

TIPS FOR PREPARING TO APPLY FOR THE NURSING SCIENCE AND HEALTH-CARE LEADERSHIP GRADUATE DEGREE PROGRAM

The Nursing Science and Health-Care Leadership Graduate Degree Program application will be available online through the Office of Graduate Studies at <http://gradstudies.ucdavis.edu> following final approvals, which are expected later this month. Classes begin September 2010.

Because final approvals are still pending, exact application deadlines are unknown. However, to assist potential students with the planning process, the following deadlines are anticipated:

Priority deadline

Priority application deadline will be mid March with decisions mailed in April.

Final deadline

Final application deadline is May 31, 2010, with decisions announced in June. Completed applications received between the priority deadline date and May 31 will be reviewed on a space-available basis only.

While detailed application information won't be available until applications open, the following information is made available to help candidates begin preparing and assembling application materials:

Master of Science applicants

Applicants will be required to submit three letters of recommendation. Give your recommenders as much advance notification as possible. The Betty Irene Moore School of Nursing at UC Davis is new; you should let your recommenders know the school's vision and mission so that they may prepare your recommendation accordingly. Also, let them know they will recommend you through an online system and to be on the lookout for this e-mail notification. Letters of recommendation must be submitted by uploading a PDF using the online recommendation service provided.

Prepare your resume or C.V. as a PDF to be submitted through the online system. Include any leadership roles, professional activities, consultation work, research, teaching experiences and special achievements. Be sure to include any experiences working with underserved and underrepresented populations and/or diverse, aging and rural populations as related to the Betty Irene Moore School of Nursing at UC Davis vision and mission. You will be asked to expand on many of these items in other sections of the application; thus, you can keep the resume information brief.

Master's degree applicants must show registered nurse certification number and the state of issuance. Your R.N. status is a requirement for admissions.

The School of Nursing is interested in knowing about a wide spectrum of relevant experience, both formal and informal. You should include the following:

- Examples of leadership, teaching (formal and informal), community service and volunteer work, special projects or consultations, and research involvement at any level.
- Note independent decision-making skills and responsibilities.
- Explain any breaks in employment or education.
- Give more than position titles by providing specific responsibilities involved in experiences.

Resume/C.V. tips:

- Be sure to proofread for errors, including your phone number and e-mail. You might consider asking someone else to proofread as well, because he or she will sometimes catch errors that you may have missed during your own review.
- Your resume should not exceed four pages.
- Use your full name, address and phone number at the top of your first page. If your resume is longer than one page, make sure your name is at the top of any additional pages.
- Always include dates of employment/activity for each position listed.
- To ensure readability both electronically and printed, we recommend you use fonts that are easy to read (i.e. 10 pt. font or greater) and black.
- Use plain resume stock paper in a pale color. Keep in mind that background designs and dark colors detract from the professionalism of your resume when viewed online and make printouts, faxes and copies illegible.

Be sure to meet the admission requirements. You will be asked to share specific details for the following:

- G.P.A. and graduation dates from undergraduate degree granting institutions (you will be asked to submit official transcripts)
- UC Davis student or employee I.D. number (if applicable)
- Courses you have completed or will complete that are not on a transcript, including course, institution, grade, units, quarter/semester, term, and year
- TOEFL 1, 2 scores, dates taken, ETS registration number (if applicable)
- Publication, awards, honor societies, prizes, special distinctions
- UC Davis faculty member contact information (if applicable)

The application process requires candidates to write several brief essays. Applicants may write their essay answers in a separate text document in advance and then copy and paste into the appropriate fields of the online application once the application process opens. Please limit each response to 2,000 characters including spaces unless otherwise noted. Below is a list of essay topics applicants can prepare now:

- Publications/Awards: In this section, you will be asked to list publications. Please list any publications using American Psychological Association (A.P.A.) format. List any prizes including scholarships and academic awards as well as membership in honor societies and professional organizations.
- List and describe research interests: Focus on research areas that may be related to your employment. For example, if you have worked in a public health agency, do you have research interests in public health? Do not feel constrained to limit your interests only to your employment; if you have research interests you are just beginning to explore, please include them.
- Prior Experiences: Please relate your prior experiences to the mission of the Betty Irene Moore School of Nursing as described on its Web site: <http://nursing.ucdavis.edu>.
- Statement of purpose (4,000 characters): Relate your academic plans, research, interests and career goals to the mission of the Betty Irene Moore School of Nursing at UC Davis (found at <http://nursing.ucdavis.edu>). Why would you be a good fit with the mission of the school?
- Personal history statement (4,000 characters): Describe those things about yourself that will contribute to your success as a future leader in nursing and health care.

- Future goals: Describe your future goals and how they align with the vision and mission of the Betty Irene Moore School of Nursing.

Doctor of Philosophy applicants

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Prepare your Resume/C.V. to be uploaded as a PDF to be submitted through the online system. Include any leadership roles, professional activities, consultation work, research, teaching experiences, special achievements. Include any experiences working with underserved and underrepresented populations and/or diverse, aging and rural populations as related to the Betty Irene Moore School of Nursing at UC Davis vision and mission. You will be asked to expand on many of these items in other sections of the application; thus, you can keep the resume information brief.

The School of Nursing is interested in knowing about a wide spectrum of relevant experience, both formal and informal. You should include the following:

- Examples of leadership, teaching (formal and informal), community service and volunteer work, special projects or consultations, and research involvement at any level, particularly in the last five years.
- Any published work listed using American Psychological Association (A.P.A.) style - provide complete references, including publisher and date of publication.
- Significant unpublished work (theses, papers presented at conferences, other professional writings)

Resume/C.V. tips:

- Be sure to proofread for errors, including your phone number and e-mail. You might consider asking someone else to proofread as well, because he or she will sometimes catch errors that you may have missed during your own review.
- Use your full name, address and phone number at the top of your first page. If your C.V. is longer than one page, make sure your name is at the top of any additional pages.
- Always include dates of employment/activity for each position listed.
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- List and describe research interests: Focus on research areas that may be related to your employment. For example, if you have worked in a public health agency, do you have research interests in public health? Do not feel constrained to limit your interests only to your employment; if you have research interests you are just beginning to explore, please include them.
- Prior Experiences: Please relate your prior experiences to the mission of the Betty Irene Moore School of Nursing as described on our Web site: <http://nursing.ucdavis.edu>.
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