interview, but first make sure the information is not available on the website.

Program and Institution

- What is the expected timeline to complete this program, including the coursework, research, and possible thesis or dissertation?
- Is an internship/practicum required for the program? If not, is an internship/practicum an option?
- What is the largest and most typical class size for a graduate class? Are classes restricted to graduate students? To majors?
- What facilities are available for graduate students? Are there any restrictions on access?
- What kind of student thrives in your program?
- What do you consider as the greatest strength of this program?
- What future changes do you see in this profession?
- Can you tell me about your student success rates and types of jobs obtained by recent graduates? (Avoid relying on testimonials and anecdotal evidence.)
- What type of career planning and job search assistance does your institution provide?
- Is the coursework very structured, or is there room for electives and individual selection of courses?
- How can I be a strong candidate for a program like this?
- What is your retention rate? Of those who do not finish, what are their reasons?
- What type of practicum/internship opportunities do your students have?
- May I meet some currently enrolled students? (In person, or later via telephone or email, be sure to ask about their research topics and take notes on professors mentioned.)
- With what organizations/companies have students been employed in the past?
- Do students develop individual research topics, or do they work on a professor's ongoing research?
- How long does the program typically take to complete?
- Why do students leave the program?
- Overall, how do graduate students at your institution fit with the campus culture?
- How diverse is the student body?
- What kind of academic, financial, and career counseling is available to students?
- How long does it take students to complete a dissertation, on average?
- Is the program accredited? By whom?
- What do you enjoy most about this institution?
- Do you have any advice for me, in relation to this program?

Faculty

- What is the student to faculty ratio?
- How many faculty members does the program have?
- Do students choose their mentor/advisor or are they assigned to one?
- What are research interests and publications of your faculty?
- May I have some bibliographies of recent publications by faculty? Which professors have won awards and grants lately?
- For a faculty member - What do you teach at this institution? What are the goals of this program?

Financial/Costs

- Does the institution offer assistantships, fellowships, or grants?
- What are the criteria and processes for selecting Graduate Assistants (or Teacher Assistants, Resident Assistants, and Fellows)? Do you apply each year or are there longer contracts?
- What types of financial aid does the institution offer?
- How reliable is your financial support year to year? Is the first-year offer always sustained, given attainment of academic goals?
- What is the cost of the program, including all fees?



WRITING A GRADUATE SCHOOL RÉSUMÉ

Graduate programs want candidates who are leaders, motivated, and hard working. The content of your résumé should demonstrate these characteristics, specific to a particular field.

Jane A. Smith

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www.linkedin.com/janesmith

EDUCATION

McKendree University; Lebanon, IL

Bachelor of Business Administration in Economics and Finance

May 2019

GPA 3.8/4.0; Dean's List (six semesters)

RELATED EXPERIENCE

Regional Investments, LLC: Greatville, IL

Financial Analyst Intern

August 2018 – Present

- Analyze current client finances and financial goals
- Provide advice and service for financial planning
- Discover financial solutions that meet unique needs of clients
- Research competitor products to assist in marketing process

Ran Assets; St. Louis, MO

Intern

January – May 2018

- Assisted a team of business management specialists
- Marketed a wide variety of financial products to a diverse clientele
- Performed successfully in a fast-paced environment, meeting all goals

McKendree University; Lebanon, IL

Research Assistant for Dr. Peter Simon, Business Division Chair

August 2016 – May 2017

- Collected data showing success rates of various banking systems
- Gathered and marked resources for information on comparative banking systems

PUBLICATIONS

McKendree University Alumni Wire

January 2019

A Planning Guide to Personal Retirement Options and Investments for Working Recent Graduates

McKendree University Journal of Undergraduate Research

Fall 2018

Is Banking System Reform in China Critical to Economic Growth?

AWARDS AND HONORS

President's Scholarship; Chamber of Commerce Scholarship; Phi Kappa Phi Honor Society; Sigma Beta Delta National Business Honor Society; St. Louis Regional Business Council Mentoring Program

ACTIVITIES

Future Business Professionals Group and McKendree University Student Government Association

SAMPLE RÉSUMÉ

Brooke N. Taylor

123 Main Street; Belleville, IL 62220
(618) 234-5678; btaylor@mckendree.edu

EDUCATION

Bachelor of Arts in Psychology, Minor in Speech Communication, May 2019
McKendree University; Lebanon, IL
GPA of 3.92/4.00

RESEARCH/PRESENTATIONS

"The Effectiveness of Anti-Smoking Ads to Teenagers"; Experimental Psychology
Senior Thesis; March 2018
"Dieting and Resulting Poor Effects on Children"; ILLOWA Psychology Conference;
February 2018
"The Dangers of Online Social Networks"; McKendree University Brown Bag Series;
October 2017

RELATED EXPERIENCE

Foster Care Intern, Fall 2018
Catholic Social Services; Belleville, IL

- Assisted Foster Care caseworkers with placement of children into foster homes by assessing the needs of each child.
- Worked with foster care families to ensure successful completion of paperwork and family training requirements.
- Recruited families to provide homes for foster children by presenting information at agency open houses.

Resident Assistant, August 2016 to May 2018

McKendree University; Lebanon, IL

- Assisted in selection and training of new residence hall staff.
- Guided 45 residents in the development of a community atmosphere.
- Served as a liaison between Hall Director and students.

HONORS

Pi Gamma Mu International Honor Society in Social Sciences, Board of Trustees Scholarship, President's List (six semesters), and Varsity Soccer Scholarship

ACTIVITIES & VOLUNTEER SERVICE

Kappa Sigma Tau Social and Service Sorority: **President**, Fall 2018; **Pledge Mistress**, Spring 2018; **Secretary**, Spring 2017; **Parliamentarian**, Fall 2016; **Pledge-Class Secretary**, Spring 2016

Psychology Club

Volunteer service for people with developmental disabilities

COMPUTER SKILLS

SPSS; Microsoft Word, PowerPoint, Excel; Adobe PageMaker

WRITING A PERSONAL STATEMENT

A personal statement is just that, a “personal” statement. Graduate schools want to know why you want to enroll, what life experiences influenced your decision, what you have done that qualifies you for the program, and how you plan to use or apply your graduate education. They want to learn about you, the potential you have as a graduate student, and your ability to communicate and write.

GRADUATE ADMISSIONS LOOK FOR:

- 1) Correct grammar and spelling.
- 2) Creative style and content.
- 3) Confidence in self and goals; personal and professional, short-term and long-term goals.
- 4) Capability to mix a conversational tone with facts. Write about your interest areas.
- 5) Strong introductory paragraph that describes your motivation and intent.
- 6) Clear idea of what you want and why, and specific reasons why you are interested in a particular area. (Think beyond the “I want to help people” reason.)
- 7) An answer to their question(s), sometimes given with application material requests.
- 8) Enthusiasm for the program and the field.
- 9) How you are different from the other candidates.
- 10) Evidence of professional and personal development and growth.
- 11) Ability to address any problems or inconsistencies.

TIPS FOR WRITING:

- 1) Brainstorm about your academic and personal life.
- 2) Begin your essay with something attention-grabbing, such as a quote, question, or descriptive story.
- 3) Research the school and program to learn what type of student they want.
- 4) Write a statement geared towards the specific school and program.
- 5) Make the tone of your essay persuasive, and always be sure to give concrete examples.
- 6) Let the statement reflect who you are and highlight your strengths.
- 7) Do not recount résumé information, but instead use more personal information.
- 8) Do not dwell on crisis. However, if you had a bad semester and/or worked full-time, make sure the reader is aware how you overcame hardships.
- 9) Use life experiences and choices that influenced your decision.
- 10) Get feedback from professionals in the field or someone you trust. One example is to use the McKendree Writing Center.
- 11) PROOFREAD!

WHAT TO WRITE ABOUT:

- 1) Leadership potential.
- 2) Unique work or service experiences.
- 3) History of overcoming disadvantage.
- 4) Demonstrated skills and talents.
- 5) Clarification or elaboration on other content of application.

FORMAT:

- 1) Follow the guidelines given by each institution. Does the school require more than one essay? What is the word limit? If none exists, you should write approximately two to two and a half double-spaced pages.
- 2) Remember that standard essay structure and grammar rules apply.
- 3) Use appropriate font styles, such as Arial, Calibri, or Times New Roman.

DO NOT:

- 1) Try to impress your reader with your vocabulary.
- 2) Write an autobiography, or simply list what is already on your résumé. You want to engage the reader.
- 3) Rely solely on spell and grammar check.
- 4) Use generic statements such as, "I want to help people," or something similar.
- 5) Make things up.
- 6) Get on a soapbox or sound preachy.

Check out <https://www.petersons.com/graduate-schools/graduate-personal-statement.aspx> for helpful information on personal statements!



CONSIDERING A “GAP YEAR”

A gap year is the year following your graduation that you can use as an alternative to graduate school or the typical path into the working world. The key here is intentionality, so do something practical instead of just waiting around for a job. Make sure to plan your re-entry into work or graduate school at least nine months before your program ends.

Here are some great ideas of what you can do in your Gap Year(s):

→ **Peace Corps (two+ years):** Travel overseas to make real differences in the lives of real people.

→ **AmeriCorps and AmeriCorps VISTA (one to two years):** Learn new skills, acquire qualities of leadership, and gain a sense of satisfaction from taking on responsibilities that directly affect peoples' lives.

→ **City Year (10 months):** Serve full-time in schools, working to improve student attendance, behavior, and course performance in English and math.

→ **Coro (one year):** Develop skills; master tools needed to engage and empower communities; gain experience in government, business, labor, and not-for-profit community organizations; and participate in special community and political problem-solving processes.

→ **Green Corps (one year):** Training program for environmental organizers.

→ **Language Intensive Program (four months):** Research ways to become bilingual in 120 days.

→ **Teach for America (two years):** Work to ensure that kids growing up in poverty get an education.

→ **JET Program (Japan Exchange and Teaching Program for one year):** Serve in Japan's local government offices, as well as public and private elementary schools, junior high and senior high schools.

→ **Catholic Charities:** Provide food, build strong communities, strengthen families, provide housing, respond to disasters, and meet basic human needs.

→ **L'Arche:** Communities in the United States that provide homes and workplaces where people with and without intellectual disabilities live and work together as peers, create inclusive communities of faith and friendship, and transform society through relationships that cross social boundaries.

→ **WorldTeach (summer or one-year programs):** Partners with governments and other organizations in developing countries to provide volunteer teachers to meet local needs and promote responsible global citizenship.

→ **Lutheran Volunteer Corps (one year):** Places volunteers in full-time service positions at social-justice organizations across the United States for one or two years.

→ **LaSallian Volunteers (short- and long-term assignments):** Responds creatively to the educational needs of those in poverty by providing volunteers, living in community with Brothers and other Lasallian partners.

→ **Jesuit Volunteer Corps (one year or more):** Largest lay Catholic full-time volunteer program in the world and has been a pioneer in the service landscape for 40 years.

→ **Fulbright U.S. Student Program (one year):** Gain experience in countries around the world.

→ **Rostro de Cristo (one year):** Volunteer and retreat group immersion program in Duran and Guayaquil, Ecuador.

→ **Post-Baccalaureate Internship:** Instead of acquiring a regular job, find an internship to learn if it is a career/company/organization for you. Example sites are www.internships.com and www.internshipprograms.com.

→ **Fellowships and Scholarships posted by McKendree:**
<http://www.mckendree.edu/academics/achievements/fellowships/php>

→ **Walkabout Adventure:** Design a tour or travel experience that fits your interests in a country of your choice.

→ **National Urban Fellows:** Develops accomplished and courageous professionals of all ethnic and racial backgrounds, particularly people of color and women, to be leaders and change agents in the public and non-profit sectors, with a strong commitment to social justice and equity.

→ **Diversity Abroad:** International organization which connects diverse students, recent graduates and young professionals with international study, intern, teach, volunteer, degree and job opportunities.

→ **NCAA Leadership Development:** Provides education and training for college athletes, coaches and administrators to assist with the transition to life after college sports, to foster the growth of the next generation of leaders and to encourage athletics administrators to translate lessons learned through competition.

→ **Various Fellowship and Scholarship Opportunities:**
<http://www.mckendree.edu/academics/achievements/fellowships.php>

Some Information adapted from presentation by Donald Asher, Asher Associates.