

## Writing Sample Guidelines

Just as an artist prepares a portfolio of representative art work (paintings, drawings, photographs) for others to review, you are asked to prepare a sample of writing that represents your ability to engage in clear writing and critical thinking. One or more members of the faculty will assess your writing competency and determine a "pass" or "no pass."

### Contents of the Writing Sample:

1. **Statement of Professional Objectives.** A 2-3 page typewritten and double-spaced formal paper containing a statement of your professional goals in applying to the program and a description of the educational and professional experiences that have led to these goals. Additionally, you should outline the professional goals you hope to achieve through the M.Ed. in Educational Leadership.
2. In this formal paper, refer to up to three items you see as strengths. For graduate application purposes, the paper will be evaluated for the compatibility of your objectives and strengths with the program aims. This statement is given to potential host Principals as part of the placement process, so honest, polished, personal writing that would encourage someone to accept you as an intern is critical in the placement process.

### Expectations For a Passing Writing Sample:

In addition to looking at your treatment of content, your papers should possess the following qualities: a clear focus that is maintained throughout each piece of writing, adequate support (explanation and examples) that appear in substantive body paragraphs consisting of appropriate transitions, your critical thinking, and paragraph conclusions; effective concluding paragraphs; and technical proficiency (grammar, spelling, proofreading, and polish). In short, your writing should be efficient and readable, making it possible for your audience to read straight through all of your writing without confusion. To meet these criteria, you should edit (or re-edit) and polish each part of your sample. The general rubric used is as follows:

DEVELOPING	ACCEPTABLE	OPTIMAL
<b>Ideas</b>		
<ul style="list-style-type: none"> <li>•Unclear thesis</li> <li>•Critical thinking not present</li> <li>•Examples, quotes, images not used to support thesis</li> </ul>	<ul style="list-style-type: none"> <li>•Adequate thesis and ideas</li> <li>•Attempt at critical thinking</li> <li>•Examples, quotes, images used to some extent</li> </ul>	<ul style="list-style-type: none"> <li>•Clearly stated thesis</li> <li>•Thought provoking ideas</li> <li>•Critical thinking</li> <li>•Effective use of examples, quotes, images and details</li> </ul>
<b>Organization</b>		
<ul style="list-style-type: none"> <li>•Organizational scheme is difficult to follow</li> </ul>	<ul style="list-style-type: none"> <li>•Organizational scheme is present but may be sketchy and/or hard to follow</li> </ul>	<ul style="list-style-type: none"> <li>•Clear, efficient, focused, engaging organization</li> </ul>

### Fluency

•Topic sentences inadequate or not present at all •Abrupt transitions •Repetitive, hard to follow sentences	•Some topic sentences are inadequate •Abrupt transitions •Sentence structure may be repetitive or hard to follow	•Topic sentences and transitions are used effectively. •Sentence structure is economical, varied and elegant
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### Word Choice

•Vocabulary is weak, underdeveloped and/or not appropriate	•Appropriate vocabulary	•Rich, varied and appropriate vocabulary
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### Voice

•Inappropriate use of language, •Individual voice is not apparent	•Language is appropriate •Individual voice is not apparent	•Language is crisp, appropriate, fresh and vivid •Writer's unique voice is evident
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### Conventions

•Errors in proofreading, grammar, syntax, punctuation or spelling distract the reader and obscure meaning	•Errors in proofreading, grammar, syntax, punctuation or spelling may distract the reader but do not obscure meaning	•Virtually no errors in proofreading, grammar, syntax, punctuation or spelling
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### Formatting the Writing Sample:

- All writing should be typed and double spaced with one-inch margins and page numbers from the second page forward. Each submission needs a heading:

Buttercup Jones Type of Document [e.g., Statement of Professional Objectives; etc.] Date [current date or date of original preparation with latest revision date in parenthesis] Title [if appropriate]
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### Send To:

**UAS Admissions  
11066 Auke Lake Way  
Juneau, AK 99801**

**Fax: 907-796-6002  
uas.admissions@alaska.edu**

### Questions:

For advising about appropriate contents of your writing sample, contact Faculty Advisor Jerry Schoenberger at 907-796-6283 or email him at jschoenb@alaska.edu.