

Doctoral Program in Urban Education, Leadership, and Policy Studies Employer Agreement Form

The purpose of the employer agreement form is to encourage graduate school schedule conversations between the employee and employer about how the employer will arrange the applicant's work schedule so that the applicant can participate in graduate courses and dissertation research. The employer agreement form must be signed by the applicant's (employee's) direct supervisor and submitted as part of the admissions application. **The admissions application will not be considered complete until the employer agreement is submitted.** In the case that an applicant is currently not working, an employer agreement is still required to complete the application. In such a case, candidates should indicate their work status on the agreement and no further signatures are required.

Below is a summary of the time commitment required to complete the program, in terms of when courses are scheduled. Please note that for the purpose of the employer agreement, the focus must minimally be on describing how the applicant and their employer will arrange their work schedule in years one through three.

YEARS ONE AND TWO

Summer: This program begins in the summer session. During the first two summer sessions, students attend two courses (one in the morning, one in the afternoon), Monday through Thursday for three weeks. These courses are typically scheduled from mid-July to early August.

Fall and Spring: In fall and spring for the first two years, students typically attend weekday courses two evenings per week (4:00PM-6:45PM, scheduled M-Th evenings).

YEAR THREE

Year three entails one summer elective course and two weekday evening courses (4:00PM-6:45PM) in both the fall and spring semesters.

YEARS FOUR AND FIVE

In year four, students complete independent work on the dissertation, take elective courses, and participate in dissertation seminar courses. While the dissertation seminars are typically scheduled during weekday evenings, the elective schedule and time commitment for independent work on the dissertation is varied. In year five, as necessary, there is independent work on the dissertation. It is not necessary to specify a work plan for years four to five in the employer agreement.

**Note.* This schedule assumes that students progress through the coursework at a specified pace, it does not account for if a student must delay their coursework for any reason.

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Please provide an explanation of how the applicant (employee) and their employer will arrange the applicant’s work schedule so that the applicant can participate in graduate courses as specified above, should they be admitted to the program.

Year 1 Summer:

Year 1 Fall and Spring:

Year 2 Summer:

Year 2 Fall and Spring:

Year 3 Summer:

Year 3 Fall and Spring:

Applicant’s Name:

Applicant’s Signature:

Date signed:

Name of Authorizing Official (supervisor):

Title/Position and Institution of Authorizing Official:

Signature of Authorizing Official:

Date signed:

Institution/Organization and Address: