

DEPARTMENT OF COUNSELING EDUCATIONAL PSYCHOLOGY AND RESEARCH  
THE UNIVERSITY OF MEMPHIS  
APPLICATION INSTRUCTIONS FOR THE COUNSELOR EDUCATION & SUPERVISION  
(Ph.D.) PROGRAM

Persons who wish to apply to the Department of Counseling, Educational Psychology and Research for admittance to the Ph.D. Program in Counselor Education and Supervision must submit the Standard Graduate Application Form, along with the supplemental information described below, according to specific Program deadlines. The department admits new candidates for the Ph.D. Program only for the Fall semester of each academic year. Those who wish to seek admittance to the Ph.D. Program must complete their application by March 1 of the year in which they wish to enroll. Send the Graduate School application, transcripts, and application fees to the Graduate School. Send the Department application and completed reference letters to the Coordinator of Admissions at the address below:

Dr. Steve Zanskas  
Coordinator, Ph.D. in Counselor Education & Supervision  
Ball Hall – Room 100  
Memphis, TN 38152  
(901) 678-2841 or 678-3347

In order to complete the application process, the following items must be included as part of your application. You may submit either the original of this form or a clean photocopy. However, you must be certain that the submitted form is filled out according to the written instructions.

Please send the following to the Counseling, Educational Psychology and Research Department:

- \* The Department Application Form
- \* Reference forms: A minimum of four references are required by the program.
- \* Official or unofficial university transcripts
- \* Official or unofficial Graduate Record Examination (GRE) Scores

Please send the following to the Graduate School:

\* Graduate Record Examination (GRE) Scores: Official GRE scores must be sent directly to the Graduate School Admissions Office.

\* Application for Admission to the Graduate School.

\* Transcripts: Official transcripts from each college and university previously attended, both undergraduate and graduate. Transcripts may be enclosed in envelopes from the issuing institution; high school transcripts are not required.

#### PROGRAM DESCRIPTION

The masters and doctoral programs in Counseling at The University of Memphis are CACREP accredited.

The doctoral program offers a major in counselor education and supervision.

The doctoral degree is designed to prepare graduates for academic, research, and supervision positions in colleges and universities and for employment in mental health agencies and institutions. The program is also intended to meet state licensure requirements for the practice of professional counseling. A sample of career paths undertaken by graduates include but are not limited to:

\*University and college faculty

\*Researchers

\*Private Practitioners (Licensed Professional Counselors)

\*Program directors of community mental health care systems

\*Trainers and consultants to school districts

\*University/College Counseling and Student Affairs Staff

\*High school and elementary school counselors

The program builds on a CACREP accredited or equivalent master's degree in counseling and consists of a minimum of 60 post-masters semester hours. Students may enroll full-time or part-time as long as residency requirements are met.

#### SPECIFIC INSTRUCTIONS FOR ITEMS ON THE APPLICATION FORM

**Relevant Courses Taken:** List all relevant courses (psychology, counseling, research, behavioral sciences, educational psychology, etc.). Be sure to indicate exact title, credit hours, grade for each course, and whether it was graduate (G) or undergraduate (UG).

**Undergraduate Grade Point Average:** Compute your cumulative undergraduate grade point average (GPA) as follows: First, convert letter grades from all institutions using the scale of A=4, B=3, C=2, D=1, and F=0.

Then multiply each number grade by the number of credits assigned to products and divide by the total number of credits taken.

**Cumulative Graduate GPA:** Include and compute the mean GPA of all from all institutions where courses were taken.

**Test scores:** The Graduate Record Examination (GRE) (Verbal and Quantitative) is required for admission to the Ph.D. in Counselor Education and Supervision Program.

**References:** CHECK WITH YOUR REFERENCES BEFORE YOU COMPLETE THIS ITEM.

Complete the upper portion of the attached form. Copy as many forms as needed and supply your references with a stamped addressed envelope.

**REMEMBER:** All application materials for the Ph.D. in Counselor Education & Supervision Program must be received by March 1 for Fall semester admission. Applicants to the Counseling Program are admitted by the University based on selection and recommendation by the counseling program core faculty.

Last Name		First	Middle	Race/Ethnic (Optional)		Date of Application	
				E-mail:			
Street address				City		State	ZIP code
Citizenship (Country): Resident Alien _____ Visa Status _____				Telephone no		U Number	
						:	
How did you find out about the Program? (Circle only one)	A Via your college	B Program Brochure	C Career Counselor	Military Service	E Current Graduate Student		
F Internet	G Personal Letter	H Professor	I Recruiter	J Grad Bulletin	K Other		
Application for Admission Ph.D. Program Deadline: March 1st				Counseling, Education Psychology & Research			
				The University of Memphis			
				Memphis, TN 38152			

**Please read carefully and complete by printing in ink or typing.**

**Provide all information requested.**

**An Equal Opportunity/Affirmative Action University**

We are an equal opportunity institution, and we do not and will not discriminate on the basis of race, religion, national origin, sex, age, handicap, marital status, or status as a disabled veteran or Vietnam-era veteran. Information provided on this application will not be used for any discriminatory purpose.

In addition to the application, please provide the following:

**Statement of Intent**

This statement should be a concise essay (500 words or less) that reflects your educational and career goals. Explain the nature of your specific interests, why you are suited for a counseling career, and your reasons for seeking admission to this particular program at The University of Memphis. (Use additional sheets as necessary.)

**Counseling Experience**

Please describe your counseling experience to date. Include client population with which you worked, supervisor's names, number of clients, and specific types of counseling experience (group, individual, geriatric, family, etc.)

### Research Experience

Please describe any research with which you have been involved. Whether or not the research was presented or published.

### ***Educational History (List in order of attendance, all colleges and universities you have attended. Send official transcripts to the Graduate School.)***

Name of Institution (Do not use initials)	Location (city, state)	Degree & Major	Dates attended	

### ***Professional Affiliations/Honors/Accomplishments***

(Feel free to exclude those indicating race, color, religion, gender, sexual orientation, national origin, age, disability, or Vietnam-era status)

Academic honors, prizes, fellowships, scholarships, election to honorary societies, professional society memberships, or publications.

### ***GPA and Test Scores***

Cumulative Undergraduate Grade Point Average  
(GPA)

Cumulative Graduate GPA

Undergraduate major GPA	Test Scores: 1. GRE Verbal 2. GRE Quantitative 3. GRE Analytic
-------------------------	---

Are you planning on attending part-time or full-time?	Part-time_____ Full-time_____
---	-------------------------------

***Professional/Work References***

List FOUR persons, past supervisors, and/or professors who are not related to you who have knowledge of your qualifications for the program for which you are applying. Please have each of these persons write a detailed letter regarding your qualifications.

You are responsible for making sure your references have sent the reference letter directly to the Coordinator of Admissions.

Name	Title/Relationship	Address (street, city, state, zip code)	Phone no. (include area code)	Occupation

I hereby certify that none of the information on this application is false or has been withheld. I further certify that I understand that giving false information or withholding information may make me ineligible for admission or to continue my enrollment at The University of Memphis.

---

Date

Signature

If any of your educational or employment records are under other than the above name, please provide other names.

***Graduate Counseling Courses Previously Taken (use additional sheets as necessary)***

Course title	Number	School/Dept	Hours/Grade	Date Taken

***Relevant Occupational Experience (Professional, Vocation, or Teaching, including Assistantships)***

Position Title and Description	Location	Dates From/To	Paid or Volunteer
--------------------------------	----------	------------------	-------------------


***U.S. Military Record***

Branch of service From

Present military affiliation: None Reserve (active)

Type of training or duty while in the service: