Fall 2016 application cycle

Dear Applicant,

We are delighted that you have chosen to apply to SDSU's Master of Arts in Teaching with a concentration in Mathematics Education! Below and on the next two pages we provide some information to help you successfully complete the SDSU application process.

To complete the application process you will need to

1. complete two separate online applications: a university application and a supplementary program application;
2. take the general test of the GRE (Graduate Record Exam);
3. submit official transcripts for coursework at the undergraduate level and above (to be submitted to the university as part of the university application); and
4. solicit one letter of recommendation (to be done via email through the supplementary program application process).

The university application must be completed online by March 1, 2016. The deadline for submitting supporting materials (e.g., GRE scores, transcripts, and one letter of recommendation) and the online supplementary program application is April 1, 2016.

On the next page we have included some helpful hints to help you smoothly complete the application process. Refer to these hints when completing both the university and supplementary program applications. We urge you to complete your application materials as soon as possible. There are a limited number of spaces and there has been substantial interest in the program. We will begin reviewing applications as soon as we receive them, and we will notify you about our decision by May 2016. If accepted, you will need to commit to the program by completing an online Intent-to-Enroll fee due in June 2016.

We are excited that you have an interest in joining our masters program in Fall 2016. You are welcome to contact us if after reviewing the materials you have additional questions.

We look forward to receiving your application.

Sincerely,

Randolph Philipp
Program Director
RPhilipp@mail.sdsu.edu
(619) 594-4453
Hints on completing the online university application, items A-C.

A. Apply online to San Diego State University by going to [http://www.csumentor.edu](http://www.csumentor.edu)

On the opening page of the Graduate Application for Admission:

- Click on **Fall 2016**
- Select **San Diego State University Graduate**
- Then Click on [start new application]
- Scroll to the bottom of the page, and click on **Begin Graduate Application for San Diego State University**

**Item 1. Enrollment Information Page**

- **Term Applying For:** Fall 2016
- **Main campus/Off-campus center:** San Diego Campus
- **Major/Program objective:** Teaching: Mathematics Education (MA)
- **Indicate any option, emphasis, or concentration within this field:** [leave blank]
- **Degree objective:** Other master's
- **Education credential objective (may be in addition to major/program objective). Teacher, specialist, or other service credential program:** Not interested in a credential program
- **Credential objective name:** [leave blank]

**Items 2-6.** You will complete several fields asking you to name previous universities attended, dates of attendance, work experience, and so on. The fields should be self-explanatory.

**Item 7. College Courses.** Leave this page blank if you are not currently enrolled in any courses.

**Item 8. Test Information**

Complete only the information for the GRE, General. If you have scheduled the test but have not yet taken it, leave the fields that request scores blank. You will be able to input the date you scheduled or took the exam. Also, if you received previous degrees in a language other than English, you will need to take the TOEFL and provide scores for that test.

**Item 9. Miscellaneous Information: under Academic References**

You are asked to name three faculty members who best know your academic qualifications. You may include administrators at your school site or district office, or university faculty members. Note that you will need only ONE letter of recommendation for your supplementary application (and so you do not need to ask all three references that you identify in your university application to write you a letter of recommendation).

**Item 10. Statement of Purpose.** You are welcome to type, “Statement sent directly to department/program” because you will include two essays in your supplementary application that will count as your Statement of Purpose.

**Review your application.** Once you have reviewed the application, click Submit, and pay the $55 fee.

B. Take the Graduate Record Exam (GRE) and request that official scores are sent directly to San Diego State University (institution number 4682). You can take the exam on campus ((619) 594-0968) or at the Prometric Testing Center at 5075 Shoreham Place, Suite 180, San Diego, CA 92122 (858-866-2120). If you took the exam in past years, you may also mail a copy of the scores to the Graduate Admissions address in item C.

C. Mail one set of official transcripts (in sealed envelopes) reflecting all of your previous coursework at the undergraduate level and above. Students who attended SDSU need only submit transcripts for work completed since most recent attendance at SDSU. Mail transcripts to:

- **Graduate Admissions**
- **San Diego State University**
- **5500 Campanile Drive**
- **San Diego, CA 92182-7416**
Hints on completing the online supplementary application, see items D-G.

To complete the online supplementary program application, click on https://app.applyyourself.com/?id=sdsu-grad

**Note that information from CSU Mentor will be uploaded into the Supplementary Application, and that uploading of information can take up to 5 days to complete. You will not be able to submit your supplementary application until CSU Mentor has been completed AND the information transfers into the Supplementary Program Application.**

D. Select your intended program of study as **Education: Mathematics Education (MA)**

E. On the page, Education Masters:

1) Teaching Background. You will click on the words Teaching Background to download a form in Adobe that has fields for you to complete about your teaching experience. After you have responded to the requested fields, you will upload the completed form.

2) You will only respond to items 2-5. The items include responses to two essay questions. You will respond to the questions, and upload your responses to each one in separate documents. The two essay questions are listed below.

   **Essay 1:** What are your immediate and long-term goals in mathematics teaching and learning, and how do you hope that this program will further those goals? (Do not exceed two double-spaced pages.)

   **Essay 2:** How will your experiences in and out of the classroom add a unique perspective to the group? For example, you may want to discuss your experiences working with diverse populations, your role as a teacher leader, and so on. If you are not currently a classroom teacher, you may want to more fully explain your current job responsibilities or experiences as they relate to education. (Do not exceed two double-spaced pages.)

3) **Do not respond to items 6-8. Those items are for other MA programs.**

4) Click on Save & Continue.

F. To request that your recommender submit his or her recommendation:

You will need to click on the button, “Recommendations,” in the left column. Click on the button, Your Recommendation Providers. Then Click on Add a Provider, in order to provide contact information for the person who will write your letter of recommendation. You will be directed to a page that says, Please Complete the Following, First Name, Last Name (and so on). Please complete the contact information for the person writing your letter; do not provide your first name and so on.

If you think it will be helpful to the person writing your letter of recommendation, you are welcome to send your recommender the information on the next page.

G. Submission of Program Application

To check over your application materials and submit your program application, you will need to click on the button, “Check Your Application” in the left column. As a reminder, information from CSU Mentor will be uploaded into the Supplementary Application, and that uploading of information can take up to 5 days to complete. You will not be able to submit your supplementary application until CSU Mentor has been completed AND the information transfers into the Supplementary Program Application.
Letter of Recommendation Request

is applying for a masters program at San Diego State University in Education with a concentration in mathematics education. You will receive an email requesting that you upload your letter of recommendation for the applicant. So that you can prepare in advance of receiving the email, we have provided a short description of the program below. In your letter, please include:

- how you know the applicant
- how you think the applicant might benefit from this masters program
- any strong interpersonal or leadership qualities of the applicant (as this program involves substantial collaboration among the participants)

Program Description

This masters program is designed for classroom teachers who want to improve their mathematics teaching. They will read and discuss articles written by both teachers and researchers. Many of the discussions will lead to investigations in their own classrooms (or a colleague’s classroom) so that they can see how the ideas work with actual children. They will also reflect and write about their investigations and the readings. The masters program will culminate in a systematic exploration of some aspect of mathematics education of interest to them in their own school environment. They will complete the majority of their courses with the same group of approximately 25 students. This model will give the students an opportunity to become part of a close community of professionals who are interested in and knowledgeable about mathematics education. Students tend to find the program demanding but well worth the effort.

*** Thank you for your time and effort! ***