

ADMISSION PROCEDURES

Two admission procedures are required and may occur simultaneously. Both require GRE scores and university transcripts. Submission deadlines are posted online at the link provided here.

- 1) Apply to the journalism graduate program through the UNT Toulouse School of Graduate Studies: http://www.tsgs.unt.edu/admission_to_graduate_studies.htm.
- 2) Submit the following items directly to the Mayborn Graduate School of Journalism:
 - A. A signed letter of application that includes a statement addressing the applicant's purpose in pursuing a master's degree in journalism. The applicant should include professional and/or academic plans and areas of research interest.
 - B. Academic transcripts of all previous undergraduate and graduate coursework.
 - C. A current vita (resume) that addresses the following areas:
 - Educational background
 - Previous work experience
 - Publications, performances, exhibitions, or other scholarly activities
 - Previous research experience
 - Involvement in community activities
 - D. Three letters of recommendation from individuals who are familiar with the applicant's academic and/or professional abilities. The letter should be printed on official letterhead. Individuals must explain their relationship to the applicant. Preferably, at least one recommendation should come from the last academic institution attended. One letter may be from a current or past employer.
 - E. Verbal, quantitative, and analytical writing scores from the Graduate Record Exam.
 - F. A portfolio of work. The contents of the portfolio must be provided both in **print and electronically** (See attached criteria or go to: <http://themayborn.unt.edu/program.htm>).

An application packet should provide enough material to demonstrate to the Mayborn Graduate Committee that the individual will succeed in the journalism graduate program as well as contribute to the intellectual and professional diversity of the Mayborn Graduate Institute of Journalism and its academic and professional reputation. The Mayborn Graduate School of Journalism may also consider the applicant's potential to enhance the diversity of the university.

HOLISTIC REVIEW PROCESS

Multiple Criteria are considered to provide a holistic and comprehensive evaluation of the applicant. The Mayborn Graduate Committee will review each applicant individually, using a standardized application review form, which is attached. Upon completion of individual reviews, the committee will accept or deny the applicant's candidacy. The committee will submit to the Mayborn Director the names of those recommended for admission.

If the entire committee is unavailable, such as during the summer, then at least three committee members will review the application under the direction of the committee chair or the Mayborn Director.

PORTFOLIO

An applicant must submit a printed portfolio and include an electronic version on a CD to the Mayborn Graduate Institute of Journalism. Formatting details appear at the end of this document. Portfolios that do not strictly comply with the following formatting requirements will not be accepted. If there are questions, e-mail Julie.scharnberg@unt.edu.

I. Purpose of the Portfolio

1. For the Mayborn Graduate Institute of Journalism to evaluate the applicant's:
 - a. Likelihood of success in a master's program
 - b. Competence in writing and completing a project
 - c. Strengths and weaknesses in writing, and then to provide appropriate academic guidance
 - d. Academic objectives and needs for ensuring long-term professional success
2. For the student to evaluate his or her:
 - a. Ability as a writer, journalist, researcher and critical thinker
 - b. Skills possessed and skills needed in relation to the goals of the Mayborn Graduate Institute of Journalism and his or her professional/academic objectives
 - c. Understanding of the continuing nature of journalistic development and communication theory
3. For prospective employers to one day evaluate the student's writing as part of the hiring process

II. Contents of the Portfolio

1. Introductory Reflective Essay: a new piece of approximately three pages, written specifically for the portfolio. Select a topic; use first or third person.
2. Research Paper: a documented paper of five to 10 pages combining analysis and research. It can be a paper previously written by the applicant.
3. Other writing pieces: At least **three** additional items chosen from the following (no more than one from each category):
 - News stories
 - Spot news stories
 - Public relations or advertising campaign proposals
 - Editorials
 - Columns
 - Feature Story/News Features (how-to, personality profile, first-person, human interest)
 - Creative advertising copywriting
 - News releases
 - Technical writing examples
 - Creative nonfiction (reviews, critiques)
 - Scripts
 - Short stories
4. Other (extra) creative work:
 - Photos (news) and photo essays are required for those pursuing photojournalism
 - Design samples (ads, brochures, newsletters, newspapers, etc.)
 - Poetry
 - Speeches
 - Something creative but not in this list

IV. Formatting and submission of the Portfolio

1. Submit an error-free portfolio in a three-ring, plastic-covered notebook with side pockets.

2. Type your name, year and the words “Portfolio” and “Mayborn Graduate Institute of Journalism” to insert into the slot of the notebook’s external spine.
3. Include a cover sheet with your name and contact information.
4. Create a table of contents that references the relevant tabs identifying the contents.
5. Present all contents and their individual pages in top-loading, non-glare sheet protectors.
6. Paper used in this portfolio must be white, 8X11 unlined paper. Type will be double-spaced 12-point serif. Items that may have been published may be submitted in their original format such as clippings, photos, newsletters, etc.
7. By submitting these items, you are attesting that you are the creator or co-creator of these items. The applicant must submit the names of any collaborators who helped with a particular item or project submitted in the portfolio.
8. Insert your electronic portfolio in the inside front pocket of the three-ring notebook.

V. FINAL REMINDERS

By submitting this portfolio in your name, you are attesting that you are the creator of this content. Collaborative work must be identified clearly with the name(s) attached to the work and/or appropriate references cited. Plagiarism will result in automatic denial of admission.

As mentioned above, all work must be submitted to the Mayborn Graduate Institute of Journalism. The information is noted below. Your portfolio will not be considered complete until printed and electronic versions are received. The portfolio will not be accepted if it fails to comply with the formatting requirements.

A guideline of the evaluation criteria of applicants can be found on the next page.
(This form is not to be filled out by students. It is for office use only.)

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