

## **Bass Instructorship Award for Advanced Graduate Students Application for Academic Year 2008-2009**

The Bass Advanced Instructorships Program in Arts and Sciences award of \$18,980 includes a salary of \$9,490 plus a graduate fellowship of \$9,490. Registration, health and recreation fees will be paid by the Graduate School. In addition, the Graduate School will pay the health insurance premium for recipients who purchase the Duke student health plan.

Criteria for selection include individual merit and that of the proposed course. The teaching load will be one course during the academic year. The Faculty Selection Committee will be looking for a course proposal for undergraduate instruction that has been designed by the student and is related in a significant way to the student's research. Award recipients must be advanced graduate students in Arts and Sciences departments with all degree requirements met except the dissertation, and this nearing completion. It is expected, therefore, that these instructors will be in their final year at Duke. **No other award (whether fellowship or service-related, such as an instructorship) may be held concurrently with this fellowship, without permission from the Dean.**

All nominations should be delivered to Cyndi Duke in the Graduate School office, 127 Allen Building, no later than November 2, 2007 at 12:00 noon. **Departments may nominate no more than two (2) students.** Every effort will be made to announce decisions by the end of the fall semester.

### **Application Requirements:**

- Applicants must have completed ***all*** degree requirements except the dissertation by April 27, 2008, ***including prelim***;
- No other award (whether fellowship or service-related, such as an instructorship) may be held concurrently with this fellowship without special permission from the Dean.

### **Submission Requirements:**

One copy of the following original documentation should be given to your DGS assistant.

- Completed cover sheet (see the following page)
- Curriculum Vitae
- A brief description of the candidate's dissertation project and a timetable for its completion - not to exceed three (3) pages
- Brief course proposal – not to exceed two (2) pages
  - Formatting for the two previous documents should be 1" margins, 1.5 line spacing, arial 10 point font. Should you choose to include a bibliography, it will not be included in the page count, but should not exceed one (1) page.
- A departmental recommendation which speaks to the quality of the student, but also justifies the importance of the course, describes how the course fits into the department's undergraduate curriculum, explains the course's realistic enrollment potential, and suggests how the course will be advertised.
- Letter of recommendation from Dissertation Supervisor
- Original transcript

The DGS Assistant will then make eight copies (**collated and stapled**) of your application packet and submit it, along with the original, to the Graduate School.

**\*Please note – Incomplete applications will be returned to the department. Applications received after the deadline date will not be accepted.**

## Fellowship Application Cover Sheet

### The following section to be completed by the applicant

Applicant Name: \_\_\_\_\_

Department: \_\_\_\_\_

Campus Address including Box No. \_\_\_\_\_

Name of the fellowship for which you are applying: \_\_\_\_\_

Date prelim was successfully completed / Projected date of prelim: \_\_\_\_\_

Matriculation Date: \_\_\_\_\_

### THE FOLLOWING SECTION TO BE COMPLETED BY DEPARTMENT:

#### Departmental Ranking:

This applicant is ranked \_\_\_\_\_ out of \_\_\_\_\_

#### Checklist of items to be submitted in this order:

- \_\_\_ Completed Coversheet
- \_\_\_ Curriculum Vitae
- \_\_\_ Brief description of dissertation project
- \_\_\_ Brief course proposal
- \_\_\_ Departmental letter of recommendation
- \_\_\_ Letter of recommendation from Dissertation Supervisor
- \_\_\_ Transcript
- \_\_\_ One (1) original and eight (8) copies