

## **Guide for Autobiographical Sketch**

As part of the application material for a graduate degree in education professions, it is necessary to include an autobiographical sketch. **The document must be in narrative form.**

The document should include a history of your formal education at all levels, part-time and full-time jobs, and all professional positions held.

**Specific experiences or activities shown below should be included.**

1. Civic organization participation
2. Educational advisement roles
3. Professional organization activities
4. Committee assignments
5. Participation in workshops, seminars, and related activities
6. Consultant assignments
7. Evidence of teaching capabilities, including teaching of "off-campus" classes
8. Community education programs
9. Evidence of writing capabilities, including thesis, term papers (submit one or two if available), school or agency publication, and other published articles
10. Travel experiences
11. Conclude the document