

CHARTER • OAK • STATE • COLLEGE

BACCALAUREATE ACADEMIC AUTOBIOGRAPHY PROPOSAL

FOR OFFICE USE ONLY

Date Submitted _____

Name: _____

Student ID: _____

BA or BS degree: _____

Concentration: _____

Academic Autobiography

The Academic Autobiography is the capstone experience for all Charter Oak baccalaureate students. It is a reflective essay that requires you to discuss specific aspects of your degree. It should build on your approved Concentration Plan of Study (CPS), and should explain the impact that your academic experiences (CPS, general education requirements, and electives) have had on your personal and/or professional life. The essay should be word-processed or typed, double-spaced, between 750-1000 words, and submitted electronically.. **This form must accompany the essay.**

The Academic Autobiography will be evaluated by faculty for content as well as clarity of expression, coherence, and conciseness. The faculty will grade the Academic Autobiography Satisfactory/Unsatisfactory. If an unsatisfactory rating is received on the first submission, you may rewrite and resubmit. A second unsatisfactory rating will result in the need for additional coursework or other requirements. You must submit the Academic Autobiography no later than four months before your anticipated graduation date to allow time for faculty review.

The faculty will be using the following rubric to evaluate your essay, with a minimum of 70 points required for a satisfactory rating:

Thought and Understanding (30 points – a minimum of 18 points is required in this section)

- a. Able to articulate relationship of general education, elective and concentration courses.
- b. Relates general education experience to personal or professional life.
- c. Relates concentration to personal or professional life.

Expression (15 points)

- a. Demonstrates audience awareness
- b. Writes using a clearly recognizable voice
- c. Makes precise word choices that establish an appropriate tone.

Coherence (25 points)

- a. Demonstrates an organizational strategy
 - *introduction
 - *body
 - *conclusionProvides substantial development of ideas
- b. Links ideas throughout to a clear thesis
- c. Use logical transitions throughout
- d. Supports ideas with appropriate examples

Punctuation and Grammar (30 points)

- a. Uses words correctly
- b. Punctuates effectively
- c. Spells correctly
- d. Uses conventional grammar
 - *parallel structure
 - *intentional use of active/passive voice
 - *consistent verb tense
 - *consistent point of view

Submission of a satisfactory Academic Autobiography is a graduation requirement.

Please compose (or copy and paste) the Academic Autobiography on the next page(s).