

Educational Technology Program
University of Arkansas
251 Graduate Education Building
Fayetteville, AR 72701

GUIDELINES FOR AUTOBIOGRAPHICAL SKETCH

One of the most critical elements in the evaluation of your application is your written Autobiographical Sketch. Consequently, careful thought and effort should be expended in its preparation. To assist you, an outline of suggested content is included. Please note that these are only suggested rather than required topics for discussion. Typically, the sketch will require 4-5 double-spaced, typewritten pages. Submissions should be no longer than 7 pages in length. Note: Please do not send a resume – one of the reasons for asking you to provide a written Autobiographical Sketch is to assess your writing ability.

Work History

1. For each full time position you have held, briefly describe:
 - a. Your duties
 - b. Your likes and/or dislikes
 - c. Your reason(s) for leaving.
2. What did you learn about your strengths as a result of holding these positions? Did you, for example, find that you worked harder than the average person, got along better with people, gave more attention to detail, had a different perspective?
3. Did you come to any new realizations relating to your development needs as a result of working in these jobs?
4. What does a job require to give you satisfaction? Some people put emphasis on money; some power; what is important to you?
5. Discuss any work experiences that influenced or supported your decision to study/work in the field of Educational Technology.
6. Describe the job you plan to seek upon completion of the program, as well as your expected earnings.
7. What do you want to be doing ten years from now as a result of completing your degree?
8. What is your ultimate career goal?

University of Arkansas

1. Why are you interested in pursuing an ETEC degree at the University of Arkansas? How was the University of Arkansas Educational Technology program brought to your attention?
2. Which other schools (if any) are you considering?
3. How long do you think it will take to complete your degree program?

Education

1. Briefly describe all levels of your formal college education to date.
2. In addition to formal education, describe your participation in educational activities (workshops, seminars, etc.).
3. Do you hold current membership in any professional organizations? If so, which ones? Why?
4. List the professional publications that you regularly read.
5. Describe any relationships with university faculty members or staff that influenced your decision to enter the field of Educational Technology.

Other

1. How do you plan to finance your education?
2. Briefly describe your participation in civic organizations in your community.
3. What are your present avocation interests and hobbies?
4. What travel experiences have you had?

Writing Sample

1. Submit at least one additional document that you feel is representative of your writing ability.