

# Contents of the Portfolio for the Master of Science in Digital Communication Analytics:

All items are submitted directly to Kara Greene at [Kara.Greene@unt.edu](mailto:Kara.Greene@unt.edu)

You must carefully proofread all materials for misspellings and text errors prior to submission.

All application materials you submit must be free of academic misconduct defined by UNT Policy #06.003 (<https://policy.unt.edu/policy/06-003>). Read the policy very carefully before submission. For example, you must not copy and paste anything from the internet or a publication without an in-text citation, reference and double quotation marks. Also, using many or long direct quotes indicates a lack of originality in your work. Additionally, you must not use assistance from artificial intelligence or ghost writers. In other words, everything you submit must be your original work, or you will be denied admission.

International applicants must recognize their academic culture may be different from that of the United States. Read the aforementioned UNT policy very carefully before submission.

- **Statement of Purpose** – A purpose statement stating your goals and rationale for applying to the MS-DCA program with a brief description of your career and research expectations with regard to work and further education.
- **Resume or Curriculum Vitae** – This document should address educational background, previous work experience, publications, performances, exhibitions, previous research experience, and community involvement.
- **Letters of Recommendation** – These must be on letterhead and in **PDF format** and must be emailed to [Kara.Greene@unt.edu](mailto:Kara.Greene@unt.edu). Please submit at least two letters from individuals who are familiar with your academic and/or professional abilities. Preferably, at least one recommendation should come from the last academic institution attended. One letter may be from a current or past employer.
- **Writing/Work Samples** – Submit a minimum of three writing samples or examples of your previous work. They must be your original works of authorship. Samples may be news stories, technical writing, scripts, photography, design samples, speeches, copy, to cite a few.
- **Application Packet** – This is the resulting document from your online application. This piece of your portfolio will be sent directly to Ms. Greene from the Toulouse Graduate School, and she will notify you when it is received.