

**Information Media Department**  
**Preliminary Oral Interview and Written Exam**  
**for Master of Science and Library Media Specialist Certificate Programs**

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 IM faculty in determining your current communication skills. Upon faculty approval of your preliminaries, you will receive written confirmation. This completes your acceptance into the program.

**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.

The oral may be conducted through distance technology, the URL is <http://scsuconnect.stcloudstate.edu/gradinterview/>. Enter as a Guest.

If you will be attending the oral in person, come to Education Building, A127A at the scheduled time.

**Preliminary Written Exam**

1. You will have access to a computer (Mac or Windows) in the IM department for your written exam or you may complete the written exam at another location with your advisor's approval.
2. Do not rush the writing of your essay. You have up to two hours to complete this exam.
3. Save text periodically as you go.
4. 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. This essay should be an extension of the oral interview.
  - 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 IM program? (Technology Integration; Library Media; or Instructional Design and Training)
  - What are your professional goals or professional directions for the future?
4. Writing instructions:
- Include your name, advisor, and date.
    - 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

### **On Campus Procedure**

1. Word process the exam using MS Word.
2. When you finish the exam, save it and email it as an attachment to Kim Rose, IM administrative assistant ([karose@stcloudstate.edu](mailto:karose@stcloudstate.edu)) using your SCSU Huskynet email account.

### **Off Campus Procedure**

1. The written exam must be completed and submitted by 11:59 pm on the day following the oral interview.
2. Select a time and location in which you will have two hours of undisturbed time and access to a computer and an Internet connection.
3. Word process the exam using MS Word.
4. When you finish the exam, save it and email it as an attachment to Kim Rose, IM administrative assistant ([karose@stcloudstate.edu](mailto:karose@stcloudstate.edu)) using your SCSU Huskynet email account.