

## 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

You will be asked to paste text from a MS word or Google Doc into a text field when you complete your online application survey.

### 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**  
You will be asked to submit the text of your completed essay as part of the field application online survey.