

## **Professional Biography Guidelines for the Department of Teacher Education**

The professional autobiography option is an application procedure that allows the candidate to develop a description of his/her professional qualifications, experiences, career and educational goals. The program graduate committee will review the professional autobiography to determine if the candidate possesses the requisite credentials needed for the degree option selected; then examine and compare the individual goals to the desired program to see if there is an acceptable match; and, identify individual needs. Please respond to the following areas.

### **Professional Qualifications:**

The candidate will list degree(s) currently held. This shall include the degree granting institution, date and title of degree and major/minor. The candidate will list teaching endorsements with level of certification and the expiration date, if applicable. Non-teachers should list and describe relevant professional qualifications, licensures, certificates, etc.

### **Professional Experiences:**

The candidate will submit a description of teaching or related experiences. For non-teachers, please describe your career experiences. This will include, but not be limited to such things as places of employment, years of experience, grade levels taught, and description of non-teaching duties, where applicable.

### **Professional and Educational Goals:**

The candidate will submit a list of long-term professional goals and then discuss those goals in detail. This should include, but is not necessarily limited to, a description of what the candidate hopes to accomplish professionally in his/her career. The candidate also will develop a set of goals to be met as a result of earning this degree. The goals will be examined to determine if the student can realistically meet the goals through the selected program.

### **Use of Technology:**

The candidate will submit a list of appropriate computer/technology applications the candidate has used and considers himself or herself competent using. In addition, candidates should discuss how they have used technology in their professional experiences and if appropriate, should include examples of the candidate's work or student work created under the candidate's guidance. It is understood that not all candidates will have used technology extensively.

**Experience with Diversity:**

The candidate will submit a list of personal and professional experiences working with people from different cultures or backgrounds. Diversity in this context may be viewed as ethnic, racial, and/or economic, and usually refers to a culture that is different from the majority, but it may be more appropriate to view it as cultural backgrounds different from one's own. The candidate will discuss in particular relevant professional experiences teaching students and working with the parents/families of these students, or for non-teachers, the candidate will discuss related career experiences with diversity. It is understood that not all candidates will have had many opportunities with individuals from different cultures.

**Format:**

The professional autobiography is to be submitted as either a web page or as a multimedia product. The final product can be maintained as a web site, or submitted as an attachment to an email. Creativity is more important than technical brilliance.