

CDIS Graduate School Prep Packet

Steps to prepare for graduate school:

Freshmen and Sophomore Year:

- 1) Join related student organizations
- 2) Look for shadowing and volunteer opportunities
- 3) Develop and maintain strong study habits to ensure success
- 4) Maintain good communication with faculty members for future letters of reference throughout your entire time at OSU

Junior Year: Fall

- 1) Continue to be involved on campus, shadow and volunteer
- 2) Begin the process of narrowing down the types of programs that you would like to apply to. Are there any specific areas of interest that the programs need to offer in order for you to reach your goals? (ie: Children, adults, sign language, Spanish speakers, brain injuries, etc...)

Junior Year: Spring

- 1) Begin studying for the GRE and schedule the test date allowing time to take it more than once if necessary
- 2) Continue to be involved on campus, shadow and volunteer
- 3) Take the GRE: SUMMER

Senior Year: Fall

- 1) VISIT A&S CAREER SERVICES to review application materials!
- 2) Plan to tour your top choices
- 3) Locate application information including deadlines, personal statement requirements, letters of recommendation, are they a part of CSDCAS?
- 4) Begin working on your personal statement(s)
- 5) Be sure that all materials are ready for your recommendation packets
- 6) Retake the GRE if necessary
- 7) Submit applications

Oklahoma State University

Chelsey Armstrong

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Header Examples

101 Campus Dr. • Stillwater, OK 74078 • (405) 123-4567 • pistol.pete@okstate.edu

101 Campus Drive
Stillwater, OK 74078

PISTOL PETE

(405) 123-4567
pistol.pete@okstate.edu

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References Page

- References should be on a separate page, with a matching header from the resume and cover letter
- List 3-5 personal or professional references, prioritized by order
- Individually request contacts will be positive references and confirm contact information before sharing
- Do not use personal information or home addresses, this should be work or professional contact information

Pistol Pete

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References

Name
 Job Title, Company Name
 Street Address
 City, state, zip
 Office phone number
 Email

Name
 Job Title, Company Name
 Street Address
 City, state, zip
 Office phone number
 Email

Name
 Job Title, Company Name
 Street Address
 City, state, zip
 Office phone number
 Email

YOUR NAME

Street Address • City, State Zip • Phone Number • E-mail

EDUCATION (can include more than one school or degree if applicable)

School Name, City, State

Graduation: Month Year

Bachelor of Science in Your Area of Study

GPA: 3.0 or above

Minor/Option/Thesis/Focus:

CERTIFICATIONS/LICENSURES

List related certifications to job you're seeking

Expected: Month Year

RELATED COURSEWORK/ ACADEMIC PROJECTS

- List 4-8 classes related to our major
- Describe projects (team or individual) that helped you build industry relevant skills and experience

RELATED EXPERIENCE (Internships, job shadowing, research projects, GA positions or jobs)

Job Title

Month Year – Present

Most Recent Employer Name, City, State

- List your proudest and most relevant accomplishment for this job
- Provide details related to the type of projects, equipment or tasks you completed or utilized
- Name a skill perfected which is a transferable skill required for future jobs/internships

Job Title

Month Year – Month Year

Next Most Recent Employer Name, City, State

- State a global summary of the scope of the job and add details about developed skills
- List an accomplishment which is relevant to the qualifications needed of the target job
- Describe your tasks, projects, and skills in as quantifiable of terms as possible

ADDITIONAL EXPERIENCE (other jobs or positions that are not related to your area of study)

Job Title

Month Year – Present

Most Recent Employer Name, City, State

- Add details describing the position and everyday tasks
- Include transferable skills that would be an asset in a position related to your major or career plans

Job Title

Month Year – Month Year

Most Recent Employer Name, City, State

- Include information on teamwork, leadership, communication skills, or customer service experience
- Focus on skills that would be relevant in other positions or internships

LEADERSHIP or CAMPUS INVOLVMENT

Job Title | Club or Organization name, Oklahoma State University

Month Year – Month Year

- List activities where leadership has been developed and be detailed about your responsibilities
- Include areas where you have served on committees or held offices

PROFESSIONAL ORGANIZATIONS (List organizations directly related to your major or career path)

Organization name (include bullets with details if space allows)

Month Year – Month Year

Organization name (include bullets with details if space allows)

Month Year – Month Year

COMMUNITY ENGAGEMENT or VOLUNTEER EXPERIENCE

Volunteer Activities (include bullets with details if space allows)

Month Year – Month Year

Community Organization Involvement (include bullets with details if space allows)

Month Year – Month Year

TECHNICAL SKILLS OR LANGUAGE PROFICIENCY (if applicable)

List languages & level of proficiency in oral & written

If relevant include lists of programs, equipment, systems, software or technical skills in which you have proficiency

HONORS & AWARDS (no dates or details, one or two columns to save space)

Honor Societies

Scholarships Received

Honor Rolls (President's or Dean's)

School & Work Related Awards

Action Verbs

Interpersonal Skills

Accommodated	Contributed	Moderates	Reconciles
Adjusted	Cooperated	Modified	Related
Advised	Counseled	Motivated	Requested
Agreed	Facilitated	Negotiated	Respected
Arranged	Guided	Personalized	Served
Assisted	Influenced	Persuaded	Sold
Consulted	Mediated	Provided	Taught

Leadership Skills

Administered	Delegated	Governed	Required
Allocated	Designated	Hired	Selected
Appointed	Directed	Led	Settled
Approved	Disapproved	Managed	Signed
Assigned	Discharged	Oversaw	Specified
Authorized	Encouraged	Presided	Sponsored
Awarded	Enforced	Recommended	Stipulated
Conducted	Evaluated	Regulated	Supervised

Helping Skills

Advocated	Counseled	Facilitated	Rehabilitated
Aided	Demonstrated	Familiarized	Represented
Assessed	Diagnosed	Guided	Resolved
Assisted	Educated	Intervened	Supported
Clarified	Encouraged	Motivated	Volunteered
Coached	Expedited	Referred	

Creative Skills

Acted	Developed	Initiated	Planned
Adapted	Directed	instituted	Proposed
Authored	Established	Integrated	Researched
Composed	Estimated	Introduced	Revised
Conceptualized	Fashioned	Invented	Revitalized
Created	Forecasted	Investigated	Set Up
Conceived	Formulated	Modified	Shaped
Customized	Founded	Originated	Solved
Designed	Illustrated	Performed	Studied

Financial Skills

Administered	Balanced	Estimated	Projected
Allocated	Budgeted	Forecasted	Reconciled
Analyzed	Calculated	Managed	Reduced
Appraised	Computed	Marketed	Researched
Audited	Developed	Planned	

Organization Skills

Arranged	Budgeted	Calculated	Planned	Reorganized
Analyzed	Coordinated		Prepared	Scheduled
Assembled	Organized		Recorded	

Action Verbs

Management Skills

Administered	Delegated	Improved	Prioritized
Analyzed	Developed	Initiated	Produced
Assigned	Directed	Instituted	Recommended
Attained	Enhanced	Managed	Reorganized
Chaired	Established	Motivated	Reviewed
Consolidated	Evaluated	Organized	Scheduled
Contracted	Executed	Oversaw	Strengthened
Coordinated	Increased	Planned	Supervised

Clerical or Detail Skills

Approved	Distributed	Prepared	Set Up
Arranged	Executed	Processed	Standardized
Catalogued	Generated	Purchased	Systematized
Charted	Implemented	Recorded	Tabulated
Classified	Inspected	Retrieved	Updated
Coded	Maintained	Reviewed	Validated
Collected	Monitored	Routed	Verified
Compiled	Operated	Scheduled	
Dispatched	Organized	Screened	

Research Skills

Analyzed	Interpreted	Adapted	Maintained
Clarified	Interviewed	Applied	Operated
Collected	Investigated	Assembled	Overhauled
Compared	Located	Built	Programmed
Conducted	Organized	Calculated	Remodeled
Critiqued	Researched	Computed	Repaired
Diagnosed	Reviewed	Designed	Replaced
Evaluated	Solved	Developed	Solved
Examined	Summarized	Devised	Standardized
Gathered	Surveyed	Engineered	Studied
Extracted	Systematized	Fabricated	Upgraded
Identified	Tested	Installed	Utilized

Communication Skills

Addressed	Corresponded	Interpreted	Recruited
Advertised	Directed	Lectured	Redirected
Authored	Discussed	Mediated	Referred
Called	Drafted	Moderated	Related
Circulated	Edited	Negotiated	Represented
Coached	Elicited	Oriented	Resolved
Collaborated	Emphasized	Persuaded	Showed
Communicated	Explained	Presented	Spoke
Composed	Formulated	Promoted	Translated
Conferred	Influenced	Publicized	Transmitted
Contacted	Informed	Recommended	Tutored
Convinced	Instructed	Reconciled	Wrote



Education

Bachelor of Science; Communication Sciences and Disorders

Graduation: May 2017

Minor: Child Development

GPA: 3.89

Oklahoma State University

Stillwater, OK

License & Certification

American Red Cross CPR/First Aid Certification

Expires: June 2017

Therapy Experience

Habilitation Training Specialist

May 2015- Present

Department of Human Services

Oklahoma City, OK

- Provide at-home speech therapy to ten year old boy with Autism
- Reinforce behaviors taught by occupational therapist and assist in daily communication
- Prepare and submit weekly progress reports that track speech techniques and effectiveness of therapy

Administrative Assistant

August 2013- December 2014

Stillwater Speech & Language Services

Stillwater, OK

- Observed and assisted in clinic (40+ hours)
- Entrusted with accurately making client files up to date and reorganized office online client system
- Contacted potential clients and recorded information; scheduled meetings and assessments

Research Experience

Research Assistant

January 2016- May 2016

Oklahoma State University

Stillwater, OK

- Assessed grammar in monolingual and bilingual children ages three through five years
- Contacted 15 region schools to solicit participation and identify children for the study
- Recorded data from 200 participants and handled paperwork related to client participation

Education Experience

Tutor

August 2014- May 2016

Skyline Elementary School

Stillwater, OK

- Tutored children in 1st-4th grade in math and reading
- Aided teachers in preparing for the school day including making worksheets, lesson plans and crafts

Assistant Teacher

May 2014- August 2014

New Horizons Daycare

Edmond, OK

- Assisted Kindergarten teacher with daily language skills program including singing, reading and story time
- Developed activities to enhance children's learning while incorporating play and fun into teaching

Leadership

National Student Speech-Language Hearing Association: Webmaster

August 2015- Present

- Update website with member directory, semester schedule of meeting and other information
- Organize educational programs including organizing tours of speech therapy locations

Hall Government: Community President for Drummond 7

August 2015 – May 2016

- Developed and implemented 3-6 programs each semester about health, diversity, and community service

Honors

- Phi Kappa Phi
- National Society of Collegiate Scholars
- Dean's Honor Roll
- President's Honor Roll

CDIS Letters of recommendation guidelines

- Prepare a list of individuals/instructors that would be able to write you a *favorable* recommendation letter.
- For most academic programs you will need 3 letters of recommendation with at least 2 of those being academic letters in the field
- Between October 1 and pre-finals week you may request a meeting with the instructor and ask them in person
- Once you have approval then give your writer a rec letter packet
- Packets should include the following with the academic programs and due dates written outside the envelope:
 - Transcript (this can be unofficial)
 - Photo of yourself
 - Updated resume
 - Letter of intent/personal statement
 - Most schools receive letters digitally but if a letter needs to be mailed please provide a self-addressed stamped envelope
 - It is nice to include a note to your writer reminding them what classes you had of theirs and the grades you made
- If a letter has not been submitted within two weeks of your deadline you may follow up with an email to your writer and a phone call is appropriate if you do not have a letter within one week of the deadline.

Anatomy of a Speech Pathology Personal Statement

Basic Moves of a Personal Statement

1. Motivation for studying -- opening paragraph -- anecdotal/narrative (**why CSD?**)
2. Qualities/Experiences -- told by example -- a few focused, well-developed arguments -- no listing, re-hashing of resume (**why you?**)
3. Future Plans -- what populations, organizational settings, research are you interested in? Not set in stone, but need some indication (**what are your plans?**)
4. School Choice -- why this program? Argument shows "this is me, this is you, this is why we are a perfect match" (**why us?**)

Best Practices

1. **Most Important Rule** -- say **nothing** in your personal statement that isn't directly relevant to helping an admissions committee make a decision about your merit as a graduate student. This especially includes quoting other people (why should they care what Einstein or Maya Angelou or Luke/Mark/ John or anyone else has ever said? What does it have to do with *your* ability to succeed?),
2. **Be truthful.** Do not lie. I know, this one seems obvious...but you'd be surprised. You can manage vocabulary choice (and you should), but you may not say something that isn't true.
3. **Keep it positive.** Do not write negatively about yourself or your profession or anyone else! If you need to explain a dip in grades, do so briefly and objectively; do not belabor whatever trauma/situation caused the problem. Also, do not to say things like "I went into CSD because I couldn't cut in organic chemistry, thereby destroying my dreams of being a pediatrician." Always find the "positive" (meaning not negative, not meaning ridiculously idealistic) way of communicating the same information. For instance, another way of expressing the previous example is -- "Though I'd planned on becoming a pediatrician, I found that speech pathology provides the sort of sustained, personal contact with children I really crave as part of my career."
4. **Details sell.** Lists do not. Do not rehash your resume. Instead, choose a few experiences that were particularly meaningful and/or can illustrate qualities that you want the admissions committee to know. To succeed as illustrative examples, experiences must have the following 3 parts (you can't expect the readers to fill in missing parts -- they have too many essays to read to spend time performing literary interpretation):
 1. Tell the story (what happened)
 2. Tell what you learned (what you got out of it)
 3. Tell how what you learned applies to success in grad school or in your profession (why it matters).

Sample Personal Statement Requirements

Oklahoma State University

Submit a personal statement indicating why you wish to pursue a graduate degree in CSD

University of North Texas

Personal Statement--Required

Please submit a personal statement describing your professional goals and your preparation for graduate study in speech-language pathology. The length of the statement should be limited to one page single-spaced, or two pages double-spaced.

University of Kansas

Personal statement:

Applicants will be prompted to submit a short essay (500 words or less) on one of the following topics. Write your essay before starting the online application, save the file, and copy-and-paste the text into the application:

- Describe a challenge you have had to face and your approach to overcoming that challenge.
- Describe a time in the last three years when you went beyond what was required or defined.
- Describe two of your own character traits: one that sets you apart in a positive way from your peers and one that you will have to improve or compensate for in order to be successful in graduate school.

University of Oklahoma

CAREER GOAL STATEMENT

Please address the following when creating your career goal statement

- What attracted you to this field of study, and what have you done to learn more about it?
- How do you plan to use your education and training?
- What do you perceive as the needs and/or challenges in this field of study?
- Does your academic record reflect your ability in the field you desire? If not, please explain.
- What particular strengths do you possess that qualify you for the program?

You must create a career goal statement for each program that you are applying to; for example, if applying to Sonography and Radiography, you need to submit two career goal statements. The first sentence of your career goal statement needs to address which program you are applying to; for example, "I am applying to the Sonography Bachelor of Science program."

CSDCAS Communication Sciences and Disorders Centralized Application Service

Compose your personal essays in a word processor. Essays will now be uploaded to each school you apply to individually in the Program Materials section of the application. The accepted file formats are MSWord (.doc, .docx), JPEG (.jpeg, .jpg), PNG (.png), Rich Text Format (.rtf), Portable Document Format (.pdf), and ASCII Text file (.txt). The size limit for each essay is 5MB.

Abilene Christian University	SLP	Misericordia University	SLP
Adelphi University	SLP	Missouri State University	SLP & Aud.
Baldwin Wallace University	SLP	New York Medical College	SLP
Biola University	SLP	New York University	SLP
Boston University	SLP	Northern Arizona University	SLP
Bowling Green State University	SLP	Northwestern University	SLP & Aud.
California State University - Chico	SLP	Ohio University	SLP & Aud.
California State University - Fullerton	SLP	Old Dominion University	SLP
California State University - Los Angeles	SLP	Our Lady of the Lake University	SLP
California State University - Sacramento	SLP	Pacific University	SLP
Calvin College	SLP	Purdue University	SLP & Aud.
Case Western Reserve University	SLP	Radford University	SLP
Central Michigan University	SLP & Aud.	Rockhurst University	SLP
Chapman University	SLP	Rocky Mountain University of Health Professions	SLP
Cleveland State University	SLP	Rush University	SLP & Aud.
Duquesne University	SLP	Sacred Heart University	SLP
East Carolina University	SLP	Saint Mary's College	SLP
Eastern Illinois University	SLP	Saint Xavier University	SLP
Eastern Washington University	SLP	Salus University	SLP & Aud.
Edinboro University of Pennsylvania	SLP	Samford University	SLP
Elmhurst College	SLP	San Jose State University	SLP
Emerson College	SLP	Southeast Missouri State University	SLP
Fontbonne University	SLP	Southern Illinois University - Carbondale	SLP
Fort Hays State University	SLP	Southern Illinois University - Edwardsville	SLP
Governors State University	SLP	St. Ambrose University	SLP
Harding University	SLP	Stockton University	SLP
Howard University	SLP	SUNY Buffalo State	SLP
Idaho State University	SLP & Aud.	Syracuse University	SLP & Aud.
Illinois State University	SLP & Aud.	Temple University	SLP
Iona College	SLP	The College of Saint Rose	SLP
Jackson State University	SLP	The Ohio State University	SLP & Aud.
James Madison University	SLP & Aud.	The University of Northern Iowa	SLP
La Salle University	SLP	UNC-Chapel Hill	SLP
LIU Post	SLP	UNC-Chapel Hill	Audiology
Longwood University	SLP	University at Buffalo	SLP & Aud.
Louisiana State University Health Sciences Center	SLP & Aud.	University of Akron	SLP
Loyola University Maryland	SLP	University of Akron	Audiology
Marquette University	SLP	University of Arkansas - Fayetteville	SLP
Marshall University	SLP	University of Arkansas-Little Rock/Medical Sciences	SLP
Mercy College	SLP	University of Central Arkansas	SLP
MGH Institute of Health Professions	SLP	University of Central Florida	SLP
Miami University	SLP	University of Cincinnati	SLP & Aud.
Midwestern University (Glendale,AZ)	SLP	University of Connecticut	SLP
Midwestern University-IL	SLP	University of Delaware	SLP
Midwestern University-IL (Downers Grove)	SLP	University of Florida	SLP & Aud.

University of Hawaii	SLP
University of Iowa	SLP & Aud.
University of Memphis	SLP
University of Missouri	SLP
University of Montana	SLP
University of Northern Colorado	SLP & Aud.
University of Oregon	SLP
University of Pittsburgh	SLP & Aud.
University of Redlands	SLP
University of South Alabama	SLP & Aud.
University of South Carolina	SLP & Aud.
University of South Florida	SLP
University of South Florida	Audiology
University of Tennessee	SLP & Aud.
University of Texas at El Paso	SLP
University of the Pacific	SLP
University of the Pacific	Audiology
University of Toledo	SLP
University of Vermont	SLP
University of Wisconsin - Eau Claire	SLP
University of Wisconsin - Milwaukee	SLP
University of Wisconsin - River Falls	SLP
University of Wisconsin - Stevens Point	SLP
University of Wisconsin - Whitewater	SLP
University of Wyoming	SLP
Wayne State University	SLP & Aud.
West Chester University	SLP
West Chester University	SLP
West Virginia University	SLP & Aud.
Western Illinois University	SLP
Western Michigan University	SLP & Aud.
Wichita State University	SLP & Aud.
William Paterson University	SLP