

**APPENDIX C**

**APPLICATION FOR ADMISSION TO  
THE COLLEGE OF EDUCATION DOCTORAL PROGRAM  
IN EDUCATIONAL LEADERSHIP**

**Idaho State University  
College of Education  
Doctoral Program in Educational Leadership**

**Application for Program Admission**

**Personal Information**

Name: \_\_\_\_\_  
Last Name First Name Middle Initial

Address: \_\_\_\_\_  
Number and Street

\_\_\_\_\_  
City State Zip Code Phone

Social Security Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Bengal ID

**Planned Area of Concentration** (check one)  
 Educational Administration  Higher Education Administration  
 Instructional Technology

**Educational History** (list the highest degree first)

<b>Degree</b>	<b>University or College</b>	<b>Year Degree Conferred</b>

**Employment History**

Position Held	Location (City and State)	Years in Position

**References** (Individuals who can comment on your employment and academic experience)

Name	Address	Telephone

**Documents Required**

1. Current curriculum vitae.
2. Computer Competency Assessment.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

It is the policy of Idaho State University to provide equal educational and employment opportunities, services, and benefits to students and employees without regard to race, color, sex, religion, or handicap in accordance with Title VI of the Civil Right Act, Title IX of the Education Amendments, the Vietnam Era Veterans Readjustment Assistance Act, Section 504 of the Vocational Rehabilitation Act, and Sections 799A and 845 of the Public Health Service Act, where applicable. ISU is an Equal Opportunity Affirmative Action Institution and complies with the Family Education Rights and Privacy Act.

## APPENDIX D

### COLLEGE OF EDUCATION COMPUTER COMPETENCY CHECKLIST

**Directions:** For each of the basic computer skills listed below, indicate whether you have competency in that skill by checking the appropriate box.

Computer Skill		Competency	
		Yes	No
<b>Operating Systems Basics</b>	Launch or run application.		
	Create and name a folder directory.		
	Move a folder/directory from one location to another.		
	Rename a folder/directory/file.		
	Copy a folder/directory/file from one device to another.		
	Delete a folder/directory/file.		
	Initialize (format) a disk.		
	Open and save a file.		
	Find a file.		
	Print a file.		
<b>Word Processing Basics</b>	Create running header and footer with pagination.		
	Apply a font to text.		
	Change size of font.		
	Center text.		
	Create tables.		
	Make text bold, italicize text, underline text.		
	Indent paragraphs.		
	Double indent paragraphs.		
	Change line spacing.		
	Set right and left margins.		
	Set tab stops.		
	Force page break.		
	Insert and position graphic into document as a figure.		

<b>Computer Skills</b>		<b>Competency</b>	
		<b>Yes</b>	<b>No</b>
<b>Graphics Basics</b>	Create and position an unfilled rectangle.		
	Create and position a rounded box, filled with shading.		
	Create lines of different thickness.		
	Create ovals and circles both filled and unfilled.		
	Create and position texts of different fonts, sizes, boldness.		
	Create polygons filled with shading, such as arrowheads.		
	Place graphics objects such that they are layered.		
	Select an area, copy it, and move copy to a new location.		
	Erase or modify a graphic object.		
<b>Theoretical Understanding</b>	Understand peripherals: input devices, output devices, secondary storage, communication devices.		
	Understand internal components: RAM, ROM, CPU.		
	Know basic functions of the operating system.		
	Know how computers execute programs (compiled vs. interpreted).		
	Be able to solve many day-to-day problems when things don't work like they are supposed to.		
Realize when a problem cannot be personally solved an expert should be consulted.			
<b>E-Mail</b>	Use one of the standard electronic mail systems such as Email, GroupWise, Eudora, Pegasus, etc.		
	Read new messages.		
	Reply to messages.		
	Create folders and file messages in those folders.		
	Create a distribution list.		
	Create and send documents with attachments.		
	Use system directories.		

Signature \_\_\_\_\_ Date \_\_\_\_\_