Master of Science in Human Resources
Admission Process

Department of Human Resources
East Central University
1100 East 14th Street, PMB Z-2
Room 148, Faust Hall
Ada, OK 74820
580/559-5589

Deadlines:
Fall Admission - April 1
Spring Admission - October 1
Summer Admission - April 1

Step #1

- If you are new to East Central University, complete the University’s admission process (113A Administration), then file a Memorandum of Admission in the Graduate Office (4th Floor, Linscheid Library). Visit the School of Graduate Studies at www.ecok.edu for more information. Admission to the Graduate School DOES NOT guarantee admission to the academic program.

- If you are currently an undergraduate student, file a Memorandum of Admission in the Graduate Office and proceed to the Office of Admissions and Records to have a “Graduate Student” record created. Admission to the Graduate School DOES NOT guarantee admission to the academic program.

Step #2

- Complete the Application for Admission to the Master of Science in Human Resources. Submit to the Department Chair by the deadline.

Step #3

- Submit a copy of MAT or GRE scores to the School of Graduate Studies and the Chair of the Department of Human Resources. Testing must be completed within the first 12 hours of course work.

Step #4

- Upon completion of Steps 1-3 above, an interview will be scheduled by the Department Graduate Committee if necessary. See Department Chair or Designated Program Coordinator.
Master of Science in Human Resources
Application for Admission

☐ Administration (0891A) ☐ Human Service (0891B) ☐ Counseling (0892)
☐ Clinical Rehabilitation & Clinical Mental Health Counseling (0894) ☐ Criminal Justice (0895)
(Please check area of concentration)

Name: ____________________________________________________________

E-Mail: ___________________________________________________________

Phone: ___________________________ (Daytime)

Mailing Address: __________________________________________________

Baccalaureate Degree / School:

Year Completed: __________________________________________________

Major: ___________________________________________________________

GPA: _____________________________________________________________

Anticipated semester to begin coursework: Spring ______ Summer ______ Fall ______

MSHR APPLICATION PACKET MUST INCLUDE THE FOLLOWING:
(Allow at least one week for processing of materials)

☐ Official transcripts of all completed work (baccalaureate & graduate) MUST BE INCLUDED IN PACKET
☐ OSBI Background Check – REQUIRED for options 0892 & 0894 applicants only and MUST be submitted with the application packet. http://www.ok.gov/osbi/documents/RecordCheckForm.pdf
☐ A minimum of three (3) completed reference forms (in sealed envelopes) from professional, educational, or work-related references only. Reference must be submitted with the application packet.
☐ One-page resume (to include honors, scholarships, and other academic or professional recognitions received)
☐ Please respond to the following questions. Some questions contain multiple parts so be sure to read and answer the questions fully. Your responses will be used both to assess your writing and critical thinking skills, and to aid the Graduate Admissions Committee in making a decision about your application. Your responses to the questions below should not exceed a total of five typewritten pages (double spaced) and not less than three pages. Question 4 is to be completed by students applying for admission to a Counseling option (0892 or 0894) only!

1. Describe some of your experiences and achievements in school, work (volunteering or employment), and in your personal life. Include a description of any barriers you have encountered in pursuing your education, work, or personal goals. Indicate the steps and strategies you have used or are using to overcome these barriers.
2. Explain what motivates you to pursue a masters degree at this time in the option you have selected.
3. Please describe your plans for completing the MSHR program if you are admitted. For example, how do you plan to balance your work, school, and personal life?
4. Describe your understanding of what the role of a counselor is in helping individuals to address life problems. How would you show leadership in the counseling profession if you were to complete this program. Describe any professional experience and training you have had which would be beneficial in the field of counseling.

PLEASE NOTE: ONLY COMPLETE APPLICATION PACKETS WILL BE ACCEPTED
(The MSHR Graduate Committee highly recommends you submit MAT or GRE scores with the application packet)
Applicant’s Name / Option: ___________________________ Date: ______

1) In what capacity have you known the applicant? __________________________________________

2) How long have you known the applicant? __________________________________________

3) How well do you know the applicant? □ Very Well □ Well □ Not Very Well

In making decisions about the various areas listed below, compare the applicant with other persons you may have known with similar backgrounds and training. Mark one (1) if you feel you do not know enough about the applicant in a specific area.

1 = Do Not Know 4 = Agree, Moderate Confidence
2 = Disagree 5 = Agree, High Confidence
3 = Agree, Low Confidence

A. The applicant has demonstrated enthusiasm about training and working with persons with mental health issues. (Respond only if the applicant is applying to a counseling option)
   □ 1 □ 2 □ 3 □ 4 □ 5

B. The applicant has demonstrated the abilities and discipline necessary to do graduate work
   □ 1 □ 2 □ 3 □ 4 □ 5

C. There is a high correlation between what the applicant has said and what was done.
   □ 1 □ 2 □ 3 □ 4 □ 5

D. The applicant is a self-starter, willing to make decisions and take action.
   □ 1 □ 2 □ 3 □ 4 □ 5

E. The applicant takes full responsibility for his/her actions.
   □ 1 □ 2 □ 3 □ 4 □ 5

F. The applicant is a warm and caring person.
   □ 1 □ 2 □ 3 □ 4 □ 5

G. The applicant seeks out opportunities for new and diverse learning.
   □ 1 □ 2 □ 3 □ 4 □ 5
H. The applicant is flexible and open-minded (is responsive to others and revised thinking when “a better way” becomes evident).

I. The applicant quickly recovers from disappointment and failure.

J. The applicant is able to cope with uncertainty and ambiguity.

K. The applicant is responsive to feedback and supervision.

L. The applicant appears mature and makes good decisions.

M. If I were an employer and the applicant had the necessary academic background and training, I would:
   1) welcome the opportunity to employee him/her; □ 1 □ 2 □ 3 □ 4 □ 5
   2) be satisfied he/she would be accepted by and get along with other employees □ 1 □ 2 □ 3 □ 4 □ 5

Reference Name: _______________________________ Position: _______________________________
Employer: __________________________________________
Address: __________________________________________
Work Phone Number: _________________________________
Signature: _______________________________ Date: __________________

PLEASE PLACE COMPLETED REFERENCE FORM IN A SEALED ENVELOPE AND RETURN TO THE APPLICANT.