University of West Florida
School of Education
Master of Education (M.Ed.) in Curriculum & Instruction
Letter of Intent

The online Master of Education in Curriculum & Instruction degree program from the University of West Florida will prepare you for an instructional or leadership role by providing a deeper understanding of education. The program is designed to expand skills to further promote lifelong learning and long-term growth in one of three specialization areas: Elementary, Middle, or Secondary school education.

This letter of intent is a formal letter focused on who you are, why you are applying to the M.Ed. in Curriculum & Instruction program, and why you believe you should be considered as a potential candidate. Furthermore, this statement of purpose will serve as an assessment method of your ability to communicate effectively at a level of writing expected of a graduate student. The statement must demonstrate your ability to address the following areas using clear, professional, and academic language.

Letter of Intent - 300 Words Maximum

Please submit a Letter of Intent of no more than 300 words addressing the following:

1. Professional Background: Briefly describe your experience in education, including your teaching experience and current certification status (e.g., professionally certified or seeking professional certification).

2. Purpose and Goals: Explain why you are pursuing an M.Ed. in Curriculum & Instruction and how this degree relates to your professional goals.

3. Research Interests: Identify an educational issue, problem, or area of practice you would be interested in researching during the program and explain why it is important to you.

Please send this personal statement to Graduate Admissions along with your other admissions documents.

Letter of Intent Evaluation Rubric

Each criterion is evaluated using a 5-point scale, for a maximum possible score of 20 points.

Criterion	5 - Exemplary	4 - Strong	3 - Satisfactory	2 - Developing	1 - Insufficient
Professional Background	Clearly and concisely describes relevant educational and teaching experience and current certification status. Provides specific information that demonstrates strong preparation for graduate study in Curriculum & Instruction.	Clearly describes relevant educational/teaching experience and certification status, with sufficient evidence of preparation for graduate study.	Describes educational/teaching experience and certification status but provides limited detail demonstrating preparation for graduate study.	Provides minimal or unclear information about educational experience, teaching background, or certification status.	Does not adequately address educational/teaching experience or certification status.
Purpose and Professional Goals	Provides a compelling and specific rationale for pursuing the M.Ed. in Curriculum & Instruction and clearly connects the degree to well-defined professional goals.	Provides a clear rationale for pursuing the degree and makes a meaningful connection to professional goals.	Provides an adequate rationale and identifies professional goals, although the connection between the degree and those goals may be general.	Provides a limited or unclear rationale for pursuing the degree and/or identifies vague professional goals.	Does not adequately explain the purpose for pursuing the degree or identify relevant professional goals.
Research Interests	Identifies a specific and relevant educational issue, problem, or area of practice and thoughtfully explains its significance and professional relevance.	Identifies an educational issue, problem, or area of practice and clearly explains why the topic is important.	Identifies an educational issue, problem, or area of practice with a general explanation of its importance.	Identifies a research interest but provides little explanation of its relevance or importance.	Does not identify a clear educational issue, problem, or area of practice for potential research.
Organization, Writing Quality, and Adherence to Directions	Exceptionally clear, concise, and well organized. Ideas flow logically and professionally. Writing is essentially free of grammatical, spelling, and punctuation errors and fully adheres to the 300-word maximum and application directions.	Clear and well organized with effective flow. Contains only minor writing errors and adheres to the 300-word maximum and application directions.	Generally organized and understandable but may contain several writing errors or inconsistencies. Adheres to the 300-word maximum and application directions	Organization or writing errors interfere somewhat with clarity and/or the response does not fully follow application directions, including the 300-word maximum.	Writing lacks clarity or organization, contains substantial errors that interfere with meaning, and/or significantly fails to follow application directions.