

Directions for the Letter of Intent

The letter of intent is your proposal regarding the coursework that will comprise your applied professional studies major. This proposal should consist of a 2- to 3-page, well written paper that includes an introduction, body, and conclusion.

In this proposal you should:

- Identify your career goals.
- Identify your prior coursework and approved prior learning experiences that formed concentration I.
- Provide a rationale for considering concentration I coursework as a coherent body of work.
- Identify concentration II and explain how concentrations I and II integrate into an academic program focused on your career goals.

The letter of intent will be reviewed for the following criteria:

- Content – The rationale is clear, focused, convincing, and shows evidence of thoughtful analysis and justification of your proposed course of study.
- Writing – Your proposal should demonstrate college quality work in verbal expression, attention to detail, and correct application of the principles of the English language (i.e., spelling, punctuation, sentence structure). Your written work should exhibit appropriate paragraphing, effective use of transition words and phrases, with clear thesis statements and supporting details.

This letter of intent will become part of your academic record and will be used as a required resource in your final year.