

NOVA SOUTHEASTERN UNIVERSITY
PROGRAMS FOR HIGHER EDUCATION
PART-TIME EMPLOYEE INFORMATION FORM

To be completed by the immediate supervisor of _____

Dear Supervisor:

The student listed above has recently submitted an application for admission to Nova Southeastern University's Programs for Higher Education Doctoral Program. One of the conditions of earning the EdD is that the student must successfully complete four practicums. These are applied research projects designed to identify the solutions to current problems in the student's institution or organization, and which will benefit the organization. In addition, the student must complete an applied dissertation (AD) during the third or subsequent years of the program. An AD is much like a practicum only more ambitious and more rigorous.

It should be clear that in order to be successful in a program of this nature, students must have the cooperation and support of the institution or organization in which they are employed. Your answers to the following questions will help the Programs for Higher Education Admissions Committee determine the admissibility of your employee. Thank you for your cooperation.

1. Will you support the employee conducting research to identify solutions to current problems in your institution or organization?

Yes _____ No _____ If no, please explain. _____

2. Does the employee have sufficient access to data and knowledge of your institution or organization to conduct four practicums and one applied dissertation?

Yes _____ No _____ If no, please explain. _____

3. What percentage of a full-time position does the employee currently hold in your institution or organization? Please circle one of the percentages below.

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

4. What percentage of the employee's total part-time position is involved in job related classroom instruction? Please circle one of the percentages below.

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

5. Please estimate the number of actual hours per week that the employee is involved in job related classroom instruction.

_____ hours per week

6. Please describe the job related classroom instruction in which this employee is involved at your institution or organization.

7. Please describe any additional job related educational activities that are performed by the employee at your institution or organization.

8. Please identify the total length of times the employee has been working in your organization under these circumstances.

_____ years _____ months

9. Is the employee likely to continue in this position?

Yes _____ No _____ If no, please explain. _____

Supervisor's Signature _____

Supervisor's Institution/Organization _____

Supervisor's Title _____

Date _____

Please return this form to: Nova Southeastern University
Programs for Higher Education
1750 NE 167th Street
North Miami Beach, FL 33162-3017
Attention: Admissions Committee