

Emory Writing Center Graduate Fellowship **Guidelines for the 2024-2025 Fellowship Year**

Applications Due: November 20, 2023 (11:59pm)

Information Session: TBA. Please contact Lex Hackney at writingcenter@emory.edu for information.

With joint funding from the Laney Graduate School and the Dean's Office of Emory College, the Emory Writing Center (EWC) will award up to three graduate fellowships to advanced graduate students who expect to complete their dissertations by the end of the fellowship period. EWC Fellows will work 15 hours per week in the Writing Center from mid-August through mid-May. The fellow will receive a 9-month stipend (September - May) along with a 100% subsidy for the Emory University Student Health Insurance Plan (EUSHIP). The first stipend payment will be at the end of September and the final payment will be at the end of May. The stipend will be \$27,282 paid over 9-months.

Fellows' responsibilities include tutoring in the Emory Writing Center; mentoring undergraduate peer tutors; conducting training sessions, staff meetings, and writing workshops; participating in community partnerships; identifying and designing writing resources; and promoting the EWC. Fellows will also have opportunities to participate in research projects, attend professional conferences, and contribute to initiatives of the larger Emory Writing Program. The EWC will give special consideration to fellowship candidates who have professional experiences with or active interests in working in writing centers, teaching writing (including within specific disciplines), supporting multilingual students, and engaging in anti-racism, equity, and inclusion work. Visit our website, <http://writingcenter.emory.edu>, to learn more about our mission.

Apart from duties in the Emory Writing Center, fellows are expected to devote full-time to work on their dissertations and should not be otherwise employed while holding an EWC Fellowship. The EWC Fellowship offers a unique opportunity to develop teaching, research, and administrative skills relevant for supporting writers and writing instruction at all levels and across a wide variety of disciplines.

Eligibility

To be considered for the fellowship, applicants must:

- be full time students in a doctoral program, in good standing;
- be in candidacy at the time of application;
- be in their 5th - 7th year of graduate study at the time of application; preference will be given to students in their 5th or 6th year who show that they are likely to complete their dissertation during the fellowship year
- not previously have held an Emory completion fellowship; and
- be available for an in-person or video conference interview by early December.

Application Materials

1. **A cover letter (uploaded as statement of purpose; 2-3 pgs max, not including 1a below) addressing the following three subjects:** (1) your long-term career goals and how this experience would enhance your professional development; (2) your experiences relevant to writing center work (such as teaching, tutoring, multilingual student support, anti-racism work, community partnerships, pedagogical research, administrative work, and public writing); and (3) what you could contribute to the Emory Writing Center.
 - a. On the final page of your letter, please provide a list of LGS fellowships you are applying for, in order of preference from 1st preference to last.
2. **A current curriculum vitae**
3. **A statement of teaching philosophy**
4. **Your Emory transcript** (an unofficial transcript issued to the student is acceptable)
5. **A dissertation chapter** (or published research article)

6. **A dissertation completion timeline**, including the proposed table of contents
7. **An abstract of your dissertation project**
8. **A faculty letter of recommendation** assessing your dissertation progress and your skills relevant for this position. The letter will be uploaded by your recommender into the LaneyConnect system via an email link you generate through your application. **IF THIS IS YOUR FIRST FELLOWSHIP APPLICATION SUBMISSION:** The LaneyConnect system will allow you to enter the email address of your recommender and they will receive email notification of your request. If you already had a fellowship LoR submitted: the system will populate your application with your previously submitted LoR. Your recommender only needs to submit the letter once this year across all fellowships (only exception is DTF, which has a separate process). This means that your letter writer only needs to write a general letter of support and should not mention any specific fellowship (unless you intend to apply for one fellowship only this year).

Application Submission

All nominations and applications, including supporting materials, will be uploaded using LaneyConnect (new application portal): <https://laneyconnect.emory.edu/manage/login?realm=&r=/portal/laney-connect-hub>.

The portal may not yet be active but when it is activated:

1. Select the appropriate fellowship from the list and follow the upload fields. The application will not let you proceed until you upload all the necessary materials. And it will not save incomplete applications so please be sure to have all materials and information ready to upload/complete.
2. If you are applying for multiple fellowships, you may select several at one time and submit all materials for the fellowships you intend to apply for (it will not save progress, however, so you must complete your session). Or you may access the portal later on and add additional fellowship(s), if eligible, and submit required files for the new fellowship(s) selected (and click “Update” in the online form to complete this process).

The current plan is that in the new application portal (LaneyConnect), if the applicant has already submitted files that are standard requirements (e.g., transcript), they will not submit it again for a different fellowship. It will pull from the already uploaded file and be included in all fellowship application(s) that require this file. This means that students will submit standard files only once and can focus on documents such as the ‘statement of purpose’ which will be specific for each fellowship that requires this document.

Please join us for the LGS Advanced Fellowships Webinar for more info on 10/13 (see the LGS advanced fellowships webpage). If you would like access to the webinar recording, please contact the LGS ProfDev office. In general, even if the exact *process* of the application might be TBD, the *required files* for the application will remain consistent with the information you see listed on this guidelines document. If you have questions about using LaneyConnect, please contact us at: LGS.profdev@emory.edu. You will need to upload the application items **as PDF files**.

Selection

Fellows will be selected by a committee of faculty and staff in the Emory Writing Program on the basis of excellence in written and oral communication; breadth and depth of experience relevant to writing center work; commitment to the mission of the Emory Writing Center; and likelihood of dissertation completion by May or August 2025 (please note that the funding concludes by May 2025).

Terms of Fellowship

Fellows who are awarded and accept the fellowship award agree to commit to the course teaching load or the general hours/week and responsibilities as described in the sections above. Fellows who do not uphold the requirements of the fellowship may have the fellowship revoked and may lose their funding and EUSHIP subsidy for the remainder of the fellowship term.

When applicable, this fellowship replaces other graduate school stipend and scholarship funding a student may have been scheduled to receive for the fellowship year, and the eligibility for that funding cannot be reserved to be used in a subsequent year.

Please note: Unless indicated otherwise, all LGS fellowships (including the Dean’s Teaching Fellowships) require on-site in-person participation and completion. There are no remote options available unless explicitly indicated.

Award Notifications

Finalists will be notified in mid-December 2023.

Questions about the fellowship?

Contact Lex Hackney, Program Coordinator, at writingcenter@emory.edu or visit the Emory Writing Center website, <http://writingcenter.emory.edu>.

Questions about the application system?

Contact LGS.profdev@emory.edu.