



## **Instructions for Preparing the Structured Vita Needed for Application to WCU's SLP Graduate Program**

A **Structured Vita** is required as part of the application to West Chester University's graduate program in SLP. This vita will be reviewed for specific types of information. For ease of reviewing this information, we require applicants to organize their vitae by using the following specific categories in the sequence provided below:

- Applicant's Name and contact Information
- Continuing Education Experience – include only courses that were taken above and beyond the requirements of the undergraduate or pre-SLP program
- Volunteer Service Experience
- Employment Experience
- Research/Scholarship Experience
- Supervised Clinical Practicum Experience – include only experiences that are above and beyond the requirements of your undergraduate or pre-SLP program
- Fluency in a Second Language
- Leadership Positions
- Honors and Awards
- Other

### **Please note:**

- We ask that applicants type "**Structured Vita**" at the top of the first page of their vita.
- A description of the type of information associated with each category is provided below on the next page.
- We fully expect that most applicants will not have items to include under every category. When this is the case, we ask that applicants list the category and write "not applicable" in the space below it.
- When completed, the Structured Vita must be uploaded to the Documents tab of WCU's Program page on the CSDCAS system.
- If you have any questions about the preparation of your Structured Vita, please send an e-mail to Dr. Mareile Koenig (Graduate Program Coordinator) at [MareileKoenig@Gmail.com](mailto:MareileKoenig@Gmail.com)

## Description of Categories:

- **Applicant's Name and Contact Information** – This will be the first category of your structured vita. Please provide your name and contact information (address, phone, e-mail) under this heading. This information will allow us to reach you (if needed) from February to August of the year in which the application is submitted. The same information is prompted on the Supplementary Application Form. The redundancy across these forms helps to insure that the information is provided.
- **Continuing Education Experience** – If you have completed one or more course or workshops beyond your undergraduate degree (or beyond your pre-SLP program) in content areas related to communicative sciences and disorders, please list these. For each one, include (1) the name of the course (or workshop), (2) the date of completion, (3) the sponsoring institution or agency, (4) the name of the instructor or presenter, and (5) the grade, credential, or types of credits received. (In the case of post-baccalaureate courses completed at accredited institutions, you should also arrange to have the transcript sent to the Office of Graduate Studies.)
- **Volunteer Service Experience** – If you have participated in unpaid volunteer service in a context that provided you with exposure to populations or experiences that would support your future work as a speech-language pathologist (SLP), please list these. For each one, include (1) the name of the service position that you held, (2) the inclusive dates of your participation, (3) the number of hours of service that you provided, (4) the name of the agency that invited the service, and (5) the name of your immediate supervisor during the volunteer work.
- **Relevant Employment Experience** – If you have participated in paid employment that provided you with exposure to populations or experiences that would support your future work as an SLP, please list these. For each one, include (1) the title of the job, (2) the inclusive dates of your employment, (3) the agency that employed you, (4) a list of job responsibilities, and (5) the name of your immediate supervisor.
- **Research/Scholarship Experience** – If you have produced published research and/or professional presentations, please provide the complete reference(s) using the same format as in a conventional reference list (e.g., APA style). If you have participated in unpublished research, please provide (1) the name of the research project, (2) the year in which the project was done, (3) the institution where the research was conducted, (4) the name(s) of collaborator(s), and (5) your role in the project (e.g., research assistant, collaborating researcher, principal investigator).

- **Fluency in a Second Language** – If you have at least conversational fluency in a second language, please give the name of the language and indicate which of the following experiences apply:
  - ✓ An undergraduate minor in the language. (Provide the name of the institution where you received the minor.)
  - ✓ Living/studying abroad where the language was spoken. (Provide the location and dates of your residence).
  - ✓ Life-long experience within a bilingual family
- **Leadership positions** – If you have had a leadership position in one or more student organizations, please list the positions. Provide the name of the position, the date on which you held the position,
- **Honors and Awards** - List honors and awards that you have received in related areas at the baccalaureate level. Provide the name of the honor or award, the date received, and the institution/agency who awarded it. Do not include honors and awards received in high school.
- **Other** – Please document any other experiences that clearly support your future graduate studies and work as a speech-language pathologist. Include titles, dates, and supervisors as appropriate.

**IMPORTANT NOTE:** Supervised clinical observation experiences that may have been required in your undergraduate communicative sciences and disorders program should NOT be listed under any of the categories.