

## Criterion Guide for EDUC 201: Foundations of Education Autobiographical Essay

Use this criterion guide as a checklist for your Autobiographical portfolio entry. You should be able to check off each of the requirements as you complete them. Once you submit the portfolio entry, your instructor will be using the Autobiographical Essay Rubric to evaluate your completion of the elements listed below.

### Organization:

#### Overall organization:

- the essay follows a logical method of organization (if the thesis has a plan of development, the organization of the body follows that plan)

#### Introduction/Conclusion:

- the introduction clearly introduces the topic (uses key words that reflect the writing prompt)
- the introduction presents a focused thesis statement
- the conclusion brings the essay to a graceful close

#### Body/Paragraphs:

- each body paragraph presents a focused topic sentence (a point that supports the thesis statement)
- The supporting points are developed with ideas from readings, interviews, or examples from the writer's own experience, knowledge, observation, or critical analysis.
- the supporting details/examples are present

### Mechanics/Usage

- grammatical, punctuation, and mechanical errors do not disrupt the flow or clarity of the essay (no fragments; very few run-on sentences)
- the essay is free of proof-reading and spelling errors
- the essay contains sentence variety
- APA Format 5.0 essay format must be used:
  - Indent paragraphs 5 to 7 spaces.
  - Numbers and letter are not used in your essay as seen in directions.
  - Do not use imperatives such as, "Give them a sticker." Instead, "I would give them a sticker" would be more appropriate.

### Format:

- the essay includes a title (centered, no italics)
- double-spaced
- document needs to be saved on a word processor hard drive and a disk or CD
- 12pt/Times New Roman font
- cover sheet (considered to be page number one) with Running head
- 1" margins (top, bottom, right, and left (no right justification)
- subtitles are formatted correctly (flushed left and italicized—(Example: *Educational Background*)
- stapled in upper left hand corner
- the essay meets the length of the writing assignment (4-6 pages)
- any quote used requires APA citation and a proper reference sheet

**Development:**

- Each of the following questions and statements below are discussed in a minimum of two paragraphs. The essay should have a minimum of 12 paragraphs—10 in the body of the essay, an introduction, and a conclusion.
  - Introduction (minimum one paragraph)
  - What is your educational background? **Include how your education has contributed to your development as a professional educator.** (minimum two paragraphs)
  - What is your work history? **Include how work experiences contributed to your development as a professional educator.** (minimum two paragraphs)
  - Discuss service and/or extracurricular activities in you have participated. **Include how service and/or extracurricular activities have contributed to your development as a professional educator.** (minimum two paragraphs)
  - Discuss your reasons for choosing education as a career. (minimum two paragraphs)
  - What are your professional goals? (minimum two paragraphs)
  - Conclusion (minimum one paragraph)
-