

Graduate Programs

Supplementary Information Package

2010-2011 Academic Year

Admissions Office
Mount Saint Vincent University
Halifax, Nova Scotia B3M 2J6
Canada
Tel: 902.457.6117
Fax: 902.457.6498
Email: admissions@msvu.ca

www.msvu.ca/applyonline

Supplementary Information Package Instructions

Review the following information and submit completed documents along with your application for admission to graduate programs. Incomplete information will result in processing delays.

REFEREE INFORMATION FORM

- Complete, sign and date the Referee Information Form.

RESUMÉ

- Submit a curriculum vitae or resumé, which should include:
 - Formal education including degrees, internships, certificates
 - Related work and volunteer experiences
 - Awards, accomplishments, interests and activities

STATEMENT OF INTENT FORM

- Complete the Statement of Intent Form, including:
 - Reasons for applying to the graduate program
 - Particular area of research interest
 - Expectations of the program and your career goals
 - Details of your cohort for applicable MEd programs
- Applicants to the Public Relations graduate programs must present the statement of intent as an 800 word essay.

REFERENCE FORMS

- Completed reference forms are required for all programs.
- Send the appropriate reference form to your referee. The referee must send the completed reference form, along with an optional reference letter, by fax or mail directly to the Admissions Office by the program deadline specified.
- Referees may also provide their reference to the applicant in a sealed, signed envelope to be mailed with the applicants' information, if preferred.
- Opened references **will not** be accepted by fax or mail directly from the applicant.
- Most programs require one academic and one professional or two professional references with the exception of a) **MA School Psychology** requires two academic references and one professional reference; b) **MA Women and Gender Studies** requires three academic references; c) **MSc Applied Human Nutrition, Internship Education Program** requires one professional reference to be completed by a professional dietitian with active registration in either a Provincial Dietetics Association or a College of Dietitians and one academic reference to be completed by a nutrition/dietetics faculty member.

RESEARCH ASSISTANTSHIP / SCHOLARSHIP FORMS

- Optional. Please note any specific deadline dates.

APPLICATION DEADLINES FOR 2010/2011

November 2	January enrollment in available programs
January 14	Master of Arts, School Psychology
March 1	Graduate programs (except School Psychology and Women and Gender Studies)
April 1	Master of Arts, Women and Gender Studies

ADDITIONAL REQUIREMENTS

Applicants to Master of Education programs

- If you are applying to a Master of Education program that requires teaching experience and you have less than 2 years of teaching experience, you are encouraged to submit a letter of confirmation of employment, indicating your days of teaching, from your local school board.

Applicants to the Public Relations graduate programs

- If you do not hold a Bachelor of Public Relations degree or equivalent, but do have 3 years of public relations work experience, you **must submit a portfolio** with your application. Return of the portfolio is at the discretion of the Department of Public Relations. Candidates who are accredited by the Canadian Public Relations Society or the International Association of Business Communicators are not required to submit a portfolio but should submit proof of accreditation.

Applicants to the Women and Gender Studies and Family Studies and Gerontology graduate programs

- Please include a sample of your writing that you believe demonstrates your potential as a graduate student. You may want to include a brief paragraph explaining why you consider your submission to be a good example of your potential to undertake graduate work.

Applicants to the Research Master of Arts graduate program

- Please complete and submit the Supplemental Application Forms – Master of Arts, Research. A research program of study should be developed in conjunction with a faculty advisor at MSVU. The program of study should include a description of the program, courses to be completed, rationale for proposed research and tentative timeline for completion.

NEXT STEPS in the application process

- The Admissions Office will inform applicants of omissions to their files and forward complete application files to appropriate departments for assessment.
- Applicants to some programs may be contacted directly by the department to participate in an admissions interview.
- Individual departments will interview candidates (where applicable), make admission recommendations, determine degree requirements, assign faculty advisors and notify the Admissions Office of recommended admission decisions. The Admissions Office will notify applicants of official admission decisions by mail. An admission decision is **not official** until issued by the MSVU Admissions Office.



Graduate Programs Referee Information Form

NOTE: This is not the application form for admission. Please complete the required on-line or PDF application form for graduate programs at www.msvu.ca/applyonline/

Applicant Information

_____ Last Name _____ First and Middle Names _____ Former Last Name (s) (if applicable) _____

please print

_____ Permanent Mailing Address _____ City _____ Prov _____ Country _____ Postal Code _____

_____ Local Mailing Address _____ City _____ Prov _____ Country _____ Postal Code _____

_____ Permanent Telephone _____ Cellular Telephone _____ Work Telephone _____

_____ Email address _____

Program of Study

_____ On-Campus Off-Campus, Location: _____

Please list your references below. Applicants are responsible for requesting that referees forward completed reference forms to the Admissions Office by the specified deadlines.

Two completed reference forms are required for all programs **except**: School Psychology (requires two academic and one professional reference) and Women and Gender Studies (requires three academic references).

Referee 1

Referee 2

Referee 3

Name _____

Address _____

Telephone _____

Email _____

_____ Signature of Applicant

_____ Date (dd/mm/yyyy)

Forward completed application package by the program deadline date to:

**Admissions Office
Mount Saint Vincent University
166 Bedford Highway
Halifax, Nova Scotia B3M 2J6
CANADA
Fax: 902.457.6498**



Graduate Programs Statement of Intent Form

**Applicant
Information**

Name _____ Program of Study _____

please print

Mailing Address _____ City _____ Prov _____ Country _____ Postal Code _____

Home Telephone _____ Work Telephone _____ Degree Completed _____

Please outline your purpose in applying to the graduate program noted above. Identify your future career goals and discuss how completion of the program will help you achieve these goals. If you are applying to a program requiring a thesis, please indicate your area of research interest, if known. If relevant, comment on how your past experience may be helpful in your intended program of study. Applicants to the MA (PR) and MPR graduate programs must submit this statement of intent as an 800 word essay.

Signature of Applicant

Date (dd/mm/yyyy)

Forward your completed application package by the program deadline date to:

**Admissions Office
Mount Saint Vincent University
166 Bedford Highway
Halifax, Nova Scotia B3M 2J6
CANADA
Fax: 902.457.6498**



Graduate Programs Research Assistantship Form

If you are interested in an assistantship for the current academic year, please submit this form. Priority will be given to full-time students. Those students who are on a paid sabbatical leave are not eligible to apply.

Applicant Information

Name _____ Email address _____

please print

Mailing Address _____ City _____ Prov _____ Country _____ Postal Code _____

Home Telephone _____ Work Telephone _____

Program of Study

choose one

- Applied Human Nutrition
- Child and Youth Study
- Family Studies and Gerontology
- Public Relations
- School Psychology
- Women and Gender Studies

Education Programs:

- Curriculum Studies
- Educational Foundations
- Educational Psychology
- Elementary and Middle School Education
- Literacy Education
- Studies in Lifelong Learning

Please describe any skills or previous experience related to research you may have and attach a separate sheet if necessary.

- Are you or will you be on paid sabbatical leave? Yes No
- Are you or will you be employed while studying? Yes No
- Are you or will you receive any other forms of financial assistance? Yes No
- Are there extenuating circumstances you would like us to consider in reviewing this application? Yes No

If yes, please provide details: _____

Signature of Applicant

Date (dd/mm/yyyy)

Forward your completed application package by the program deadline date to:

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Mount Saint Vincent University
166 Bedford Highway
Halifax, Nova Scotia B3M 2J6
CANADA
Fax: 902.457.6498**



Graduate Programs Academic Reference Form

**Applicant
Information**

Name _____ Program of Study _____

please print

Mailing Address _____ City _____ Prov _____ Country _____ Postal Code _____

Please check the box that best reflects the academic qualities of the applicant.

Academic Qualities	Outstanding (Top 5-10%)	Above Average (Top 25%)	Average (Top 50%)	Below Average	Unable to Comment
Academic achievement and aptitude					
Problem solving / critical thinking					
Oral and written communication					
Research ability / ability to conduct independent research					
Interpersonal skills					
Openness to learning and flexibility					
Organizational ability					
Initiative					
Perseverance					
Overall aptitude for graduate study					

How long have you known the applicant and in what capacity? _____

We also require your written comments on the suitability of the applicant for graduate study. Please use the box below and attach an additional page, if desired.

**Referee
Information**

Name _____ Signature _____

please print

Position _____ Institution / Company _____

Mailing Address _____ City _____ Prov _____ Country _____ Postal Code _____

Home Telephone _____ Work Telephone _____ Date (dd/mm/yyyy) _____

<p><u>Forward completed reference form to:</u> Admissions Office Mount Saint Vincent University 166 Bedford Highway Halifax, Nova Scotia B3M 2J6 CANADA Fax: 902.457.6498</p>	<p><u>Application deadlines for 2010/2011:</u> January 14, 2010 Master of Arts in School Psychology March 1, 2010 Graduate Programs (except Women and Gender Studies and School Psychology) April 1, 2010 Master of Arts in Women and Gender Studies November 2, 2009 January 2010 enrollment in available programs</p>
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Graduate Programs Academic Reference Form

**Applicant
Information**

Name Program of Study

please print

Mailing Address City Prov Country Postal Code

Please check the box that best reflects the academic qualities of the applicant.

Academic Qualities	Outstanding (Top 5-10%)	Above Average (Top 25%)	Average (Top 50%)	Below Average	Unable to Comment
Academic achievement and aptitude					
Problem solving / critical thinking					
Oral and written communication					
Research ability / ability to conduct independent research					
Interpersonal skills					
Openness to learning and flexibility					
Organizational ability					
Initiative					
Perseverance					
Overall aptitude for graduate study					

How long have you known the applicant and in what capacity? _____

We also require your written comments on the suitability of the applicant for graduate study. Please use the box below and attach an additional page, if desired.

**Referee
Information**

Name Signature

please print

Position Institution / Company

Mailing Address City Prov Country Postal Code

Home Telephone Work Telephone Date (dd/mm/yyyy)

<p><u>Forward completed reference form to:</u> Admissions Office Mount Saint Vincent University 166 Bedford Highway Halifax, Nova Scotia B3M 2J6 CANADA Fax: 902.457.6498</p>	<p><u>Application deadlines for 2010/2011:</u> January 14, 2010 Master of Arts in School Psychology March 1, 2010 Graduate Programs (except Women and Gender Studies and School Psychology) April 1, 2010 Master of Arts in Women and Gender Studies November 2, 2009 January 2010 enrollment in available programs</p>
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Graduate Programs Professional Reference Form

**Applicant
Information**

Name _____ Program of Study _____

please print

Mailing Address _____ City _____ Prov _____ Country _____ Postal Code _____

Please check the box that best reflects the professional qualities of the applicant.

Professional Qualities	Outstanding (Top 5-10%)	Above Average (Top 25%)	Average (Top 50%)	Below Average	Unable to Comment
Oral and written communication					
Interpersonal skills					
Professional and ethical behaviour					
Commitment to professional and intellectual development					
Ability to work independently					
Ability to work collaboratively					
Responsibility					
Initiative					
Overall assessment					

How long have you known the applicant and in what capacity? _____

We also require your written assessment of the professional qualities of the applicant. Please use the box below and attach an additional page, if desired.

**Referee
Information**

Name _____ Signature _____

please print

Position _____ Institution / Organization _____

Mailing Address _____ City _____ Prov _____ Country _____ Postal Code _____

Home Telephone _____ Work Telephone _____ Date (dd/mm/yyyy) _____

<p>Forward completed reference form to: Admissions Office Mount Saint Vincent University 166 Bedford Highway Halifax, Nova Scotia B3M 2J6 CANADA Fax: 902.457.6498</p>	<p>Application deadlines for 2010/2011: January 14, 2010 Master of Arts in School Psychology March 1, 2010 Graduate Programs (except Women and Gender Studies and School Psychology) April 1, 2010 Master of Arts in Women and Gender Studies November 2, 2009 January 2010 enrollment in available programs</p>
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Graduate Programs Professional Reference Form

**Applicant
Information**

Name _____ Program of Study _____

please print

Mailing Address _____ City _____ Prov _____ Country _____ Postal Code _____

Please check the box that best reflects the professional qualities of the applicant.

Professional Qualities	Outstanding (Top 5-10%)	Above Average (Top 25%)	Average (Top 50%)	Below Average	Unable to Comment
Oral and written communication					
Interpersonal skills					
Professional and ethical behaviour					
Commitment to professional and intellectual development					
Ability to work independently					
Ability to work collaboratively					
Responsibility					
Initiative					
Overall assessment					

How long have you known the applicant and in what capacity? _____

We also require your written assessment of the professional qualities of the applicant. Please use the box below and attach an additional page, if desired.

**Referee
Information**

Name _____ Signature _____

please print

Position _____ Institution / Organization _____

Mailing Address _____ City _____ Prov _____ Country _____ Postal Code _____

Home Telephone _____ Work Telephone _____ Date (dd/mm/yyyy) _____

<p><u>Forward completed reference form to:</u> Admissions Office Mount Saint Vincent University 166 Bedford Highway Halifax, Nova Scotia B3M 2J6 Fax: 902.457.6498</p>	<p><u>Application deadlines for 2010/2011:</u> January 14, 2010 Master of Arts in School Psychology March 1, 2010 Graduate Programs (except Women and Gender Studies and School Psychology) April 1, 2010 Master of Arts in Women and Gender Studies November 2, 2009 January 2010 enrollment in available programs</p>
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Graduate Programs Scholarship Application Form

Applicant Information

Name _____ Email address _____

please print

Mailing Address _____ City _____ Prov _____ Country _____ Postal Code _____

Home Telephone _____ Work Telephone _____

Program of Study

choose one

- Applied Human Nutrition
- Child and Youth Study
- Family Studies and Gerontology
- Public Relations
- School Psychology
- Women and Gender Studies

Education Programs:

- Curriculum Studies
- Educational Foundations
- Educational Psychology
- Elementary and Middle School Education
- Literacy Education
- Studies in Lifelong Learning

Please indicate which scholarship(s) you wish to apply for. If the scholarship is not listed, please indicate in the space provided. Deadline for applications is **March 1** unless otherwise stated. Applications should be made to the Department or the Dean of Graduate Studies. Descriptions of the scholarships can be found on the website at: http://www.msvu.ca/Registrar-Services/Graduate_Education_Schols.asp or <http://www.msvu.ca/calendar/Graduate/AcademicRegulations/FinancialAwards/index.asp>.

- John Ardenne Memorial Endowed Scholarship for Women (Application deadline: March 30)
- The Patricia S. Barnes Memorial Endowed Scholarship
- The George Cheong and Sons Memorial Endowed Scholarship
- The Harvella Scholarship
- The Naomi L. Hersom Endowed Scholarship
- Women and Gender Studies Graduate Scholarship (Application deadline: January 31)
- M. Jane A. Egan Memorial Endowed Graduate Scholarship in Applied Human Nutrition
- BMO Financial Group Endowed Graduate Scholarship

Other: _____

Signature of Applicant

Date (dd/mm/yyyy)

Forward your completed application package by the program deadline date to:

**Admissions Office
Mount Saint Vincent University
166 Bedford Highway
Halifax, Nova Scotia B3M 2J6
CANADA
Fax: 902.457.6498**



Supplemental Application Form
Master of Arts, Research
Part I – Academic Background and Research Experience

Applicant Information

Name _____ Program of Study: _____

please print

Mailing Address _____ City _____ Prov _____ Country _____ Postal Code _____

Home Telephone _____ Work Telephone _____ Degree Completed _____

Applicants must contact the Director of Graduate Education in the Faculty of Education and their proposed supervisor prior to completing this form. The program must be approved by the Graduate Studies Program & Policy Committee before the applicant is admitted.

Academic background and research experience. Please provide a one page (maximum) description of the relevant academic and previous research experience you have that has prepared you to undertake this proposed research. This may include previous degrees and courses undertaken, undergraduate or graduate theses, or research projects or papers completed.

Signature of Applicant

Date (dd/mm/yyyy)

Signature of Director of Graduate
Education, Faculty of Education

Date (dd/mm/yyyy)

Forward your completed application package by the program deadline date to:

Admissions Office
Mount Saint Vincent University
166 Bedford Highway
Halifax, Nova Scotia B3M 2J6
CANADA
Fax: 902.457.6498



Supplemental Application Form

Master of Arts, Research

Part II – Proposed Area of Research

Applicant Information

Name _____		Program of Study: _____			
Mailing Address _____		City _____	Prov _____	Country _____	Postal Code _____
Home Telephone _____		Work Telephone _____		Degree Completed _____	

please print

Prior to completing this form, applicants **must** contact the Director of Graduate Education in the Faculty of Education and their proposed Faculty Supervisor. The program must be approved by the Graduate Studies Program & Policy Committee before the applicant is admitted.

Proposed area of research. Please provide a one page (attach an additional page if required) description of the research you propose to undertake. This should demonstrate that you are familiar with the literature in the field and have identified a specific focus or question for study.

Signature of Applicant

Date (dd/mm/yyyy)

Signature of Director of Graduate Education, Faculty of Education

Date (dd/mm/yyyy)

Forward your completed application package by the program deadline date to:

**Admissions Office
Mount Saint Vincent University
166 Bedford Highway
Halifax, Nova Scotia B3M 2J6
CANADA
Fax: 902.457.6498**



Supplemental Application Form
Master of Arts, Research
Part III – Proposed Program of Study

Applicant Information

Name		Program of Study			
Mailing Address		City	Prov	Country	Postal Code
Home Telephone		Work Telephone		Degree Completed	

please print

Prior to completing this form, applicants **must** contact the Director of Graduate Education in the Faculty of Education and their proposed Faculty Supervisor. The program must be approved by the Graduate Studies Program & Policy Committee before the applicant is admitted.

Proposed program of study. Please provide a proposed program of study which includes any courses to be completed and their unit value together with the unit value of the thesis. Please provide the proposed title for any independent study courses.

Signature of Applicant	Date (dd/mm/yyyy)
Signature of Supervisor	Date (dd/mm/yyyy)
Signature of Director of Graduate Education, Faculty of Education	Date (dd/mm/yyyy)

Forward your completed application package by the program deadline date to:

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