



# Organization Development

## Application for Admission to M.A. Program

### Admission Requirements Information

Name \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

e-mail \_\_\_\_\_

### Admission Requirements

1. Applicants must demonstrate at least two years of relevant work experience. Describe your relevant work experience on the application, written statement or resume.
2. An acceptable level of competence in oral and written communication, to be demonstrated by:
  - A. A written statement (300-400 words, attached on separate pages) describing your relevant life experience, work background and professional objectives, and specific goals to be achieved from this program. Include something about your outlook on life, the events that led you to become who you are today, and the kind of person you find yourself becoming. We'd like to hear what you regard as your strengths and weaknesses and what qualities you'd like to develop or improve to increase your effectiveness in working with others. This statement is used to help determine the extent to which there is a good fit between the applicant's goals and this program's purpose and resources.

Please note: Students who can make a contribution toward providing a multicultural and ethnically diverse graduate program are invited to so indicate, if they wish.

- B. A recent example of the applicant's academic or professional writing. (Please attach a brief example or excerpt, not longer than five pages.)
  - C. An interview during the admissions process. (These will be arranged for qualified applicants.)
3. A. Baccalaureate degree from an accredited college or university.  
Please send two official college transcripts indicating degree and date awarded, along with your most recent 60 semester/ 90 quarter units you have attempted to:  
Admissions & Records, Sonoma State University, 1801 E. Cotati Ave.,  
Rohnert Park, CA 94928

I have requested that two official transcripts be sent from: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am including in this application packet unofficial transcripts of all undergraduate work and prerequisite courses taken (required).

B. A 3.0 grade point average for the last 60 units.  
 \_\_\_\_\_ **My overall average is 3.0 or above for the last 60 units attempted.**

4. Two letters of reference from recent employers or professors. These may be sent by them directly to us, or included with this application in a sealed envelope. Use the forms provided in this packet.
5. Prerequisite courses: Applicants should have a foundational understanding of issues and concepts encountered in organizations, as well as those pertaining to human behavior and experience. Prerequisite coursework in one or more of the following may be used to satisfy these requirements.
  - A. Organizational Behavior
  - B. Psychological Foundations, such as Group Process, Personality or Human Development

Applicants are encouraged to consult with the OD Program Coordinator regarding these requirements before enrolling in prerequisite courses. The SSU courses in the following table are acceptable for these prerequisites. Equivalent courses taken previously must be documented and approved by the OD Program Coordinator.

<b>A. Organization Behavior and Systems Theory</b> ( <i>One</i> of these options):	Date completed	Date to be completed
Psy 327 Organizational Psychology, or		
Bus 344 Organizational Behavior, or		
Psy 424 Human Systems Leadership, or		
Equivalent course:		
<b>B. Psychological Foundations</b> ( <i>One</i> of these options):		
Psy 302 Development of the Person, or		
Psy 461 Personality, or		
Psy 329 Group Process, or		
Equivalent course:		

**Return completed application to:**

**Special Session Degree Programs Coordinator  
 Sonoma State University  
 Extended Education: Stevenson 1012  
 1801 East Cotati Avenue  
 Rohnert Park, CA 94928-3609**

**or Fax: (707) 664-2613**

**Sonoma State University  
Reference Letter**

\_\_\_\_\_, who has applied to our graduate program in Organization Development, has given your name as a reference.

Your carefully considered evaluation of this applicant will greatly aid in the selection of those best qualified for admission. Graduates of our program provide professional guidance, facilitation, and leadership for group and organizational improvement, either as external consultants or internal staff specialists. Please return the form directly to the Department of Psychology or in a sealed envelope if you are returning it to the student. (State regulations require that all files, including letters of recommendation, be available to students.)

In what capacity have you known the applicant?

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How long have you known the applicant?

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How well do you feel that you know the applicant?

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**Questions 1-3 may be answered on a separate page or in letter format.**

1. Please evaluate the applicant's intellectual or academic capacity (intelligence, creativity, ability to grasp and communicate conceptually, promise of intellectual growth, etc.).

2. Please evaluate the applicant's interpersonal competence (interpersonal sensitivity, interest and insight into interpersonal and group processes, listening skills, clarity of communication, etc.).



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