

Masters Degree in Interdisciplinary Studies: Focus on Leadership for International Service

Instructions for admission

Please complete the following FIVE steps for your application packet.

Please note that all applications must be completed and received before initial review can start.

Step	Tasks and Documentation
1	<p>Complete the PSU University Application for Graduate Admissions found at: http://www.gsr.pdx.edu/ogs_forms.php</p> <ul style="list-style-type: none"> • Be sure to indicate your program of study as code IST <ul style="list-style-type: none"> ◦ If you are fluent in Spanish and studying in Mexico during your Winter/Spring terms, you are applying for the MA ◦ If you are studying in Jamaica during your Winter/Spring terms, you are applying for the MS • <i>This is the only PSU form you will need to complete for admission into the IPSL program</i>
2	<p>Collect 2 sets of official transcripts from each of the academic institutions you attended and listed on the PSU University Application for Graduate Admissions.</p>
3	<p>Send the PSU University Application for Graduate Admissions with :</p> <ul style="list-style-type: none"> • A \$50.00 application check made out to PSU, Admissions • One set of official transcripts from all colleges attended in their original, sealed envelopes to: • TOEFL or IELTS scores (where applicable) sent directly from testing agency to: <ul style="list-style-type: none"> ◦ Admissions Portland State University PO Box 901 Portland, OR 97207-0901
4	<p>Two recommendations are required. One should be completed by a person who knows your university-level academic work, such as a professor or advisor. The second should be completed by a supervisor in either a paid or a volunteer job. As a courtesy to those whom you ask for recommendations, write your name and the program location on each form, and provide the respondent with a stamped envelope addressed to: The International Partnership for Service-Learning and Leadership, 1515 SW 5th Avenue, Suite 606, Portland, Oregon 97201, USA. It is your responsibility to make sure both recommendations have been received by us. You are welcome to call or email to check whether recommendations have been received.</p>
5	<p>Send by mail:</p> <ul style="list-style-type: none"> • The IPSL Masters application form • Your Personal Statement & Challenge Statement • One set of official transcripts from all colleges attended in their original, sealed envelopes • Recommendation forms • Spanish language assessment (if applying to the Mexico program) • Additional evidence of capacity as you see fit to: <ul style="list-style-type: none"> ◦ International Partnership for Service-Learning and Leadership 1515 SW 5th Ave, Suite 606 Portland, OR 97207-0901 <p>Note: Handwritten applications will not be processed. All items above must be typed.</p>

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❑ Deadline

IPSL program applications are accepted as rolling basis, starting April 1 and ending May 30, 2009. Early application is encouraged as we accept students on a rolling basis and the program may fill before the official end deadline.

❑ Admissions Process

Applications are evaluated as they are received. The program welcomes students from any nation. We look for students who demonstrate maturity, intellectual ability, and a desire to serve. Applicants must have completed a bachelor's degree from a regionally-accredited institution before entering the IPSL program, with a minimum of a 3.0 Grade Point Average on a 4.0 scale, or the equivalent.

When the complete application has been received by IPSL, you will be notified of the decision on your application within approximately 6-8 weeks. If you are accepted, you will be asked to submit additional acceptance materials. You may not take part in the IPSL program without having submitted all of the required information.

❑ Financial Aid

If you are applying for financial aid, you will need to complete Portland State University's instructions for financial aid found at <http://www.pdx.edu/finaid/>.

You should start the financial aid application at the same time you apply for admission to the academic program. May 1, 2009 would be the latest you could apply for financial aid and have it available for July 2009.

❑ Confirming Your Participation

If you are accepted into the program, you must confirm your participation by submitting a nonrefundable deposit of \$500 that will be applied to your program fee and by completing an additional packet of materials to be sent at a later date.

❑ Passport & Visas

U.S. applicants for the M.A. program must have a passport valid for at least six months AFTER the end of your winter and spring term abroad. If you do not have a passport, apply immediately.

In cooperation with:

- Portland State University, Portland, Oregon USA
- The Intercultural Communication Institute, Portland, OR
- The University of Technology, Kingston, Jamaica
- Universidad Autónoma de Guadalajara, Guadalajara, México

**Masters Degree in Interdisciplinary Studies
Focus on Leadership for
International Service**

Cultivating the Leaders the World Needs



GENERAL INFORMATION

Complete all questions as thoroughly as possible and type or print clearly. Attach additional sheets if necessary. When you are accepted, this information will help us make the best housing and service assignments for you. Be sure to list accurate addresses and phone numbers, and the dates when you will be available at each.

Academic Program	Summer and Fall Term: Portland State University					
	Spring Semester Location (check one)		<input type="checkbox"/>	Jamaica	<input type="checkbox"/>	Mexico
	Summer and Fall Term: Portland State University					
Name:						
Current Address:						
Permanent Address:						
Email Address:			Main Phone Number:			
2 nd Email Address			2 nd Phone number:			
Facebook Address:			MySpace ID:			
LinkedIn URL:			Skype ID:			
Gender:	<input type="checkbox"/>	Date of Birth: mm/dd/yy	<input type="checkbox"/>	Social Security:	<input type="text"/>	
Citizen of:	<input type="text"/>		Country of Birth:	<input type="text"/>		
State of Legal Residence: (U.S. Citizens and Permanent Residents)			<input type="text"/>			

PASSPORT INFORMATION

Passport number:	<input type="text"/>	Date issued:	<input type="text"/>	Expiration date:	<input type="text"/>	Country of issue:	<input type="text"/>
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U.S. applicants for the IPSL program must have a passport valid for at least six months AFTER the end of your winter and spring term abroad. If your passport expires before that time, you will need to apply for a renewal. We will provide U.S. applicants with information about obtaining a visa if one is needed. Non-U.S. applicants are responsible for making their own passport and visa arrangements but should consult with IPSL if they need assistance.

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ACADEMIC INFORMATION

Please list higher education institution attended , degree(s) earned and period you attended:

	Name of College/University and Dates Attended	Degree/Major	GPA (on 4.0 scale)
1			
2			
3			
4			

1) Have you taken any courses related to, or had any experience in cultural competency, leadership, or non-profit management? If so, please explain. Attach additional sheets if necessary.

2) Please describe any primary research (that is, research other than summarizing and evaluating documents compiled by others; research in which you had to determine a research question, design a research methodology, and collect and analyze qualitative or quantitative data) you completed either as an undergraduate or while pursuing other graduate education (thesis, projects, field research). Attach additional sheets if necessary.

3) Please describe any academic and/or research interests you hope to pursue as part of this Master's Degree program:

4) Please describe your academic and career interests and long-term goals:

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FOREIGN LANGUAGE EXPERIENCE

Foreign Language:	Undergraduate semesters taken:

Please describe other language experience (i.e. languages spoken in the home; courses taken through language training institutes, etc.)

Language Assessment Exams	<p>To study in Mexico for the fall semester, you need least an intermediate proficiency in Spanish to serve your agency and to follow the academic courses. You are required to have a minimum of 4 years Spanish language study at the university level or you must show proof of your language proficiency (e.g. Diplomas de Español como Lengua Extranjera (DELE) certificate). For more information about the DELE proficiency exam, please visit http://www.dele.org/.</p> <p>Non-native speakers of English are required to show English language proficiency through one of the following:</p> <ol style="list-style-type: none"> 1. A minimum score of 550 on the TOEFL test OR 2. British Council IELTS at least 7.0 overall <p>You are required to have the official scores sent to PSU directly from the testing agency. Please visit http://www.pdx.edu/admissions/english-language-proficiency-requirements-graduate for more accurate information</p>
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BACKGROUND AND SERVICE PREFERENCE INFORMATION:

Please tell us more about your background and service placement interests. (Attach additional sheets if necessary)

Section A: Intercultural Capacity

Have you taken any courses related to, or had any experience in, the country, areas, or type of service in which you are seeking to be involved? If so, please explain. Attach additional sheets if necessary

Please list your international travel, living or study experiences. Include the purpose of the travel, dates, length of stay, who accompanied you (if relevant) and your age at the time.

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Section B: Service Capacity			
Please list work and/or community service experience. Include dates, length of employment or service, and whether or not you were paid.			
Indicate special skills and interests. Be specific (e.g. specific computer skills, ability to play a musical instrument, senior life saving/CPR training, etc.).			
Please rank your preferences with (1) as your first choice.			
Type of people I'd like to work with (1-6):		Type of service I'd like to do (1-5):	
	Young children		Teaching/tutoring
	Adolescents		Healthcare
	Adults		Recreation
	Elderly		Environment/Ecology
	Mentally challenged		Micro-finance/micro-business
	Physically challenged		Arts (please specify):
			Criminal Justice
			Journalism
			Cultural preservation/museums
			Women's Issues
			Other:
What would you consider to be the ideal service placement and how do your choices above reflect that?			
NOTE: Your service placement is determined by your interests, skills and goals, <i>and</i> by the needs of and agencies available in the community. IPSL will try to place you in an agency where you can learn well and serve well, but we <i>cannot</i> guarantee a placement that meets your priority preferences.			
Section C: Leadership Capacity			
Please list leadership experience. Include dates, length of time in role(s), and whether or not you were paid.			
Indicate special skills in or awards for leadership work.			

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PERSONAL STATEMENT AND CHALLENGE STATEMENT

This is your opportunity to tell us about yourself: why you have chosen international service-learning rather than a more traditional graduate program; what you would like to do during the program; what you hope to give to the program; and benefits you hope to gain from it. We pay close attention to your personal and challenge statements in evaluating your application and in determining your service placement. Be as honest and specific as you can.

Please answer the personal statement questions and challenge statement questions below on separate paper. Your answer should be typed, double-spaced w/ one inch margins and sent with your IPSL application materials.

PERSONAL STATEMENT

Please answer the following questions.

1. Why do you wish to participate in the IPSL program in International Service?
2. What do you hope to gain from the program, and what do you hope to give?
3. How do you think you will benefit from the integration of your academic studies with your volunteer service?
4. Please describe your academic and career interests and long-term goals.

You may also include any relevant information not previously covered in your application. Be as honest, specific and complete as possible. The more we know about you, the better placement we will be able to make for you.

CHALLENGE STATEMENT

The IPSL Master's program in International Service provides students with a set of rich and personally rewarding experiences, both academic and applied, across three different countries. Students will face many challenges throughout the program, as they learn to navigate through cultural differences. Please address one question from each section.

Section A: Intercultural Challenges

1. Describe a situation in which you have encountered cultural difference, noting the challenges you faced, how you reacted to the situation, and why.
2. Describe a situation in your personal or professional life when you had to make an ethical decision. Outline the problem as you perceived it, the options you felt were open to you, the choice you made, and the reasons for that choice.

Section B: Intercultural Service Challenges

1. When you think about your possible service placement in Jamaica or Mexico, what are you most looking forward to and what do you think will be the greatest challenge you will face?
2. Describe the ways in which you have learned best in the past. Analyze any ways in which learning through experience and/or learning in a culture other than your home culture may require you to use a different set of skills than you have used in the past.

Section C: Intercultural Leadership Challenges:

1. Describe a situation where you were called on to exercise your leadership capacity. Who were your followers; how did you engage them; what was your team able to accomplish?
2. Describe a situation in your personal or professional life when you had to make an ethical decision. Outline the problem as you perceived it, the options you felt were open to you, the choice you made, and the reasons for that choice.

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ACADEMIC RECOMMENDATION FORM

TO BE FILLED OUT BY THE APPLICANT:

Name of Applicant:			
Address:			
Phone:		Email:	
Program Location:	Fall: <input type="checkbox"/> Guadalajara, Mexico <input type="checkbox"/> Kingston, Jamaica	Academic Year:	

In accordance with the "Family Education Rights Privacy Act of 1974," The International Partnership for Service-Learning and Leadership recognizes that students enrolled in this program have the right to inspect and review all material in their files unless they sign the following statement:

1.	I understand my right under the provision of PL93-830.513 to inspect letters of recommendation on my behalf. In order to encourage the authors of letters about me to write with candor, I have elected not to exercise my rights under the aforementioned statute, and affirm that I shall not do so in the future; and	
	I understand that this document will be used only for the purposes of evaluating my qualifications for participation in the Master of Arts in International Service through The International Partnership for Service-Learning and Leadership program and will be reviewed only by program supervisors. It will not be available to any other institution, organization or for private use.	
	(Signature of Applicant)	(Date)

To the referee:

The Person named above has applied for the IPSL Master's program in International Service. This program of study requires academic study and service in a community agency or project in two different cultures. This service-learning experience requires maturity, responsibility, and sensitivity. Our goal is to cultivate our students' ability to take leadership role in an international non-governmental organization (NGO). Your honest evaluation of the applicant's capacity will be most helpful to us and the applicant. Thank you for your cooperation.

Name:		Address:	
Title:			
Institution:		Phone:	
		E-mail:	

Capacity in which you know the applicant:	
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How long have you known the applicant?	
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The International Partnership for Service-Learning and Leadership may call/email me about my recommendation (Check one):	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Please use the list below to give a general profile of the applicant.						
Intercultural Capacity		Excellent	Good	Average	Poor	Unknown
	Sensitivity to diversity					
	Non-judgmental about others					
	Adjusts well to new situations					
	Curiosity about other cultures					
	Cultural self-awareness					
Service Capacity		Excellent	Good	Average	Poor	Unknown
	Desire to help others					
	Sincerity of purpose					
	Caring, kind, generous					
	Handles stress well					
	Listening skills					
Leadership Capacity		Excellent	Good	Average	Poor	Unknown
	Uses good judgment					
	Works well with others					
	Communicates well					
	Takes direction well					
	Carries work out to completion					
Academic Capacity		Excellent	Good	Average	Poor	Unknown
	Ability to analyze problems					
	Ability to work without supervision					
	Completes work in a timely manner					
	Work is thoroughly researched					
	Writes well					
Please add any other information you feel would be useful or important for the Admissions Committee to know about this applicant.						
SUMMARY (check one)	<input type="checkbox"/>	Highly Recommend	<input type="checkbox"/>	Recommend with reservation		
	<input type="checkbox"/>	Recommend	<input type="checkbox"/>	Do not recommend at this time		
Please add any other information you feel would be useful or important for the Admissions Committee to know about this applicant						
(Signature)				(Date)		
The International Partnership for Service-Learning and Leadership 1515 SW 5 th Avenue, Suite 606, Portland, Oregon 97201 Tel (503) 954-1812 Fax (503) 954-1881						

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WORK OR SERVICE RECOMMENDATION FORM

TO BE FILLED OUT BY THE APPLICANT:

Name of Applicant:			
Address:			
Phone:		Email:	
Program Location:	Fall: <input type="checkbox"/> Guadalajara, Mexico <input type="checkbox"/> Kingston, Jamaica	Academic Year:	

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1.	I understand my right under the provision of PL93-830.513 to inspect letters of recommendation on my behalf. In order to encourage the authors of letters about me to write with candor, I have elected not to exercise my rights under the aforementioned statute, and affirm that I shall not do so in the future; and	
	I understand that this document will be used only for the purposes of evaluating my qualifications for participation in the Master of Arts in International Service through The International Partnership for Service-Learning and Leadership program and will be reviewed only by program supervisors. It will not be available to any other institution, organization or for private use.	
	(Signature of Applicant)	(Date)

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Name:		Address:	
Title:			
Institution:		Phone:	
		E-mail:	

Capacity in which you know the applicant:	
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How long have you known the applicant?	
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The International Partnership for Service-Learning and Leadership may call/email me about my recommendation (Check one):	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Please use the list below to give a general profile of the applicant.

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	Non-judgmental about others					
	Adjusts well to new situations					
	Curiosity about other cultures					
	Cultural self-awareness					
Service Capacity		Excellent	Good	Average	Poor	Unknown
	Desire to help others					
	Sincerity of purpose					
	Caring, kind, generous					
	Handles stress well					
	Listening skills					
Leadership Capacity		Excellent	Good	Average	Poor	Unknown
	Uses good judgment					
	Works well with others					
	Communicates well					
	Takes direction well					
	Carries work out to completion					
Academic Capacity		Excellent	Good	Average	Poor	Unknown
	Ability to analyze problems					
	Ability to work without supervision					
	Completes work in a timely manner					
	Work is thoroughly researched					
	Writes well					

Please add any other information you feel would be useful or important for the Admissions Committee to know about this applicant.

SUMMARY (check one)	<input type="checkbox"/>	Highly Recommend	<input type="checkbox"/>	Recommend with reservation
	<input type="checkbox"/>	Recommend	<input type="checkbox"/>	Do not recommend at this time

(Signature)	(Date)