



## **Anne & Bill Newton Fellowship Guidelines** **for the 2021-2022 Fellowship Year**

**Applications due: Monday, November 23, 2020**

**Virtual Information Session: Thursday, November 12, 2020 from 1-2 p.m.**

Funded by the Anne & Bill Newton Endowment Fund, the Robert W. Woodruff Library will award one fellowship to an advanced graduate student. The 2021-2022 Anne and Bill Newton Fellow will assist the staff of the Stuart A. Rose Manuscript, Archives, and Rare Book Library with projects related to its instruction and outreach program and will conduct 2-4 short term projects in these areas. The Newton Fellow will be expected to research, design, and assess instructional curriculum appropriate for the use of Rose Library exhibitions in undergraduate courses. In addition, the fellow will utilize his/her teaching, writing, and research skills to curate an exhibition that connects the Rose Library's collections to a campus wide discussion. The fellow will be assigned to the Research Services Unit of Rose Library and an interest in the public functions of libraries and archives is not required, but preferred.

A virtual **Information Session** will be held on **Thursday, Nov. 12, 2020** from 1-2 p.m. to provide additional information about the fellowship areas and staff from each area will be on hand to answer questions. Zoom meeting ID: 952 6005 6405; password: 123307

Fellowships are generally 9-month placements (September 1 – May 31) with a stipend of \$23,831 along with a 100 percent subsidy for the Emory University Student Health Insurance Plan (EUSHIP).

Applicants must meet the eligibility requirements below. The goal of the fellowship is to enhance the applicant's skills in using specialized resources in research and teaching and understanding of emerging issues such as digital scholarship and scholarly communication.

### **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 7th or lower year of graduate study at the time of application; and
- may not previously have held an Emory completion fellowship. Unless otherwise noted, the fellowships listed on [http://www.gs.emory.edu/resources/financial.php?entity\\_id=18#eligibility](http://www.gs.emory.edu/resources/financial.php?entity_id=18#eligibility) are all considered completion fellowships (exceptions include ORDER fellowships, PRISM fellowships, SIRE for the natural sciences, and some OUCP and grant fellowships).

### **Application Materials:**

When submitting your application via the ADMIT system, the application must include:

1. **CV/Resume** of no more than two pages
2. **Statement of Purpose to include:**
  - a) the library placement area(s) of interest and how the library placement area will enhance the applicant's skills in research and teaching, **and**
  - b) a brief description of the dissertation research, including progress thus far
3. **Application Skills Summary** (see pages 3 and 4 of this document)
4. **Letter of recommendation** from an Emory faculty member, preferably the dissertation director, who is familiar with the applicant and the dissertation. The letter should address the applicant's schedule for completing the dissertation, and assess the likelihood that the applicant would complete by the end of the fellowship year. The ADMIT system will allow you to enter the email address of your recommender and they will receive email notification of your request.

### **ADMIT Submission**

All nominations and applications, including supporting materials, will be uploaded using ADMIT.

1. Go to <https://www.applyweb.com/emoryfel/index.ftl> and log in using your regular ADMIT net ID and password—or—set up an account with ADMIT first and then log in.
2. Select your fellowship from the drop down box and follow the upload fields. The application will not let you proceed until you upload all the necessary materials.
3. If you are applying for multiple fellowships, you must finish one application before you can begin another.

If you have questions about using ADMIT, please contact [LGS.profdev@emory.edu](mailto:LGS.profdev@emory.edu). You will need to upload the nomination or application items as pdf files.

Submit the application materials described in 1-4 above in the order listed via the ADMIT system no later than **November 23, 2020**. For fellowship questions, contact Khadijah Muhammad, HR Associate at [kmuham3@emory.edu](mailto:kmuham3@emory.edu).

**Anne & Bill Newton Graduate Fellowship**  
Application Skills Summary

**Name:**  
**Campus Mailing Address:**

**Department:**  
**Home Mailing Address:**

**Home phone:**  
**Work phone:**

*If you are applying for more than one placement area, please list the placement areas you are applying for in order of preference.* \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

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**Instructions:** Please complete the following 4 sections and indicate your language, teaching, computing and research skills.

**I. Language Skills**

Please list foreign languages you have studied and rate your proficiency level for each.

	Reading	Writing	Speaking
German			
French			
Other:			
Other:			
Other:			

**II. Teaching**

What course(s) have you taught at Emory?

Have you taught courses at other universities yes no

If yes, what course(s) did you teach, and where?

Have you worked with undergraduates involved in research? Please explain the context of this involvement.

**III. Computing Skills**--Please rate your proficiency in the following areas/applications:

Application	Never Used	Beginner	Intermediate	Advanced
<b>Word Processing (Word)</b>				
Other:				
<b>Spreadsheet (Excel)</b>				
Other:				
<b>Database (Access)</b>				
Other:				
<b>Statistical Packages*</b>				
SPSS				
SAS				
Stata				
Other:				
<b>GIS experience</b>				
<b>Web Design</b>				
Drupal				
Wordpress				
HTML				
XML				
Other:				
<b>Other relevant applications</b>				
Endnote				
Other:				

\*For “Statistical Packages” that you have used, briefly describe your use for each one on an attached sheet.

**IV. Research Skills**--Please rate your expertise with each of the following:

	Never used	Beginner	Intermediate	Advanced
Experimental research design				
Focus group research				
In-depth interviewing				
Oral history				
Survey design/analysis				
Statistical data (e.g. Census data)				
Editing				
Digital publishing				
Project management/operations				
<b>Emory Library collections (indicate those you have used):</b>				
Archival collections (print)				
Beck Center Collections				
Quantitative electronic datasets (e.g., ICPSR)				
Digital Archives				
eJournals				
Government Documents (non-US)				
Government Documents (US)				
Online databases (e.g., MLA, GALILEO, Information Gateway)				
Rare Books & Manuscripts				
Other (specify):				

**For research methodologies in which you have expertise, briefly describe your experience with each one on an attached sheet.**