**SAMPLE LETTER OF INTENT**

*To Whom It May Concern:*

*My name is STUDENT, and enclosed with this letter of intent is the submission of my academic portfolio. In it you will find information that I’ll use as the basis for requesting college credits for certain courses in the Leadership and Organizational Studies graduate degree program. Sharon Timberlake will serve as my academic portfolio evaluator. The number of credits I am hoping to earn is 6.*

*I am a nontraditional student at the University of Southern Maine. At 39 years old, I have worked for over 20 years during which time I obtained a considerable amount of learning and work experiences. I believe I have ample evidence of specific learning competencies that I have acquired through prior learning that relate to college-level content. As an adult learner, I realize that coming to college after being in the workforce for 20 years makes my learning experience that much more unique. I have applied a considerable amount of self-reflection and learning to each course I have taken while at Southern Maine Community College and USM.*

*The first submission is for* ***LOS 301 – Group Dynamics****. During my time at both SMCC and USM I have coordinated study groups and worked on several successful team projects. At SMCC I acted as the president of a student group for two semesters. Professors in Organizational Theory and Behavior at USM are currently using my final project as a template for their courses. I have also worked on a board of directors where I lead group discussions, and facilitated board meetings. These experiences have provided me with the experience to confidently apply for credits in this course.*

*The second submission is for* ***LCC 370 – Toward a Global Ethics****. I have learned the role that ethics plays in an academic setting, professional environments, small businesses and non-profit organizations. I have gained a significant amount of insight into others’ perspectives with regard to ethical issues. I was challenged as a group leader to make my own decisions as well as help inform students when moral and ethical decisions arose. Lastly, I have done a substantial amount of self-reflection and have come to my own position about ethics, and will outline why I came to adopt those values.*

*In this portfolio I have documentation to provide you with evidence of competencies in these areas and will explain the relevancy each learning experience has had on the career path I have chosen.*

*Thank you for your time and review of my materials. I look forward to the outcome and your feedback.*

*Sincerely,

STUDENT*