

## TEP Application Essay

### Guidelines for Writing PB ACP TEP Essay Submission

Place your full name on paper, make it one-page, double-spaced, Times New Roman, 12 font.

Paper must address the top two items in the 'Exceeds Expectations' column below.

**Guidelines** – describe your personal characteristics and previous experiences that show us the certification you are seeking is the appropriate certification for you. Describe the characteristics of students in your area of certification and share your thoughts on what it takes to be an effective teacher for this age group. If you have had experiences working with students in this age group, be sure to describe them. Be sure your name is typed at the top of the paper, in the header. Use the rubric on the following page as a guide. Before you submit the paper with your application, consider taking your paper and the rubric to the UHCL Writing Center (SSB Suite 2105) for review. ***Do not plagiarize; submit your own, original work.***

**Honesty Code** – as a reminder, the Honesty Code is the university community's standard of honesty and is endorsed by all members of the University of Houston-Clear Lake academic community. It is an essential element of the University's academic credibility. It states: "I will be honest in all my academic activities and will not tolerate dishonesty."

## PB ACP TEP Application Essay Rubric

Criteria	Exceeds Expectations	Meets Expectations	Below Expectations
<b>Focus</b>	<ul style="list-style-type: none"> <li>• States personal qualifications for seeking the certification on degree plan.</li> <li>• Includes experiences working with children in age group noted on degree plan</li> </ul>	<ul style="list-style-type: none"> <li>• States personal qualifications for seeking the certification on degree plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Does not state personal qualifications for seeking the certification on degree plan.</li> </ul>
<b>Development</b>	<ul style="list-style-type: none"> <li>• Understands the needs of children in age groups represented by degree plan.</li> <li>• Describes characteristics of the children.</li> <li>• Includes several ideas on how to effectively teach the children.</li> </ul>	<ul style="list-style-type: none"> <li>• Somewhat understands the needs of children in age groups represented by degree plan.</li> <li>• Adequately describes characteristics of the children.</li> <li>• Includes some ideas on how to effectively teach the children.</li> </ul>	<ul style="list-style-type: none"> <li>• No evidence of understanding the needs of children in age groups represented by degree plan.</li> <li>• Does not describe characteristics of the children.</li> <li>• Does not include ideas on how to effectively teach the children.</li> </ul>
<b>Language Usage</b>	<ul style="list-style-type: none"> <li>• No slang or jargon</li> <li>• Logical flow to the sentences which enhances understanding.</li> <li>• Carefully selected words.</li> <li>• Words are used correctly.</li> </ul>	<ul style="list-style-type: none"> <li>• No slang or jargon</li> <li>• Sentence flow could be improved but ideas presented are understandable.</li> <li>• Carefully selected words.</li> <li>• Words are used correctly.</li> </ul>	<ul style="list-style-type: none"> <li>• Uses slang or jargon</li> <li>• Sentences lack a logical flow which hinders understanding.</li> <li>• One or more words are not used correctly.</li> </ul>
<b>Editing</b>	<ul style="list-style-type: none"> <li>• No grammar, spelling, or punctuation errors.</li> </ul>	<ul style="list-style-type: none"> <li>• One or two grammar, spelling, or punctuation errors</li> </ul>	<ul style="list-style-type: none"> <li>• Three or more grammar, spelling, or punctuation errors.</li> </ul>