



INDIANA UNIVERSITY
KOKOMO

DIVISION OF EDUCATION

Master of Science in Education Degree Program

Personal and Professional Statement Guidelines and Rubric

Personal and Professional statements should be word processed and included within the application materials for the M.S. in Education degree program. Guidelines and Rubrics are included below. Personal and Professional Statements are used for admission criteria as well as used to determine eligibility for the Virgil Hunt Fellowship, scholarship monies awarded through a fellowship from the Virgil Hunt family (See Education website for more information on the Virgil Hunt Fellowship).

Personal and Professional Statement Guidelines

Personal Statement:

Reflect upon both statements below in separate responses with a maximum of 500 words each.

- Reflect upon your contribution and/or commitment to a professional learning community, local, regional, or national.
- Reflect upon your contribution and/or commitment to diversity within your community, School Corporation, professional organization or classroom.

Professional Statement:

Choose at least one of the statements below and respond in essay format with a maximum of 2000 words.

- Describe an innovative instructional strategy used in your classroom and discuss its effectiveness through examples of evidence.
- Describe a commercial or teacher-developed curriculum used in your classroom and discuss its effectiveness through examples of evidence.
- Describe an innovative assessment strategy used in your classroom and discuss its effectiveness through examples of evidence.
- Describe an innovative technological tool of instruction or assessment used in your classroom and discuss its effectiveness through examples of evidence.

Cover Page:

Include Name, Title, School Corporation, School Building. Do not include names on the personal and professional statement pages.

Personal and Professional Statement Rubric

	Acceptable (2 points)	Not Acceptable (0 Points)
Personal Statement		
Personal Commitment/Contribution	Statement is reflective in nature and provides reader with a personal account of the level of commitment and contribution.	Statement is descriptive in nature and provides reader with examples of commitment and contribution.
Format and Writing	Format meets expectations and writing style is professional and accurate.	Format mostly meets expectations and writing style is conversational and contains errors.
Professional Statement		
Description	Statement fully describes innovation as it pertains to applicant's personal experience.	Statement describes innovation devoid of mention of applicant's personal experience.
Evidence	Statement includes concrete examples as evidence for innovation's effectiveness.	Statement includes a description of the effectiveness of the innovation without use of evidence.
Format and Writing	Format meets expectations and writing style is professional and accurate.	Format mostly meets expectations and writing style is conversational and contains errors.

Circle Total Points:

0 2 4 6 8 10

Comments: