APPLYING to the Consumer Quality Management (CQM) Area of Study

M.S. IN HUMAN ENVIRONMENTAL SCIENCES (HES)

Graduate School: Applicants must complete all aspects of the Graduate School application process. Applicants must order official transcripts to be sent directly from each institution of higher education attended to the UA Graduate School (Box 870118, Tuscaloosa AL 35487-0118); see Graduate School site for details of what Transcripts to send (http://graduate.ua.edu). This process can take several weeks, depending on the other institutions' responses, so begin this request process as soon as possible. The screen shot below is from the site http://graduate.ua.edu/application Note there are two areas you will use: Online Graduate Application and Manage Supporting Documents. The letters of recommendation form, resume and Statement of Purpose will be attached or uploaded in this area. See section below on reference recommendations for details.

All items will be turned in electronically including all supporting documents (resume, statement of purpose, references).

You will create a user ID and PIN. Keep this information in a secure area to follow up on your application material submission.

MAJOR: General Human Environmental Sciences
Area of Study: Consumer Quality Management

COMPLETE UA GRADUATE SCHOOL APPLICATION.
Send official transcripts from all institutions attended directly to the UA Graduate School; do NOT send these to the department or college. Complete online application and submit fee for application. Complete and upload Statement of Purpose into Supplemental Documents in online system.

SUPPORTING DOCUMENTS REQUIRED FOR THE CQM Area of Study

• Letters of Recommendation for CQM: The following process is required.

The CQM requires two letters of recommendation. On the electronic application, applicants will be asked to provide the specific information for each reference listed. The online application form will require each reference's name, title, organization, and email. The applicant should be prepared with the references' information and email addresses when completing the online application. The applicant must secure permission from all references and make them aware that they will receive an eMail invitation sent automatically as part of the electronic application process. Once the references receive the automated invitational access, they will each submit the required reference using an online form, and they can attach a letter beyond what is requested.

Recommendations should not be from family members (i.e., spouse, sibling, etc.), clergy or persons you supervise. The person that is a reference should be appropriate and should have valid, first-hand experience with the applicant professionally or academically to make a recommendation for graduate studies. It is wonderful to hear that an applicant is a “great person”, but this does not tell us how prepared you are for graduate level studies. Note that you can log into the system to verify if a recommendation has been received. The applicant can resend the reference if necessary through the online system. References should be selected in these categories: Academic or Professional and should address the items specified below in addition to the items on the reference form. Share this information with the persons you will choose as references!
• **Academic** – Currently enrolled applicants and recent graduates are expected to submit one (1) academic references. Those that have graduated in the last 12 months will need to submit at least one academic reference. An academic reference will be from a former professor or instructor who can speak to the applicant’s ability to perform in an academic environment and potential to succeed at the graduate level of studies. This reference should provide information about the applicants writing ability and their perception of the applicant’s aptitude as a scholar. Contact Mrs. McMath if you have any questions at jmcmath@ches.ua.edu

• **Professional** – Reference that is someone in the applicant’s current profession who can speak to the candidate’s leadership potential and how the candidate approaches professional goals and work outcomes (supervisors are most appropriate, colleagues at same professional level that the applicant does not supervise are also appropriate). Someone who knows the applicant well in a professional context who can speak to your teamwork, collaborative spirit (how you work in groups), ability to learn and teach new items, and writing ability. Note that relatives (spouse, etc.) and clergy are not appropriate references. Clergy would be appropriate if you work in the clergy full-time.

• **Resume** - Applicants will prepare a resume for review by the committee. The first section should be a goals statement indicating specifically why the candidate wishes to be considered for this area of study and how the applicant anticipates using it in one or more specific career fields. The balance of the resume should include the usual information on current and past positions, responsibilities, and academic background. No references need to be included in this document. Applicants will upload this documentation into the online application system in Supporting Documents. Add a header, Quality Management Applicant Upload either as Microsoft Word or a PDF document.

• **Statement of Purpose** – Applicants are required to submit a statement of purpose as part of the application process. In a header or title, include the words Quality Management. This document should also be considered a writing sample; the admissions committee will review this document for content and also as a demonstration of writing ability. The Statement of Purpose is to address why you choose to apply to the Quality Management area of study, how CQM fits your professional and academic goals. This is not the place to include personal data such as where one went to high school, but a place where the applicant tells the committee why they want to pursue this specific degree, their strengths and weaknesses, and how this degree will meet your goals. One can elaborate on their educational and other background as applicable. Upload either as Microsoft Word or a PDF document.

The admissions committee will meet weekly to review completed applicant packets. The candidate will be notified as to the final admission decision by the Graduate School, however, we will send an unofficial email of the Committee’s recommendation as we understand applicants are eager to hear news. The committee may request a SKYPE interview with the candidate, including the use of a web cam. If the committee wishes to include this requirement, a SKYPE meeting will be scheduled with the candidate.

We look forward to receiving your graduate application to the MS in Human Environmental Sciences within the area of study of Consumer Quality Management. If you should have any further questions, please contact me.

Mrs. Juanita McMath, Faculty Advisor and Coordinator

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