

Dear Writing Project Candidate:

Thank you for your interest in the Red Clay Writing Project Summer Institute. This packet outlines the process and materials needed to submit a complete application for a fellowship in the 2011 Summer Institute. There are a limited number of fellowships, so this application process is necessary for us to get to know you and for you to get to know us. Our hope is that the process will help us get a good introduction to you as a teacher, a writer, and a person without creating too much work on your part.

The Process

This is a two-step application process. The first step involves electronically submitting five documents (see details below) by February 21, 2011 to Christopher Hansen, Project Coordinator, Red Clay Writing Project, rcwp@uga.edu. With the exception of the Letters of Recommendation and Support – which some may have trouble digitizing – we are accepting application materials *only* online. Our Leadership Team of RCWP Teacher Consultants (past SI participants) and UGA faculty will review each application; we then invite all teachers who submitted completed applications for face-to-face conversations on Saturday, February 26. Please keep this date open. These conversations will take less than an hour and will be a good opportunity for you to ask questions about the Summer Institute.

We will notify you shortly thereafter whether or not you have been accepted for a fellowship. We will review completed applications for a range of criteria including teaching experience, teaching philosophy, leadership experience, and diversity of experiences, perspectives, and demographics. A school can have more than one teacher apply and could have more than one teacher accepted into the institute.

The Written Application

Please submit the following five items electronically:

___ A **Contact Info** page containing the following information:

- Full name
- Social Security Number (for payment & enrollment purposes)
- Home Address (address, city, state, zip)
- Home Phone (with area code) or cell phone
- School Name, grade level or content area(s)
- School Address (address, city, state, zip)
- School Phone (with area code)
- Email Address most used during the school year
- Email Address most used during the summer
- Fax Number (if available)

Since we use email for much of our communication, it is necessary that you have a working email address you use and check daily.

___ A brief **Vita** (2-3 pages in 12 pt font) containing the following information:

- Education
- Teaching Experience

- Professional Development Leadership Experience Including Presentations, Workshops, or Publications
- Honors and Awards

___ **A Letter of Introduction** (2-3 single-spaced pages in 12 pt font) responding to the following:

- Your reasons for wanting to participate in RCWP
- A description of yourself as a reader and writer
- A description of yourself as a teacher
- A description of how you teach writing
- What assets you bring to the writing project

In addition, we encourage you to submit 2 or 3 anonymous examples of student writing from your classroom along with a brief description of what they show about your writing instruction. What is the “story” behind these pieces? What do they tell you about the writer, and what can you tell us about the instruction that led to these pieces? These pieces should be scanned and sent electronically.

___ **A Letter of Recommendation.** This can be from anyone who you think has a good understanding of you as a teacher (scan and email it with the rest of the application materials, or if that’s not possible then mail the letter to Christopher Hansen, Project Coordinator, 309 Aderhold Hall, University of Georgia, Athens, GA, 30602)

___ **A Letter of Support.** (Copy the form included in this application, have your administrator sign it, scan and email it with the rest of the application materials, or if that’s not possible then mail the letter to Christopher Hansen, Project Coordinator, 309 Aderhold Hall, University of Georgia, Athens, GA, 30602)

It is important that all documents be saved with a title specific to your application. Please title your documents as follows: <Your Name> <Document Type> 2011SIApp. An example would be Christopher Hansen Letter of Introduction 2011SIApp. If you have any questions about any of the application materials, contact Chris at rcwp@uga.edu.

Email all five documents by February 21 to Christopher Hansen, Project Coordinator, Red Clay Writing Project, rcwp@uga.edu. Surface-mailed documents must be received by 2/21.

If you are accepted in the Summer Institute and if you are not already recognized as a student by UGA, you will need to complete an application to the University of Georgia’s Graduate School. Depending on your needs, you can apply as a degree-seeking or non-degree student, the latter application being fairly uncomplicated. We have streamlined this process, and will guide you through the process once you are accepted. Summer Fellows will receive 6 credits for their work in the Institute, with RCWP paying the cost of 3 credits and providing a stipend to cover some of the remaining tuition costs (the final amount will be known once the number of Fellows is determined). Summer Fellows also pay university fees. These fees vary according to your degree status and the vagaries of state funding of the university. In addition, all summer fellows will need to fulfill the university immunization requirements. Once you’ve been

accepted, RCWP staff will supply information and assistance with helping Fellows navigate the university paperwork.

Thank you for taking the time to inquire into the Red Clay Writing Project. We look forward to reading about your literacy beliefs and practices and to getting to know you through these materials and further conversation.

Sincerely,

Lois Alexander
RCWP Co-Directors

JoBeth Allen

Bob Fecho

Stephanie Jones

Administrator's Letter of Support

Date:

Dear RCWP Leadership Team:

_____ has informed me that s/he is applying to be a Red Clay Writing Project Summer Institute Fellow. It is my understanding that if accepted and upon successful completion of the institute that s/he will become a Teacher Consultant in the writing project and will be seen as a teacher leader in terms of writing instruction in particular and literacy instruction in general. Consequently, s/he can be a resource at the school by providing professional development, collegial mentoring, and pedagogical modeling. I also understand that teacher consultants for the writing project might conduct professional development sessions for other faculties in other schools and even other districts. However, this work would occur after regular school hours and any exceptions would be negotiated. I see this as an excellent opportunity for the teachers in my school, and I lend my support to these efforts.

Sincerely,

Principal's Printed Name:

Principal's Signature:

Red Clay Writing Project

2011 Summer Institute Timeline

January 17	Pre-Institute Professional Learning Activity #1 at https://sites.google.com/site/rcwpsiprofessionallearning/
January 24	Pre-Institute Professional Learning Activity #2 at https://sites.google.com/site/rcwpsiprofessionallearning/
January 31	Pre-Institute Professional Learning Activity #3 at https://sites.google.com/site/rcwpsiprofessionallearning/
February 5	Pre-institute Professional Learning and Informational Meeting, 319 Aderhold Hall, 10 AM -12PM
February 21	Completed applications due to Christopher Hansen, Project Coordinator, Red Clay Writing Project, rcwp@uga.edu. Surface-mailed documents (<i>Only</i> Letters of Recommendation and Support that cannot be scanned, all other documents must be submitted electronically) must be received by 2/21.
February 24	Applications reviewed by RCWP Leadership Team
February 26	Informal Conversations with applicants, 125 Aderhold Hall, 9AM-1PM. If necessary, some conversations may be scheduled for evenings of the following week.
March 4	Applicants notified of admissions decision by this date.
April 1	Applications for admission submitted to UGA Graduate School
April 29	Deadline to register with UGA for Summer Institute
May 7	Pre-Institute Organizing Meeting, 9 am – 3 pm
June 6- June 29	RCWP 2011 Summer Institute, 8:30 – 4:00 M-F, 116 Aderhold Hall
August 1	Summer Institute Reflection Projects due