



## CMAP Worksheet 10 – Graduate School

**Secure professional employment or enroll in graduate school.**

Choosing the right graduate school is important to your career success and happiness. Applying to graduate school is a time-consuming process. Besides selecting the right program and school for you, you must prepare for and take the appropriate qualifying examinations, complete the application process (which may include creating a curriculum vitae), arrange for letters of recommendation, and work out your financial arrangements. This worksheet is designed to familiarize you with graduate school preparation resources in the Career and Experiential Learning Lab (Lucina 235), on the Career Center’s Web pages, and on the Internet.

1. Find the career tip sheet “Graduate School Preparation” in the vertical stand in Lucina 235. According to the time/task calendar for applying to graduate school on the back of the tip sheet, when should all deadlines be met for applying to graduate school? \_\_\_\_\_
  
2. Entrance into many graduate programs requires that you take the GRE. Find the book *Cracking the GRE CAT* (GRAD 25) in the Career and Experiential Learning Lab collection. Turn to page 4. What does GRE stand for?  
\_\_\_\_\_
  
3. Now find out where you can take the test. Go to <http://www.bsu.edu/careers>. Click “Career and Experiential Learning Lab.” Click “Great Links to Explore.” Click “Graduate and Professional Tests.” Click “Welcome to the GRE Web site.” Under “Test Takers,” click “Register for the Test,” “Register for the General Test,” “Register for the GRE Computer Based Test,” “Online Registration,” and navigate until you get to the page where you select the country and state for GRE testing sites. At Ball State University what is the room number in Lucina Hall where you can take the GRE? \_\_\_\_\_
  
4. Can you download test preparation materials from the GRE Web site? Go back to the GRE main page to answer this question. \_\_\_\_\_
  
5. You will also need to determine which graduate schools offer the program you need. Find the *Peterson’s Graduate Schools in the U.S.* (GRAD 18). List two schools in Indiana that offer a master’s degree in psychology.
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  
6. Find *Peterson’s Graduate Programs in Business, Education, Information Studies, Law & Social Work* (GRAD 24). Turn to page 2280. What university in Hawaii offers a graduate degree in social work?  
\_\_\_\_\_
  
7. Return to the “Great Links to Explore” page. Go to <http://www.bsu.edu/careers>. Click “Career and Experiential Learning Lab.” Click “Great Links to Explore.” Click the heading “Graduate School and University Information.” Click the first “GradSchools.com” link. Select “Art and Fine Art” from the field of study drop-down box. Select “Art Therapy” from the subject drop-down box. Select “USA” from the

location drop-down box. Choose "All States." Click on the search arrow. Click on the "Map" tab. How many universities in the eastern U.S. offer graduate programs in art therapy? \_\_\_\_\_

8. Many graduate schools require applicants to write a personal statement as a part of the application process. Find the book *How to Write a Winning Personal Statement for Graduate and Professional School* (GRAD 13). Turn to page five. List the first two questions to ask yourself before writing your personal statement.

a. \_\_\_\_\_  
b. \_\_\_\_\_

9. Some graduate schools require applicants to include a CV (curriculum vitae) along with all application materials. Find the book *How to Prepare Your Curriculum Vitae* (JS CV 6). Turn to page 1.

What is a curriculum vitae? \_\_\_\_\_

\_\_\_\_\_

The curriculum vitae is often referred to as an "\_\_\_\_\_."

10. Return to the "Great Links to Explore" page. Go to <http://www.bsu.edu/careers>. Click "Career and Experiential Learning Lab." Click "Great Links to Explore." Click the heading "Résumés, Portfolios, Curriculum Vitae, and Cover Letters." Click "Curriculum Vitae—Quintessential Careers" to find the answers to the following questions.

What is the difference between a résumé and a curriculum vitae?

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What types of information are included in a typical curriculum vitae?

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\_\_\_\_\_

11. Using the Internet, identify a graduate school of interest to you, find the application and list three questions you are unsure how to answer. Where can you get help in determining how to answer them?

Question 1. \_\_\_\_\_

Question 2. \_\_\_\_\_

Question 3. \_\_\_\_\_

Where to get help? \_\_\_\_\_

12. Identify three references you can use for your graduate school application.

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13. Describe a paper or project you did that demonstrates your ability to conduct scholarly research.

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