

For this assignment you will create your Curriculum/Professional Vita. This will be an artifact that goes in your E-Portfolio.

A Curriculum or Professional Vita (also called a vita, or CV) is similar to a resumé, but it is more extensive and detailed, and is usually used in academic careers and hiring in place of a resumé. It is a written autobiographical narrative of your professional life (1,000 words or less). It should be revised periodically to reflect your most recent educational goals and achievements, positions and educational philosophy.

If you already have a Vita, you can revise and update it. If you do not, much of your current resume can be incorporated into your Vita (Parts I and II). The Vita should help you develop a vision for your future.

Begin your Vita by listing your contact information: name; home address; home and cell telephone numbers; fax number and email. If you have a website that is relevant, list that. All of this information should be at the top center of the first page and easy to read.

### **There are five (5) basic parts to a Vita:**

#### **Part I: Personal and Professional History**

This part of your Vita should relate to the history of your life. It should include all the important events that have brought you to this place in time.

List all of the degrees that you have completed, as well as all schools, colleges and universities that you have attended, beginning with the most recent.

If applicable:

- include all awards, fellowships, grants or other honors that you have received during your career.
- include a section on papers that you have presented and conferences that you have attended.
- include anything that you have had published in your field. This can include articles in peer-reviewed journals, chapters in books, whole books and collaborative works.
- include a section on jobs you have held and relevant experience and skills that you have.

## **Part II: Description of Your Present Position**

This second part should be a description of your present position and the work you perform in the position.

## **Part III: Statement of Goals and Objectives for Your Graduate Studies**

This third part of the Vita should include ideas about the type of course work you want to include in your academic studies that will help prepare you to meet your future goals.

## **Part IV: Philosophy of Education Statement (Brief Summary)**

This portion of your Professional Vita should focus on your educational philosophy. This is your opportunity to express ideas, beliefs and values you have which guide you in decision making and which serve as the foundation of your work.

## **Part V: Your Vision for the Future**

In this fifth part, we ask that you present your vision for the next five to ten years. Please present ideas about how you see your future professional life as well as how you plan on using this degree to reach those goals.

This assignment is worth 20 points