

## Essay Guidelines

### Purpose and Audience

The field placement application essay is a tool which introduces FSU teacher candidates

- to the Field Placement Office Staff to help us guide you through the field experience portion of your program
- not currently working in schools to potential host schools. The essay is the principals' and teachers' **first impression** of you. Your essay must look **professional** in order to represent you in a professional and positive manner. The essay also serves as a writing sample, used to evaluate your communication skills.

### Format

Because we need to copy and paste your essay to share it, along with information about your upcoming field experience, we asked that you email your essay to us as a **MS Word document attached, not linked, to an email**. If you use Google or MS Word online, you will need to download to a .docx file and then attach to an email.

### Specifications

Please keep the length of your essay to one page. Recommendations for staying within one page include the following:

- your name in the **header** of the document
- Times New Roman Font, Size 11
- .75" margins
- <= 1.4 line spacing
- 3pt or 6pt spacing between paragraphs

### Content

Tell your personal story regarding what you want to teach and why. This might include the following:

- a brief description of someone or something which inspired you to become a teacher.
- a brief description of your experiences with students or children.
- your personal interests, hobbies, and special skills.  
e.g. speaking another language, music skills, art skills, interest in science and nature
- how your experiences demonstrate communication, collaboration, time management skills, and leadership skills.
- what you hope to gain from and contribute to the classroom in this upcoming experience.

### The Writing Process

In preparing this document, **please use the writing process** described below:

- **Pre-write**  
Plan and organize your thoughts and ideas.
- **Draft**  
Compose sentences and paragraphs based on your thoughts and ideas.
- **Confer** (You must have a strong writer, preferably a [CASA](#) writing tutor, review your essay.)  
[Schedule a conference with a CASA writing tutor](#) or an instructor to discuss content as well as mechanics of your piece. **Please plan ahead.** Although in-person appointments are preferred, most tutors are also available via Zoom. Please heed suggestions and recommendations from writing tutors. Another option is online tutoring via *Thinking Storm* (accessible via Canvas.)  
Please share the name of the person you met with and your meeting date at your application drop-off appointment with the [Field Experience Office](#) staff.
- **Revise**  
Make modifications based on your conference with a writing tutor or instructor.
- **Edit**
  - Invoke spelling and grammar check tools.
  - Carefully inspect and correct spelling and grammar. **Proofread aloud.** Ask another writer to proofread your work and **read it aloud** to you.
- **Repeat**  
confer, revise, and edit steps as necessary.
- **Publish**  
Save your completed essay in a MS Word document and share via email attachment with the Field Placement Office.