

當代美國 口語

上海外語教育出版社

PRESENT DAY AMERICAN ENGLISH

SURVIVING IN THE WEST



[中] 戚雲方
[美] Gerry Poppen
編著

PRESENT DAY AMERICAN ENGLISH

SHANGHAI
FOREIGN
LANGUAGE
EDUCATION
PRESS



Dedication

This book is designed to enhance the English proficiency of Chinese students, while at the same time it introduces them to some distinctive aspects of the background of American universities. This approach serves the purpose of helping to adapt them both to the language and to the environment.

It was at the suggestion of the Shanghai Foreign Language Education Press that this book came into being, and it was also the encouragement from the readers which made the book possible. The book provides information on applying for study abroad, financial aid, writing a research paper and cultural tips on how to survive and avoid many needless errors. However, it contains little concrete information on exactly *what* or *how* to teach. Rather, the teachers and students can do what they consider appropriate with this book. There are tape cassettes to go with the book. The cassettes give practice in listening and speaking English as well as encouraging the responsible student to make full use of his self-study potential.

We wish to acknowledge our debt to all our colleagues in the United States and in China for their contributions to this book. Thanks must go also to the editor, Mr. Chen Xinyuan (陈鑫源), for his editing and design work and Prof. Lu Peiyong (吕佩英), Deputy Editor-in Chief of the Shanghai Foreign Language Education Press, and to our dear friend, Song Mingyuan (宋明园), without whose support and understanding we would neither have begun nor have finished.

We would especially like to thank Richard Kind LeRoy and Paul Bolt for their help.

We would appreciate criticism and suggestions from teachers and students who use *Present-day American English*.

Chi Yun Fang (戚云方)

Gerry Poppen (卜哲谊)

Zhejiang University

March, 1990

Written by Chi Yun Fang (戚云方)

Gerry Poppen (卜哲谊)

Edited and published by Shanghai Foreign Language Education Press
Shanghai, China

All rights reserved

First edition, Nov. 1990

当代美国口语
Present-day American English
—Surviving in the West

戚云方

编著

(美) *Gerry Poppen*

上海外语教育出版社出版发行

(上海外国语学院内)

上海歌阳印刷厂印刷

新华书店上海发行所经销

开本 787×1092 1/16 13.5印张 5插图 377千字

1990年10月第1版 1991年1月第2次印刷

印数: 55,001—105,000册

ISBN 7-81009-579-X / H · 328

定价: 5.50元

Preface

This book, a companion volume to *Modern American English*, is intended for students of English as a second language who are preparing to attend a university in the United States and will need to have English for academic and social purposes.

Professor Chi's own experience and background as a visiting scholar at Rutgers and Columbia Universities have given him ample insight into the maze of requirements, regulations, and daily situations that confront foreign scholars on American college campuses. In order to make that adjustment less intimidating and confusing, cultural background and information are provided which will ease the transition to academic life in the United States.

The book is divided into sixteen chapters of useful survival skills ranging from the complicated procedures of financial aid and course registration to writing a research paper and taking exams. This format introduces the procedures, facts, vocabulary, and dialogues of each unit in a logical sequence.

Although complete control of the slang and idioms of any language requires years of study and practice, the book has included useful idiomatic and conversational dialogues which successfully simulate the contemporary speech of American students and faculty. These dialogues provide realistic situations for second language learners to become more familiar with speech nuances and the conditions of living abroad.

Present-day American English will be a welcomed addition to any Chinese student's library, a ready reference guide to preparing for one of life's enriching experiences, the opportunity to study and learn in an American university.

Richard King LeRoy
Assistant Professor
Language and Literature Faculty
NTID College of Liberal Arts
Rochester Institute of Technology

Contents

Dedication

Preface

Unit One	Applying for Admission	1
Unit Two	I. Choosing Your College and Focusing Your Field	21
	II. Following Registration Procedures	24
Unit Three	Seeking Financial Aid	32
Unit Four	Following Registration Procedures	44
Unit Five	Learning Some Campus Idioms	52
Unit Six	Eating in the Cafeteria	68
Unit Seven	Sending and Receiving International Mails	75
Unit Eight	Writing a Major Research Paper	87
Unit Nine	Preparing for Examinations	102
Unit Ten	Learning to Drive	108
Unit Eleven	Finding Summer Jobs	128
Unit Twelve	Celebrating Holidays and Festivals	132
Unit Thirteen	Traveling in America	139
Unit Fourteen	Participating in Sports and Physical Recreation	146
Unit Fifteen	Making Sure of Your Safety and Security	151
Unit Sixteen	Saying Goodbye	157

Appendixes	163
I. TOEFL:	
List A: Institution Codes	163
List B: Department Codes	177
List C: Region and Native Country Codes	179
List D: Native Language Codes	181
List E: Official Postal Service Abbreviations	183
II. Clothing Sizes	185
III. Frequently Asked Questions about the Credentials Service	187
IV. Tax Information for Visitors to the United States	191
V. Some American-British Vocabulary Differences	197
VI. Chronology History of the United States	199

UNIT ONE

APPLYING FOR ADMISSION

Applications should be filed as early in the school year as possible. This allows the university adequate time to process the application and to give maximum consideration to all credentials.¹⁾

It may be to the applicant's advantage to apply to more than one college / university. Because admission in any given year depends upon the number of applicants and the number of available spaces, every qualified applicant cannot be guaranteed²⁾ admission to a particular college.

In addition to meeting the regular application requirements, foreign applicants must also submit the supplementary Application for International Students³⁾. They are also required to take the Test of English as a Foreign Language (TOEFL) if English is not their native language. Satisfactory English proficiency is a prerequisite⁴⁾ for graduate study at the university. Applicants failing to meet minimum standards for English proficiency may be required to take a test upon arrival at the university and to take course work in the Program in American Language Studies. Nonimmigrant students are also expected to present evidence of adequate financial resources⁵⁾. The university may deny admission to nonimmigrant students for lack of English proficiency, for lack of financial support, or because of improper visa status⁶⁾.

A nonrefundable application fee⁷⁾ (usually around \$ 30 to \$ 50) is required. The fee may be deferred because of economic hardship if the application is accompanied by a supporting letter from the student's counselor.

When completing an application for admission, remember to:

1. Always give your name in exactly the same form and spelling on all application forms, test forms, correspondence, etc. Make very clear which is your last (family) name because all your records will be kept under that name.
2. Indicate mailing address clearly, especially if it differs from your home address. If your address changes, notify the school immediately.
3. Complete application in full, answering all questions or indicating that the question does not apply (N / A).

Periods of time not covered by education or employment should be explained. If the application is incomplete, it may be returned for additional information—causing unnecessary delays.

Delays can be avoided if you follow application instructions precisely in submitting the following information:

1. Name, address, date of birth, citizenship, and native language.
2. Complete outline of educational background:
 - Number of years of education and where obtained
 - Academic performance (grades; class rank)
 - Copies of diplomas or degrees earned
 - Documents should be translated into English and notarized⁸⁾
3. Proposed plan of study and year you hope to begin

4. Copies of the results of comprehensive examinations given in home country's educational system.
5. Names and dates of any qualifying exams taken:
 - TOEFL / TSE, GRE, SAT, GMAT⁹⁾
 - Scores, if available
6. Number of years you have studied English.
7. Sources and amount of funds available for study in U.S.
8. Students planning to apply for financial aid should make this fact known at the time of sending their applications. Most universities have forms for requesting financial aid. If you plan to seek financial aid from the university, request that these forms be sent to you along with the application forms.



PRACTICE DIALOGUES

1. IN THE OFFICE OF PROF. RUTH MARTIN

(Liu Jiang has received graduate admissions application forms. He has a few questions about the forms. He goes into the office of Prof. Ruth Martin, the University's foreign expert, to ask for help.)

Liu: Good afternoon, Prof. Martin.

Martin: Hello. Come on in, please.

Liu: My name is Liu Jiang. I'm a graduate student in the Department of Computer Science and Engineering.

Martin: Nice to know you, Mr.Liu. Please sit down.

Liu: I've got some questions about these application forms. Could you please help me out?

Martin: Sure.

Liu: I don't know what my Social Security Number¹⁰⁾ is.

Martin: You don't have one now. Eventually you will be given one when you get registered in the States. Just leave it blank.¹¹⁾

Liu: I see. What's G.P.A.?

Martin: G.P.A. stands for the grade quality point average. Quality points are used to determine the student's rank in class, academic honors, and academic warning, and probation or suspension.

Liu: How can I list my overall undergraduate (G.P.A.) using 3 digits?

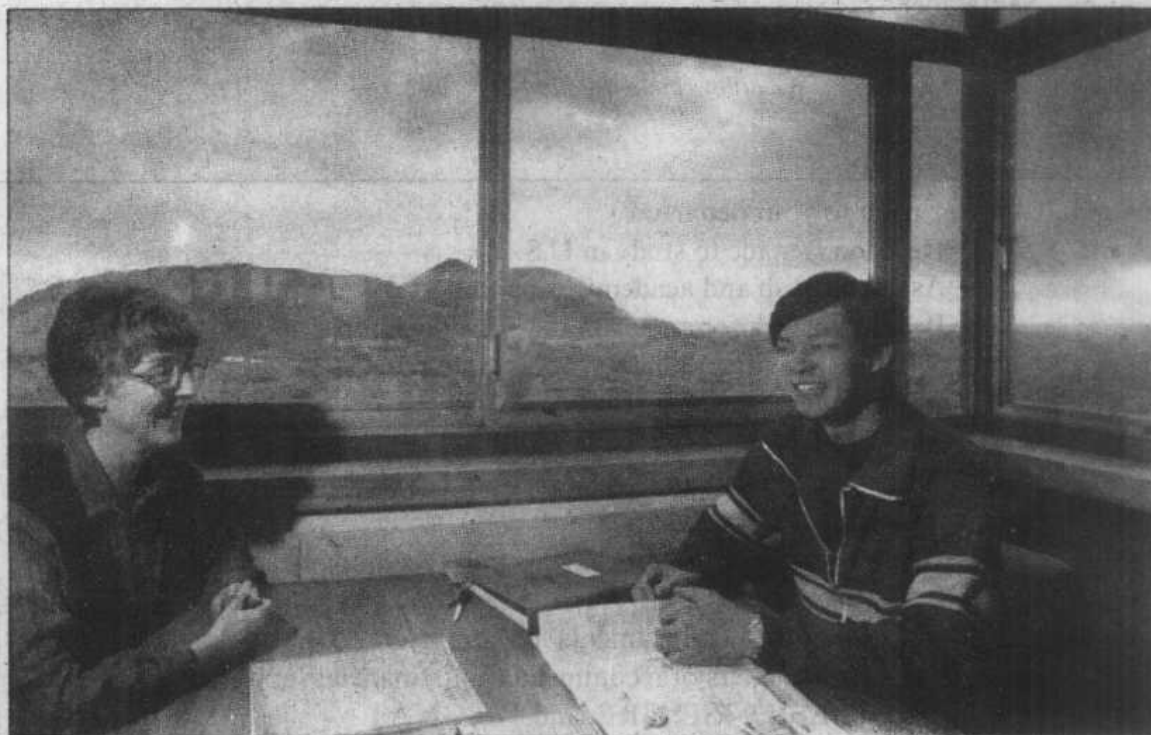
*** Martin:** I think it's difficult to convert your grades into G.P.A., as our system of grading is different from yours. I'd like to advise you to submit your official transcripts of all previous undergraduate and graduate work.

Liu: That's a good idea. I took TOEFL last May, but I haven't taken the GRE. What's to be done?

Martin: The GRE may be required by the particular graduate or professional program. You should go over the Table of Programs carefully. What's your TOEFL score?

Liu: 590.

Martin: Wonderful. In general, the graduate division requires a TOEFL score of at least



(In the office of Prof. Ruth Martin)

575. Those whose TOEFL scores are in the range 500 — 575 are admitted conditionally upon successful completion of further coursework in English as a

Second Language.

Liu: But I know my English isn't that good. I need to improve my listening comprehension as well as my spoken English. Do you think they'll consider my application for an assistantship?

Martin: Quite possibly. As a rule, they don't make awards to first year international students. Just try your luck.

Liu: Shall I mail all the materials to the Graduate Admissions Office?

Martin: Yes. A copy should also be submitted to the Department Office of your field of study.

Liu: I'm afraid I've taken too much of your time. Thank you.

Martin: No problem. Good luck, Mr. Liu.

Liu: Good-bye.

2. IN THE GUEST HOUSE FOR FOREIGN EXPERTS

(Zhang Ming has made an appointment with Mr. Thomas Heed. Zhang goes into the Guest House.)

Heed: Hello, Mr. Zhang. I've been expecting you. You've come on the dot.¹²⁾

Zhang: I thought I was late. My watch says ten after two.

Heed: Perhaps you forgot to set your watch last night. By the way, have you applied for graduate study abroad?

Zhang: Actually I've come to you to see if you would help me work out a plan.

Heed: Well, here's my suggested plan. Suppose you plan to begin study in the States in September.

(Zhang reads the plan carefully.)

* * * *

March (the year prior to your departure)

April —Decision is made to study in U.S.

—Assess English and academic capabilities

—Begin to search for and examine possible schools

May —Choose several possible schools and request applications and catalogues

June —Review financial needs

—Review possible financial resources, if necessary

July —Received applications

—Determine what other documents must accompany application

August* —Register to take TOEFL / TSE, GRE, and / or GMAT

September —Gather supporting documents for admission
(transcripts, letters of recommendation, financial support letters)

October* —Take TOEFL / TSE, GRE, and / or GMAT

November —Complete applications (be sure to answer ALL questions)

December —Exam scores should arrive

—Mail applications plus all other necessary documents, test scores, and application fee (if required)

January	(the year of your departure)
February*	—Deadline for many admission applications —Deadline for applications if financial aid is requested
March	
April	—Wait, study—“Chew Nails” ¹³⁾
May	—Receive admission plus visa documents: I-20 or IAP-66 —Apply for passport
June	—Talk to returned students and scholars, or available Americans —Attend orientation programs, if possible
July	—Apply for U.S. visa —Make final preparation —Attend farewell parties
August	—Leave China for U.S.
September	—Registration and classes begin.
* Deadlines that must be met.	

* * * *

Zhang: That sounds great. I'll follow your plan step by step. Thanks a lot, Mr. Heed.
Heed: You're welcome. Please don't hesitate to come to me if you need my help.
Zhang: I certainly will.

NOTES

- 1) credentials — (usually *pl.*) letters or papers (i.e. certificate, diploma) showing that a person is what he claims to be 证明文件
- 2) guarantee / ,gærən'ti: / —保证
- 3) supplementary Application for International Students — Nonimmigrant applicants must complete and return (Supplementary Form for International Students, See P. 19–20) with the final graduate or undergraduate application form.
- 4) prerequisite / 'pri:rekwizit / —先决条件, 前提
- 5) financial resources —资助来源
- 6) visa status — (or, visé) Check the type of visa you expect to hold during your period of study in the United States
e.g. Student “F-1”
Exchange Visitor “J-1”
N.B. I-94 — A small white form, stapled into your passport, showing the classification under which you arrived, the arrival date, the purpose of the visit, and (most important) the departure date assigned to you by the U.S. Immigration Naturalization Service. If you want to stay longer than the date in this form, you must apply for an “Extension of Stay” at least one month before the expiration date. Don't let your visa expire by mistake! (See p. 6)
- 7) nonrefundable application fee —不退还的申请费
- 8) notarize / 'noutəraiz / 以公证人资格证实……

Sample of I-94

U.S. Department of Justice
Immigration and Naturalization Service

OMB 1115-0077

Admission Number

519678060 01

Welcome to the United States

I-94 Arrival/Departure Record - Instructions

This form must be completed by all persons except U.S. Citizens, returning resident aliens, aliens with immigrant visas, and Canadian Citizens visiting or in transit. Type or print legibly with pen in ALL CAPITAL LETTERS. Use English. Do not write on the back of this form.

This form is in two parts. Please complete both the Arrival Record (Items 1 through 13) and the Departure Record (Items 14 through 17).

When all items are completed, present this form to the U.S. Immigration and Naturalization Service Inspector.

Item 7 - If you are entering the United States by land, enter LAND in this space. If you are entering the United States by ship, enter SEA in this space.

Form I-94 (04-15-86)Y

Admission Number

519678060 01

Immigration and
Naturalization Service

I-94
Arrival Record

1. Family Name	
2. First (Given) Name	3. Birth Date (Day/Mo./Yr)
4. Country of Citizenship	5. Sex (Male or Female)
6. Passport Number	7. Airline and Flight Number
8. Country Where You Live	9. City Where You Boarded
10. City Where Visa Was Issued	11. Date Issued (Day/Mo./Yr)
12. Address While in the United States (Number and Street)	
13. City and State	

Departure Number

519678060 01

Immigration and
Naturalization Service

I-94
Departure Record

14. Family Name	
15. First (Given) Name	16. Birth Date (Day/Mo./Yr)
17. Country of Citizenship	

See Other Side

STAPLE HERE

This Side For Government Use Only

Primary Inspection

Applicant's

Name

Date

Referred

Time

Insp #

Reason Referred

☐ 212A

☐ PP

☐ Visa

☐ Parole

☐ SLB

☒ TWOV

☐ Other

Secondary Inspection

End Secondary

Time

Insp #

Disposition

18. Occupation

19. Waivers

20. INS File

21. INS FCO

22. Petition Number

23. Program Number

24. ☐ Bond

25. ☐ Prospective Student

26. Itinerary/ Comments

27. TWOV Ticket Number

Warning - A nonimmigrant who accepts unauthorized employment is subject to deportation.

Important - Retain this permit in your possession; you must surrender it when you leave the U.S. Failure to do so may delay your entry into the U.S. in the future. You are authorized to stay in the U.S. only until the date written on this form. To remain past this date, without permission from immigration authorities, is a violation of the law.

Surrender this permit when you leave the U.S.:

- By sea or air, to the transportation line;
- Across the Canadian border, to a Canadian Official;
- Across the Mexican border, to a U.S. Official.

Students planning to reenter the U.S. within 30 days to return to the same school, see "Arrival-Departure" on page 2 of Form I-20 prior to surrendering this permit.

Record of Changes

Port:

Departure Method

Date:

Carrier:

Flight #/Ship Name:

9) TOEFL / TSE, GRE, SAT, GMAT —

TOEFL — Test of English as a Foreign Language

(See Appendix I, p.163–184)

TSE — Test of Spoken English

GRE — Graduate Record Examination

SAT — Scholastic Aptitude Test

ACT — American College Testing Program

(The ACT or SAT should be taken in the spring of the Junior year or the fall of the Senior year.)

GMAT — Graduate Management Aptitude Test

10) social security number — (See Unit V, p. 66)

11) leave it blank —空着 (无须填写)

12) on the dot —准时

13) chew nails —无所事事, 等着吧

USEFUL EXPRESSIONS

1. If you expect to study abroad, you should make an application now.
2. Are you applying to more than one college / university / program ?
3. Is my application complete?
4. Do you think they'll consider my application for an assistantship?
5. Do you have special credentials?
6. What was your major in college?
7. How can I apply for financial aid?
8. When is the deadline for admission applications?

DISCUSSION TOPICS

1. Describe your plan to begin study in the U.S. in fall semester.
2. What are the application instructions you should follow?
3. Explain the following:
 - i) G.P.A.
 - ii) Social Security Number
 - iii) GRE
 - iv) I-94



GRADUATE ADMISSIONS APPLICATION

**COLLEGE OF PHARMACY
GRADUATE SCHOOL-NEW BRUNSWICK
GRADUATE SCHOOL-NEWARK
GRADUATE SCHOOL-CAMDEN
GRADUATE SCHOOL OF APPLIED AND PROFESSIONAL PSYCHOLOGY
GRADUATE SCHOOL OF EDUCATION
MASON GROSS SCHOOL OF THE ARTS
SCHOOL OF BUSINESS-CAMDEN
SCHOOL OF COMMUNICATION, INFORMATION AND LIBRARY STUDIES
SCHOOL OF CRIMINAL JUSTICE
SCHOOL OF SOCIAL WORK**

1990

INSTRUCTIONS

Refer to the accompanying Table of Programs and to the school instructions below. Please detach the instructions and refer to them when completing the application.

TO APPLY, PLEASE SUBMIT:

1. BOTH copies of the application. Please separate the application at the middle perforation and press firmly with a ballpoint pen, or type to insure a legible copy.
2. TWO official transcripts of all previous undergraduate and graduate work. (Applied Psychology [Psy.D.] applicants are required and all others are encouraged to enclose copies of transcripts with the application.)
3. THREE letters of recommendation. Enclosing the recommendations in sealed envelopes and submitting them with your application will expedite processing. (Applied Psychology [Psy.D.] applicants see specific instructions below.)
4. A \$30 application fee (nonrefundable) by check or money order for each program to which you apply, made payable to Rutgers, The State University.
5. The Residency Affidavit, if you are a New Jersey resident.
6. The application for Assistantships, Fellowships, and Scholarships, if you are applying for financial assistance.
7. A personal statement written according to the school instructions listed below.
8. All official test scores, if required.
9. The Supplementary Application Form and Foreign Student Financial Statement, if you are an international student.

GRADUATE SCHOOL-NEW BRUNSWICK GRADUATE SCHOOL-NEWARK GRADUATE SCHOOL-CAMDEN

To apply for admission to a program in the Graduate School-New Brunswick, Graduate School-Newark, or Graduate School-Camden, you MUST include with the application form a statement of 300-500 words, to be read by professors in your field, on your academic, career, and personal intentions and objectives, and identify any special interest you would like to pursue now or in the future. If you have previously attended another graduate school, explain why you wish to transfer to Rutgers. Applicants to some Ph.D. programs must also submit a writing sample, such as a term paper, project, or thesis. Refer to the Table of Programs under Tests, Other Requirements, and Special Information. If you wish to enroll in courses on a nondegree basis, refer to the section on Nondegree Status.

Where to Submit Materials

For programs offered by the Graduate School-New Brunswick, applicants should submit the application, fee, and supporting credentials to the Office of Graduate and Professional Admissions, Rutgers, The State University of New Jersey, P.O. Box 5053, New Brunswick, NJ 08903.

For programs offered by the Graduate School-Newark, applicants should submit the application, fee, and supporting credentials to the Admissions Office, Attention: Graduate Desk, Rutgers, The State University of New Jersey, 249 University Avenue, Newark, NJ 07102.

For programs offered by the Graduate School-Camden, applicants should submit the application, fee, and supporting credentials to the Office of Graduate and Professional Admissions, Rutgers, The State University of New Jersey, 406 Penn Street, Camden, NJ 08102.

COLLEGE OF PHARMACY

Applicants to the post-B.S. Doctor of Pharmacy (Pharm.D.) program, as well as Rutgers students in the fourth year of the five-year B.S. pharmacy program who are applying to the tracking option Pharm.D. program, should use this application.

Transcripts. The Admissions Committee will review applications only when complete with copies of transcripts from all previous undergraduate and graduate work. Enclosing transcripts with the application will expedite processing and review.

Letters of Recommendation. Recommenders should send the completed recommendation forms directly to the Office of Graduate and Professional Admissions.

Personal statement: Prepare a statement of 300 to 500 words to be read by members of the College of Pharmacy faculty describing your academic, career, and personal goals. Indicate why you desire advanced education at the Pharm.D. level, and mention any special qualifications you have or specific interests you would like to pursue.

Deadline: The application, fee, and supporting credentials should be submitted prior to March 1. Applicants are strongly encouraged to take the Graduate Record Examinations in October or December so that scores are reported in time.

Interviews: After the initial screening of applicants, qualified candidates will be invited to make arrangements to interview with members of the College of Pharmacy faculty.

Notification of decisions: Notification of admission decisions will be sent on or about April 15.

For Additional Information: Applicants should contact the Office of the Dean, College of Pharmacy, William Levine Hall, Busch Campus, Frelinghuysen Road, Piscataway, NJ 08855; (201/932-2667).

Where to submit materials: Applicants should submit the application, fee, and supporting credentials to the Office of Graduate and Professional Admissions, Rutgers, The State University of New Jersey, P.O. Box 5053, New Brunswick, NJ 08903.

GRADUATE SCHOOL OF APPLIED AND PROFESSIONAL PSYCHOLOGY

To expedite processing and evaluating the large number of applications to the applied psychology programs, please follow these directions when submitting transcripts and recommendations.

Transcripts. With the application submit duplicate transcripts for each undergraduate and graduate institution attended.

Letters of recommendation. Original letters of recommendation should be sent directly to the admissions office as early as possible. Give an envelope addressed to the Office of Graduate and Professional Admissions to each recommender, identifying your program of application, Clinical Psy.D. or School Psy.D., in the lower left-hand corner of the envelope.

You must include with the application form a statement which responds to the following questions:

1. If you enter a full-time program, indicate how you plan to support yourself. If you enter a part-time program, indicate work-release plans which would enable you to spend two full days per week at the school.
2. List specific courses suggested as prerequisites that you have already completed (see catalog, admissions, student selection section). Provide title of course, year taken, name of school, whether it was undergraduate or graduate, and the grade received.
3. In an autobiography, explain whatever you believe pertinent to your career choice of professional psychology and indicate why you have chosen Clinical or School Psychology or the Human Resources Development Specialization (limit yourself to four double-spaced pages).
4. For advanced-level applicants, list courses you have taken which cover the materials offered in our first-year courses (see model program and course description sections of the catalog).

Use a single envelope to submit (1) the application form, (2) question responses, and (3) two sets of transcripts to the Office of Graduate and Professional Admissions. Identify the program of application in the lower left-hand corner of your envelope.

Deadline. The application and supporting credentials should be submitted well in advance of the deadline date of January 15. Applicants are strongly encouraged to take the Graduate Record Examination no later than October to ensure the timely receipt of scores; the December test date is the latest possible if scores are to be reported in time. To ensure prompt processing, a copy of the scores should also be sent directly to the GSAPP program at P.O. Box 819, Piscataway, NJ 08855-0819.

Interviews. Requests for preadmission interviews are too numerous to honor. However, at the discretion of the Admissions Committee, applicants may be asked to make arrangements for an interview after the initial screening of applications has been completed.

Notification of decisions. Notification of decisions will be sent to all applicants on or about April 1.

Human Resources Development Psychology. Applicants to this option should apply through the School Psychology program. Indicate School Psychology/HRDP on the application wherever the program name is requested.

Clinical Psychology (Ph.D.). The Ph.D. program in Clinical Psychology is offered through the Graduate School-New Brunswick.

Multiple-program applications. Applicants should apply to one of the following programs: The School Psy.D. or the Clinical Psy.D. offered through the Graduate School of Applied and Professional Psychology or the Clinical Ph.D. program offered through the Graduate School-New Brunswick.

Where to submit materials. The application, fee, and all supporting credentials must be submitted to the Office of Graduate and Professional Admissions, Rutgers, The State University of New Jersey, P.O. Box 5053, New Brunswick, NJ 08903.

GRADUATE SCHOOL OF EDUCATION

Degree applicants should submit a personal statement explaining their reasons for seeking admission to the Graduate School of Education and their academic goals and objectives. Doctoral applicants to the program in Social and Philosophical Foundations should submit, in addition to other requirements, a copy of one paper written at the master's level which is relevant to the applicant's interest.

Nondegree applicants must file a special nondegree application with the Office of Graduate and Professional Admissions, except for the summer terms when applications are to be filed with the Office of Academic Services at the Graduate School of Education. Applicants who are accepted as nondegree students are permitted to register for an unlimited number of credits with the approval of the department chairperson. A maximum of 12 credits may be accepted toward a degree program should the student apply and be accepted into a program. Nondegree students who wish to matriculate in a degree program must file a degree application, complete with fee and supporting credentials, with the Office of Graduate and Professional Admissions. Admission to nondegree status does not imply later admission to a degree program.

Counseling Psychology applicants (Ed.M. and Ed.D.). Letters of recommendation and the essay are very important and should include concrete illustrations of effective performance. In addition, the essay should specifically address: (a) the candidate's career goals and how the program's offerings might help in reaching them, (b) the candidate's breadth of experience and how experience has been used for personal and professional growth, and (c) the candidate's potential for increasing interpersonal effectiveness.

Educational Administration and Supervision applicants (Ed.S. and Ed.D.) must submit, in addition to a personal statement, a 400-500 word essay on career and personal objectives. Specialties are available in Adult and Continuing Education, Educational Administration, and Policy.

Applicants who wish to obtain New Jersey Certification should specify the certificate they hope to earn as part of the personal statement and indicate "certification" next to the program name on the application.

Where to submit materials. For programs in New Brunswick, applicants should submit the application, fee, and supporting credentials to the Office of Graduate and Professional Admissions, Rutgers, The State University of New Jersey, P.O. Box 5053, New Brunswick, NJ 08903. For the program in Camden, applicants should submit the application, fee, and supporting credentials to the Office of Graduate and Professional Admissions, Rutgers, The State University of New Jersey, 406 Penn Street, Camden, NJ 08102.

MASON GROSS SCHOOL OF THE ARTS

To apply, you must:

1. Present evidence of achievement in your field of interest and submit a portfolio or arrange for an audition and interview if requested by the program. Contact the program for further information.

Theater Arts applicants must accomplish the following:

Acting: Audition required (two monologues — one classical, one modern — to total five minutes).

Directing: Interview if required.

Playwriting: Submit two or more scripts.

Design and Technical: Interview with presentation of portfolio. Stage Managers should contact the program.

2. Prepare a statement of 300-500 words, to be read by professors in your field, on your academic, career, and personal intentions and objectives, and identify any special interest you would like to pursue. If you have previously attended another graduate school, explain why you wish to transfer to Rutgers.

Where to submit materials. Portfolios must be sent to the graduate director of the respective program. The application, fee, and all other supporting credentials must be submitted to the Office of Graduate and Professional Admissions, Rutgers, The State University of New Jersey, P.O. Box 5053, New Brunswick, NJ 08903.

SCHOOL OF BUSINESS-CAMDEN

To apply to the M.B.A. program in The School of Business at Camden, you must include with the application form a statement of 300-500 words addressing your academic, career, and personal objectives. If you have previously attended another graduate school, explain why you wish to transfer to Rutgers.

Where to submit materials. The application, fee, GMAT scores, and supporting credentials must be submitted to the Office of Graduate and Professional Admissions, Rutgers, The State University of New Jersey, 406 Penn Street, Camden, NJ 08102 (609/757-6056).

SCHOOL OF COMMUNICATION, INFORMATION AND LIBRARY STUDIES

Communication and Information Studies. Applicants for the M.C.I.S. program must include an essay addressing career goals and their relation to previous education, experience, and the M.C.I.S. program.

Library and Information Studies. Applicants to the M.L.S. program must include with the application responses to these questions:

1. What qualities do you see as necessary for a successful librarian, information specialist, or information manager?
2. What contributions do you see yourself making to librarianship and information service?
3. Do you think an M.L.S. degree would make you a better librarian, information specialist, or information manager than several years of experience working in a library or information agency? Why or why not?
4. What are the most important skills and personal qualities you hope to develop in the master's program?
5. Optional. If you feel that your undergraduate or other graduate grades do not reflect your knowledge or ability, please explain why. Holders of graduate degrees may request to be excused from the Graduate Record Examination requirement. Such applicants should address special requests to the Chairperson, Library and Information Studies, School of Communication, Information and Library Studies, 4 Huntington Street, New Brunswick, NJ 08903.

Continuing Education (nondegree). Persons already holding a master's degree in communication, information, and/or library studies or their equivalent who wish to enroll for a program of continuing education should contact the Director of Professional Development Study at the School of Communication, Information and Library Studies for special instructions.

Doctoral Program (Ph.D.). The Ph.D. program in Communication, Information, and Library Studies is offered through the Graduate School-New Brunswick.

Where to submit materials. The application, fee, and all supporting credentials must be submitted to the Office of Graduate and Professional Admissions, Rutgers, The State University of New Jersey, P.O. Box 5053, New Brunswick, NJ 08903.

SCHOOL OF CRIMINAL JUSTICE

To apply, you must include on the application a statement of 700-1,000 words on your academic and personal objectives, touching on what you have particularly liked and disliked in your previous experiences as a student, and identifying any special interest in criminal justice you wish to pursue in the future. If you have previously attended another graduate program, explain why you want to transfer to the Rutgers School of Criminal Justice.

If you wish to be considered for a graduate assistantship or fellowship, refer to the *School of Criminal Justice catalog* for details and directions.

Doctoral Program (Ph.D.). The Ph.D. Program in Criminal Justice is offered through the Graduate School-Newark. Applicants to the Ph.D. program **MUST** also submit a writing sample, such as a term paper, project, or thesis.

Where to submit materials. The application, fee, and all supporting credentials must be submitted to the Admissions Office, Attention: Graduate Desk, Rutgers, The State University of New Jersey, 249 University Avenue, Newark, NJ 07102.

SCHOOL OF SOCIAL WORK

To apply, you must prepare a narrative statement and discussion about yourself and your interest in social work. Since the school does not have admissions interviews, this statement is your opportunity to present yourself in an individual fashion. In a three- to five-page typed statement, respond generally to the following questions and add other information you think may be helpful to the admissions committee.

1. What are your reasons for applying to a graduate school of social work, to Rutgers, and why at this time?
2. Why have you chosen social work as your profession? Note those factors related to your personal life history and to significant influences, family, work, and community experiences. Include your awareness of social problems. Note the values and philosophy which support your decision and how you adapt to change.
3. Comment on your personal qualities, skills, strengths, and weaknesses. If you have any experience in social agencies, paid or volunteer, tell something about its meaning to you. Note any institutes, workshops, etc., not reflected on your academic record. Describe an incident where you needed to extend yourself to people different from yourself in personality and background.
4. Describe reasons for your interest in particular social work areas, for your choice of method, and your present plans for a career in social work.

Letters of recommendation. Letters of recommendation should be from employers, colleagues, or academic sources.

Advanced standing

Students applying to the M.S.W. program with a bachelor's degree from an undergraduate social work program accredited by the Council of Social Work Education are eligible for the Advanced Standing program. Applicants should indicate method choice next to Advanced Standing on the application and explain this choice in the narrative statement.

Accelerated status

Students who have completed 18 credits in the Professional Credit Program, which include five specified core courses, may also apply for the summer term.

Part-time program (New Brunswick). Admission to the part-time program is primarily designed for persons with child care responsibilities and full-time breadwinners whose financial obligations preclude their undertaking a program of full-time study.

Part-time evening programs (Newark and Camden). All classes are offered in the evening. All degree requirements may currently be completed in Newark for the casework major only. All majors are offered in Camden.

Doctoral program (Ph.D.). The Ph.D. program in Social Work is offered through the Graduate School-New Brunswick.

Nondegree coursework. The School of Social Work offers individual courses on a nondegree basis. For further information, see the section on Nondegree Status.

Where to submit materials. For programs in New Brunswick and Newark: the application, fee, and supporting credentials must be submitted to the Office of Graduate and Professional Admissions, Rutgers, The State University of New Jersey, P.O. Box 5053, New Brunswick, NJ 08903. For programs in Camden: The application, fee, and supporting credentials must be submitted to the Office of Graduate and Professional Admissions, Rutgers, The State University of New Jersey, 406 Penn Street, Camden, NJ 08102.

GRADUATE SCHOOL OF MANAGEMENT SCHOOL OF LAW - NEWARK SCHOOL OF LAW - CAMDEN

Applicants for the M.B.A. programs in Newark and in New Brunswick should not use this application. Information and application forms for these programs may be obtained from the Graduate School of Management, 92 New Street, Newark, NJ 07102 (201/648-1234).

Applicants for the law schools should contact the **School of Law-Newark**, 15 Washington Street, Newark, NJ 07102 (201/648-5557), or the **School of Law-Camden**, 406 Penn Street, Camden, NJ 08102 (609/757-6102) for information and application materials.

NONDEGREE STATUS

Many graduate programs are able to accommodate nondegree students. Applicants to the **Graduate School-New Brunswick** should contact the Nondegree Graduate Study Office, Van Nest Hall, New Brunswick (201/932-8351).

For the **Graduate School-Newark**, applicants should contact the Admissions Office, 249 University Avenue, Newark, NJ 07102, (201/648-5205).

Graduate School-Camden applicants should contact the Office of Graduate and Professional Admissions, 406 Penn Street, Camden, NJ 08102 (609/757-6056).

Graduate School of Education applicants should contact the Office of Graduate and Professional Admissions, Van Nest Hall, P.O. Box 5053, New Brunswick (201/932-7711).

Applicants interested in nondegree study and the Post-Master's Certificate in Human Services Administration in the **School of Social Work** should contact the School of Social Work. For courses in Newark and New Brunswick: Building 4087, Kilmer Campus, New Brunswick (201/932-3173). For courses in Camden: 327 Cooper Street, Camden (609/757-6346).

Communication, Information and Library Studies applicants should contact the Professional Development Program, School of Communication, Information and Library Studies, New Brunswick (201/932-7169).

For programs in the **School of Criminal Justice**, please use the application attached to these instructions. As part of your personal statement, explain your reasons for seeking nondegree status, listing specific courses in which you are interested.

The **College of Pharmacy**, the **Graduate School of Applied and Professional Psychology**, the **Mason Gross School of the Arts**, and the **School of Business-Camden** do not consider nondegree applicants.

INTERNATIONAL APPLICANTS

Foreign applicants or those submitting foreign educational credentials must complete the same application forms required of domestic students. **In addition**, they must complete some supplementary forms. If these supplementary forms and their accompanying instructions are not enclosed with this application, please request them from the graduate admissions office.

ADDITIONAL INFORMATION

Multiple Applications

To apply to more than one program, you must submit a separate application, fee, and supporting credentials for each program desired.

Reapplication

If you applied to the same school within the last calendar year, submit a new fee, current references, an updated essay, and a letter indicating your wish to reactivate your application. The Office of Graduate and Professional Admissions retains applications for only one year. Therefore, applicants who applied over one year ago must submit a new application and all supporting credentials.

Test Scores

Tests taken within a period of three years prior to the time of application will not be questioned on grounds of age. Graduate schools and programs may, however, require that test scores more than three years old be validated, either by evidence of continued work in the field or by reexamination.

For information about *Graduate Record Examinations* (GRE) General and Subject Tests, write to the Educational Testing Service, P.O. Box 6000, Princeton, NJ 08541.

Information regarding the *Graduate Management Admission Tests* (GMAT) may be obtained from the Educational Testing Service, P.O. Box 6103, Princeton, NJ 08541-6103.

Essay/Personal Statement

Pay careful attention to the school's instructions for writing an essay. The essay is of critical importance to many programs so should neither be overlooked nor underemphasized.

Application Status

The admissions office will respond to inquiries regarding the status of an application. The university may deny admission to applicants whose applications are still incomplete after the deadline date has passed. The university may also review and act upon applications at any time sufficient information is available to warrant a decision.

Nondiscrimination Policy

It is the policy of Rutgers, The State University of New Jersey, to make the benefits and services of its educational programs available to students without discrimination on the basis of race, religion, color, national origin, ancestry, age, sex (except Douglass College, which is entitled by law to remain a single-sex institution), sexual orientation, handicap, marital status, or veteran status.

The university complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Older Americans Act of 1975. Questions about these laws, or allegations of student rights violations, may be directed to the Secretary, Department of Education, Washington, DC 20201, or to W.D. Burns, Designated Employee for Student Rights Compliance, 301 Van Nest Hall, Rutgers, The State University of New Jersey, New Brunswick, NJ 08903 (201/932-7255).

PN 492-89