



Dear Postdoctoral Candidate,

Thank you for your interest in the Knowles Johnson Institute of Graduate Studies.

The Knowles Johnson Institute reveres the spirit, research and the practices of adult learning pioneered by Malcolm Knowles and personified by Leo Johnson. The Institute's mission is to provide a preeminent, learner-centered, scholarly-practitioner doctoral education for those who are lifelong learners and wish to make a difference in others' lives.

Ensuring extraordinary academic discipline, the Knowles Johnson Institute uniquely integrates theory, research methodology, specialized training and pragmatic application into a practicing-scholar learning model. The curriculum's andragogy places control in the adult-learner's hands leading to profound personal transformations and life-long practicing-scholar learning skills.

The cornerstones of the student experience include: mentor-mentee relationships, one-on-one faculty engagements, student-defined learning contracts, academic and industry research projects, and structured student-defined and faculty supported learner groups. All faculty are devoted to the development of KJI students and have extensive experience in their fields, particularly including the development of learner potential.

### **Postdoctoral Certificate Opportunity**

The Postdoc Certificate is offered through the Office of Postdoctoral Programs to provide highly focused preparation and practice to postdoctoral practicing scholars.

This certificate program has been developed to provide a framework on which to broaden your learning, build your skills, practice new techniques, and reflect on the experience to support your further life-long learning. The certificate requires completion of six courses within a single specialty outlined below. The postdoc certificate can be completed in one year, or longer of the Post Doc chooses.

We support postdocs in all aspects of their education as they develop their independent careers. The Office of Postdoctoral Programs collaborates with institute organizations, faculty, postdocs, administrators, non-profit and corporate practicum partners, and external entities to support the personal growth and professional development of each postdoc in preparation for their independent research, professional, and academic careers.

### **Candidate Requirements**

- Earned a doctoral degree from an accredited college or university
- Completed collegiate courses in adult learning or human development, organizational systems and ethics in psychology or sociology contexts. *These courses can be added to an individual's postdoc specialization program.*
- A minimum of five years of professional experience.



- Ability to be self-reflective, self-directed and a motivation to expand personal boundaries
- Ability to participate in learning clusters and work effectively one-on-one with faculty and mentors
- Have experience writing professional reports or scholarly papers

### **Application Review and Student Interviews**

The Admissions Committee applies a holistic review process to all applicants and considers both academic and personal experience in judging qualifications. Additionally, the applicant will have a minimum of two interviews with a faculty member of the Admissions Committee to ensure appropriate alignment of the applicant's goals with KJI's curriculum and their readiness for postdoc learning and research.

### **Additional Documentation Required**

- Official transcript from educational institution awarding doctoral degree
- Resume or CV
- Completed Admissions Application (see below)

### **Fees**

A non-refundable application fee of \$150.00 is required. Payment can be made by check or entering a credit card on the Knowles Johnson Institute of Graduate Studies website.

### **Completed Applications**

Completed applications can be emailed in PDF format to [ADMISSIONS@KNOWLESJOHNSONINSTITUTE.ORG](mailto:ADMISSIONS@KNOWLESJOHNSONINSTITUTE.ORG).



## KNOWLES JOHNSON INSTITUTE OF GRADUATE STUDIES POSTDOCTORAL CERTIFICATE APPLICATION FOR ADMISSION

Please complete the following admissions packet. Send your completed packet to [ADMISSIONS@KNOWLESJOHNSONINSTITUTE.ORG](mailto:ADMISSIONS@KNOWLESJOHNSONINSTITUTE.ORG). You will be contacted regarding an in-person interview.

### Admission Packet Checklist:

- Personal information
- Education history
- Official transcript directly from the institution awarding doctoral degree (have the school send your transcript directly to KJI – 1 Squam Hollow, Rockport, MA or send using secured email to the address above.
- Personal Essay
- Resume or curriculum vitae
- Copy of driver's license or passport
- An academic or professional written product
- Selection of Specialization for which you are applying

### Personal Information:

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Last Name	First Name	Middle Name
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Gender: Female: \_\_\_\_\_ Male: \_\_\_\_\_ Designation of choice: \_\_\_\_\_

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Address 1

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Address 2

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City	State	Zip Code
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Country

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Home Phone	Cell Phone	Work Phone
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Date of Birth	Email
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### Optional Self-Identification

- Black or African American
- Hispanic or Latino
- Asian
- Caucasian
- Other (unidentified)
- Other identified: \_\_\_\_\_
- Veteran

**List all schools attended:** (attach additional pages if necessary)

Institution	Beginning Date	End Date	Degree Earned

### Specialization I am applying for:

- Adult Learning and Development
- Neuroscience and Learning
- Organizational Analysis and Design
- Organizational Psychology
- Instructional Design and Development
- Organizational Leadership Studies
- Non-Profit Organizational Leadership
- Healthcare Organizational Leadership
- Global Organizational Change Analysis and Design

### Certification

I certify the information provided by me to the Knowles Johnson Institute of Graduate Studies is complete and accurate. I understand any misrepresentation may be cause for the refusal of admission.

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Signed:

Date:



## PERSONAL ESSAY

Your personal statement will help KJI to learn about who you are, how your history has led you to wishing to seek out a transformational graduate education, and your life's aspirations. Your work should not exceed 10 pages. Your sharing is critical to assessing your fit for a Knowles Johnson Institute for Graduate Studies transformative education.

Include the following topics, but do not feel limited to them:

- Your personal history. Where you grew up, your greatest influences (both positive negative), and how your life experiences impact how you live your life.
- What are your life's aspirations? When you are in your sunset years and talking to your children, grandchildren and other important people in your life, how will you describe your life as a well-lived life? What would you have accomplished and what type of person did you become? In other words, who do you want to become?
- Who and how have specific mentors (formal or informal) and influencers impacted your life? Describe your growth and how they helped to facilitate that.
- How would you assess where you are today?
- What are your professional and personal ambitions?
- Describe your learning style and who you are as a learner. Describe one of your impactful learning experiences and include the form of the experience and a teacher, if relevant, of whom that you found had a profound impact on you.
- Why are you choosing a postdoctoral certificate program?
- What would you like to be the focus of your studies? What research are you hoping to accomplish?
- What do you believe you bring to your fellow learners and the Institute that will add value to their experiences and the value of a KJI education?
- Why are you considering KJI as your school of choice?
- Anything else you feel would help the Admissions Committee to learn about who you are.

It is important for you to “show” not just tell in your piece. This means provide real-life examples throughout.