

**HIGHER EDUCATION LEADERSHIP PROGRAM  
UNIVERSITY OF ARKANSAS  
251 GRADUATE EDUCATION BUILDING  
FAYETTEVILLE, AR 72701**

**GUIDELINES FOR AUTOBIOGRAPHICAL SKETCH**

One of the most critical elements in our evaluation of your application is your written Autobiographical Statement. Consequently, considerable thought and effort should be expended in its preparation. To assist you, we have provided an outline of suggested content. Typically, the sketch will require 4-7 double-spaced, typewritten pages.

**Note: Please do not send a resume--one of our reasons for asking you to do this is to give us an idea of your writing ability.**

**Early Home Background**

1. Parents' occupation.
2. Number of brothers and sisters. To what extent are you like or unlike them?
3. Earliest age you were partially or wholly financially independent.
4. Early life experiences that you feel may have influenced your development as an individual such as significant incidents in your home with parents, siblings, and friends in school and elsewhere.

**Work**

1. For each full-time position you have held, briefly describe:
  - A. Your duties.
  - B. Those things you liked or disliked.
  - C. Your reasons for leaving.
2. What did you learn about your strengths as a result of working on these jobs? Did you, for example, find that you worked harder than the average person, got along better with people, gave more attention to detail, saw things differently?
3. Did you get any clues to your development needs as a result of working on these jobs? We all have shortcomings, and the person who can recognize them can do something about them.
4. What does a job have to offer to give you satisfaction? Some people look for money; some want power; what is important to you?

**Career Aspirations**

1. Discuss any life experiences that influenced or supported your decision to study/work in the field of higher education.
2. Describe the job you plan to seek upon completion of the program and your expected earnings.
3. As of now, what do you want to be doing ten years after completing your degree?
4. What is your ultimate career goal?
5. What strengths and weaknesses do you expect to bring to your job in the future?

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### **University of Arkansas**

1. Why are you interested in pursuing a degree at the University of Arkansas? How was the University of Arkansas program brought to your attention?
2. Which other schools did you consider (or are you considering)?
3. When do you plan to complete your residence requirements?
4. How long do you think it should take you to complete your program?

### **Education**

1. What subjects did you enjoy most and least during your previous college experience?
2. How much effort did you have to expend to earn your grades? Do you think you worked harder or perhaps not quite as hard as other students?
3. Briefly describe your involvement in extracurricular activities including a listing of organizational memberships and offices held. We are especially interested in participation that may have influenced your decision to pursue a degree in higher education.
4. In addition to formal education, describe your participation in other kinds of educational activities (workshops, seminars, etc.).
5. In what professional associations do you hold current memberships?
6. List the journals that you **subscribe** to, **read**, (how frequently)?
7. Describe any relationships with college or university faculty members or staff that influenced your decision to enter the field of higher education.

### **Leadership**

1. Please tell us why you consider yourself to be a potential leader in higher education.
2. For you to become a leader, what skills and knowledge must you acquire?
3. Describe the person who, in your opinion, best exemplifies the kind of leader you hope to become, then tell us why you chose that person.

### **Other**

1. Of all the teachers you had, which one(s) do you remember most? Why?
2. How do you plan to finance your education?
3. What are your present a vocational interest and hobbies?
4. **Submit at least *one* additional document that you feel is representative of your writing ability.**