

CONSERVATORY PLACEMENT ACTIVITY GUIDELINES

CREATIVE WRITING CONSERVATORY (Grades 9-12) Digital Submission & In-Person Placement Activity

Application & Writing Sample Submission:

Along with a completed online application, applicants must submit a **Sample Portfolio** of original creative writing that follows the guidelines below and attend an in-person writing session. The portfolio must accompany the application at the time the application is submitted. Once your online application is successfully processed, you will be scheduled for an **In-Person Placement Activity**. This in-person activity is part of every review process, not an advancement to a second round.

Creative Writing Sample Portfolio Guidelines:

- 15-20 pages of original creative writing.
- A table of contents is preferred, but not required, and is not included in the page count.
- Acceptable forms of creative writing include short stories, poems, songs, screen/stage plays, creative nonfiction, personal essays, chapters of novels, and/or excerpts from any of these. Examples of forms that should not be included in the creative writing portfolio include book reports, academic essays, and journalistic articles.
- A minimum of three (3) separate pieces, which includes a response to the prompts, below. Note: Different chapters from the same work are not considered separate pieces.
- **Creative Writing Portfolio Prompt Guidelines:**
Choose one (1) of the prompts below to write an original short piece of fiction of no more than five (5) pages to include as the first piece in your portfolio. This response story does not have to be finished, but it should be as complete as possible. An existing piece that meets this criteria can also be submitted. Writers should feel free to be as creative as possible when completing their chosen prompt.
 - A character meets a personal hero or someone they have always admired.
 - At least one character cannot understand another/the others.
 - A character has or knows something someone else wants/wants to know.
- In general, a portfolio should strive to display a range of the writer's best work.
- Each new piece should start on a new page.
- No more than five (5) pages of poetry and/or song lyrics should be included.
- All selections within the portfolio can be complete or incomplete, excerpts, and/or chapters.

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- For poetry and prose, fonts should be 12 Times New Roman. Prose should be double-spaced. Poetry can be formatted as the poet prefers. Screenplays should be in Courier New, size 12, and formatted appropriately. Plays should attempt an appropriate formatting.
- No electronic assistance is allowed in the creation of the work. Examples include, but are not limited to all forms of AI, ChatGPT, Grammarly, Google Translate.
- Save as a single PDF document and title your attachment:
Creative Writing Sample – Applicant Last Name, Applicant First Name
- Upload your portfolio directly into the appropriate spot in the conservatory application.

In-Person Placement Activity Guidelines:

Students will be scheduled into a 90-minute small group, in-person placement activity following the successful submission of their online application and portfolio. This activity consists of two (2) parts: an interview and a writing session.

- Students will meet for a group interview that lasts approximately thirty (30) minutes.
- Students will then have up to one (1) hour to complete the unique writing prompt announced for that session.
- Responses will be handwritten and in-person, and materials will be provided for this.
- Electronic devices are not allowed during this process. This includes, but is not limited to, the software and applications mentioned above.
- The in-person placement activity will be scored alongside/in combination with the online portfolio.

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Applicants who are English language learners, have a disability, or need technology assistance are encouraged to reach out for support with the admissions process. Please contact admissions@ocsarts.net or 714.560.0900 ext. 5510 for more information.

Hay asistencia disponible para los solicitantes aprendiendo inglés, que tienen una discapacidad, o los que necesitan asistencia tecnológica. Favor de ponerse contacto con nosotros por correo electrónico admissions@ocsarts.net o por llamar 714.560.0900 ext. 5510 para más información.

Applicants requesting accommodations must have established eligibility under IDEA, Section 504 or an established Academic Support Plan (private schools only). The documentation must be provided at the time of application submission. Confidential documents must be sent directly to Lauren Reynolds, Director of Special Services, at lauren.reynolds@ocsarts.net.

Accommodations must be requested 15 days in advance of placement activities for planning purposes.