

Preliminary Written Exam and Oral Conference

You should work with your advisor to schedule your preliminary written exam and oral conference after your acceptance into the program by the Graduate School, but before you have completed more than nine (9) credits hours of courses.

Written and oral communication skills are essential to your success as a graduate student as well your success in the information media profession. The preliminary written exam and oral conference will assist the CIM faculty in determining your current communication skills.

Preliminary Written Exam

1. For the written exam, you will have access to a computer (Mac or Windows) in a controlled environment.
2. Do not rush the writing of your essay. You have up to two hours to complete this exam.
3. Write an essay that addresses in depth *all* of the following points. Emphasize personal and professional experiences, events, and milestones in your life that have contributed to your career path.
 - Describe your interest in the field of information media.
 - Why do you think you can be successful in this field?
 - Why did you decide to attend St. Cloud State University for your graduate study?
 - Why have you selected a particular CIM program? (Information Technologies; Educational Media; or Instructional Design and Training)
 - What are your professional goals or professional directions for the future?
4. Instructions:
 - Write in first person.
 - Use a sincere, reflective style.
 - Organize your thoughts logically so it is easy to follow your writing.
 - Revise your essay, paying special attention to the following:
 - Mechanics of writing
 - Style and organization
 - Depth of content

Preliminary Oral Conference

The preliminary oral conference is held either before or after the written exam, depending on faculty schedules. A minimum of two faculty members, one of which must be the advisor, will be present. The following skills will be assessed during the conference:

- Expressing yourself orally in general.
- Identifying your purposes for entering the field of media.
- Expressing your philosophy relative to information media.
- Stating professional goals for the future.
- Providing perceptive feedback describing your experience to date in the program.

Preliminary Written Exam Procedures

1. Select the **Apple-menu-Programs (Mac)** or **Start menu-Programs (Windows)**.
Choose a word processing program (**MS Word** or **AppleWorks**). Reminder: save text periodically.
2. When you finish the written exam, under **File** select **Save**. Direct your saved file to the **Documents Folder (Mac)** or **My Documents (PC)** on the hard drive. Quite the word processing program.
3. To electronically send your written exam to the Graduate Advisors, follow these steps:
 - a. Double click on icon **Prelim e-mailer** on the desktop.
 - b. Click on **Message**.
 - c. Scroll and select **New Message To** and select **Graduate Advisers**.
 - d. Fill in your name in **Subject**.
 - e. Click on **Message**.
 - f. Scroll and select **Attach Document (Mac)** or **File (PC)**.
 - g. Navigate to the **Documents Folder**.
 - h. Select your document and click **Attach**.
 - i. Click on **Send**.
4. You may want to print a copy as a back-up for your own purposes. To discard your document, go into the **Documents Folder** and drag the document to the **Trash** or **Recycle Icon**; then empty it.

EVALUATION SHEET
PRELIMINARY WRITTEN EXAM
Center for Information Media

_____ Student's Name

| Evaluation Criteria | Rating Scale | | | |
|--------------------------------|----------------------|----------------------------|--------------------|----------------------|
| | Not Included/Missing | Does Not Meet Expectations | Meets Expectations | Exceeds Expectations |
| <i>Mechanics</i> | | | | |
| Spelling and capitalization | 0 | 1 | 2 | 3 |
| Punctuation | 0 | 1 | 2 | 3 |
| Grammar and sentence structure | 0 | 1 | 2 | 3 |
| <i>Organization</i> | | | | |
| Overall structure | 0 | 1 | 2 | 3 |
| Paragraph development | 0 | 1 | 2 | 3 |
| Transitions | 0 | 1 | 2 | 3 |
| <i>Expression</i> | | | | |
| Clarity | 0 | 1 | 2 | 3 |
| Style | 0 | 1 | 2 | 3 |
| <i>Content</i> | | | | |
| All issues addressed | 0 | 1 | 6 | 8 |
| Choice of included information | 0 | 1 | 6 | 8 |
| Depth of expression | 0 | 1 | 6 | 8 |

Total Points: /48
(Pass = 32 points or more)

Pass _____ Fail _____

_____ Evaluator's Signature and Date

EVALUATION SHEET
 PRELIMINARY ORAL CONFERENCE
 Center for Information Media

_____ Student's Name

| Evaluation Criteria | Rating Scale | | |
|---|----------------------------|--------------------|----------------------|
| | Does Not Meet Expectations | Meets Expectations | Exceeds Expectations |
| General oral Expression | 1 | 2 | 3 |
| Expression of media philosophy | 1 | 2 | 3 |
| Identification of purpose for entering the field of media | 1 | 2 | 3 |
| Statement of professional goals | 1 | 2 | 3 |
| Providing perceptive feedback | 1 | 2 | 3 |

Total Points: /15
 (Pass = 9 points or more)

Pass _____ Fail _____

_____ Evaluator's Signature and Date