

**Application for Admission to the Joint Degree Program
with the Graduate School of Business (GSB)**



Stanford University School of Education
Academic Services
485 Lasuen Mall
Stanford, CA 94305-3096
(650)723-4794 or info@suse.stanford.edu

Application Procedures: Submit this application packet to the Admissions Officer, Kelly Britt, in SUSE's Academic Services Office in Cubberley 140 (temporarily located in Terman M27 until 10/1/09).

The application packet consists of the following:

- Application for Admission to the Joint Degree Program (this form)
- Preliminary Program Proposal (Please review SUSE M.A. Degree Handbook at <http://ed.stanford.edu/suse/programs-degrees/MAhandbook.pdf>)
- Statement of purpose describing your interest in the Joint Degree program
- Stanford transcript (unofficial copy OK)
- Stanford MBA application file. Applicants must request* that their MBA application file be forwarded to SUSE Academic Services. Make this request by sending an email to GSB Academic Operations at GSB_REGISTRAR@gsb.stanford.edu.

**Request deadline is Monday, October 26, 2009 (8:00 a.m.)*

Application Deadline is 4pm, Monday, November 2, 2009

Last Name: _____ First Name: _____

Student ID Number: _____ Email Address: _____

Ethnicity: _____ Gender (please circle): M F

Quarter Admitted to the MBA: _____

Mailing Address: _____
Street City State Zip Code

Signature

Name Printed

Date (mm/dd/yy)

Joint Degree with the Graduate School of Business
Minimum Units: 109 - 119 total (35 units EDUC courses and 84 units GSB courses)

Program Requirements

(a) MA/MBA students must successfully complete 84 units of instruction in the Graduate School of Business. This includes successful completion of the Management Perspectives, one course in each of the 11 Management Foundation areas, and an approved Global Experience. Rules concerning Pass-Fail units, independent study, grade point average, the GER, and so forth, will match those set for students in the regular MBA Program, as specified annually in the *MBA Student Handbook* in the year of matriculation in the program.

(b) Students must successfully complete 35 units of instruction at SUSE. Programs of study will be subject to the approval of the SUSE faculty advisor, the Director of Leadership Degree Programs and the Assistant Director of SUSE Academic Services.

(c) The two schools will offer a menu of cross-listed courses particularly suited to the program, and a student can take up to 10 of the 35 Education units required in provision (b) as cross-listed courses. These 10 cross-listed units will count towards both degrees.

(d) The Joint MA/MBA Degree requires a combined total of 119 units, 84 at the GSB and 35 at SUSE. This total may be reduced to 109 units, if the 10 cross-listed units are applied.

(e) During autumn quarter of their second year of study, students must submit a Master's Program Proposal to the SUSE Academic Services Office. The Program Proposal must be signed by the student's SUSE faculty advisor, the SUSE Director of Leadership Degree Programs and the Assistant Director of SUSE Academic Services. Any revisions to this proposal must be authorized by the same three individuals.

Coursework Planning

Joint MA/MBA degree students spend most of the first year fulfilling the requirements of the MBA curriculum. Students may begin taking SUSE courses once they begin taking electives, typically during spring quarter of their first year, beginning with the Proseminar (see Required Courses). During their second year, students have the opportunity to take a variety of electives at the GSB and SUSE.

Students are expected to present a coherent program of study in their selection of SUSE courses. SUSE offers three different concentration areas for joint MA/MBA degree students: Pre K-12 Education, Higher Education and an Individually Designed concentration. For the first two concentrations, SUSE provides several classes to choose from in order to fulfill the required areas. For the Individually Designed concentration, the student takes responsibility for proposing a program of study that pursues a specific topic. The proposal is subject to the approval of the same three individuals as stated in provision (e). Prior to the beginning of their second year, students will receive a list outlining which courses will fulfill which areas for the two concentrations.

At the end of their first year, students will be asked to express their areas of interest and faculty preferences. Based on this information and faculty availability, SUSE faculty advisors will be assigned to students prior to the start of their second year.

Required Course

EDUC 393 – Proseminar on Research in Education

(Not cross-listed; must be taken Pass-Fail for 4 units.) It is required that students take this class in the spring quarter of their first year, as it provides an introduction to SUSE and to the field of Education.

Other Course Policies

Doctoral seminars that do not require any written work from a student may *not* be applied toward the 35-unit SUSE requirement.

At least 18 units – or half the total minimum units – must be at the 200 level (note that either EDUC 180 or 190 can be counted toward this requirement).

Students may take EDUC 220A – Introduction to the Economics of Education or EDUC 306A – Education and Economic Development, but not both, as they contain similar material.

Up to 4 units of independent study/internship/directed reading at SUSE may be applied toward the MA in Education (see Internships and Directed Reading).

Students may not enroll in Stanford Teacher Education Program (STEP) courses. This program requires a separate application process.

Any other course policies set forth in the *MBA Student Handbook* apply.

Preliminary Program Proposal, School of Education Joint MBA/MA Degree Program

Name _____ Email _____ Student ID _____

Future Quarters

For each quarter, list the total units to be taken and the courses to be taken to fulfill degree requirements.

<i>Quarter and Year</i>	<i>Department and Course Number</i>	<i>Course Title</i>	<i>Units</i>
_____, 20 ____	_____ _____ _____	_____ _____ _____	_____ _____ _____
_____, 20 ____	_____ _____ _____	_____ _____ _____	_____ _____ _____
_____, 20 ____	_____ _____ _____	_____ _____ _____	_____ _____ _____
_____, 20 ____	_____ _____ _____	_____ _____ _____	_____ _____ _____

Past and Current Quarters

List courses previously completed or in progress that will be used to fulfill requirements for the master's degree.

<i>Quarter and Year</i>	<i>Department and Course Number</i>	<i>Course Title</i>	<i>Units</i>
_____, 20 ____	_____ _____ _____	_____ _____ _____	_____ _____ _____

Total units to be completed: _____

Quarter in which all degree requirements will be completed: _____