



NATIONAL ENDOWMENT FOR THE

Humanities

DIVISION OF EDUCATION PROGRAMS

## **2019 NEH SUMMER SEMINARS and INSTITUTES for K-12 TEACHERS**

### **APPLICATION INFORMATION and INSTRUCTIONS**

**Please review the eligibility criteria for participation in NEH Summer Seminars and Institutes as an NEH Summer Scholar at**

[http://www.neh.gov/files/divisions/education/eligibility/school\\_teacher\\_eligibility\\_criteria.pdf](http://www.neh.gov/files/divisions/education/eligibility/school_teacher_eligibility_criteria.pdf)

NEH Summer Seminars and Institutes allow K-12 teachers an opportunity to enrich and revitalize their teaching through the study of humanities topics that bear upon K-12 education. Participants will receive a certificate upon completion of the program, but the programs are not intended to duplicate graduate-level courses.

Each **seminar** provides an intimate and focused environment in which sixteen participants (NEH Summer Scholars) study a specific humanities topic under the guidance of one or two established scholars. Seminars have few, if any, visiting faculty. They emphasize sustained interaction among the participants and director(s) through discussion of common readings, conversations about teaching, and advising on independent projects.

Each **institute** allows twenty-five to thirty-six participants (NEH Summer Scholars) to pursue an intensive program of study under a team of scholarly experts, who present a range of perspectives on a humanities topic. Participants and scholars mutually explore connections between scholarship and teaching of the topic.

In any given year, an individual may apply to **two** Seminars or Institutes, but may attend **only one**.

### **SELECTION CRITERIA**

A selection committee is comprised of the project director and two or more colleagues, at least one of whom is a K-12 teacher. They evaluate all complete applications to select a group of NEH Summer Scholars and identify alternates.

Application essays should explain how the specific program will benefit the participant professionally. They should, therefore, address the following:

1. your effectiveness and commitment as a teacher/educator;
2. your intellectual interests as they relate to the topic of the seminar or institute;
3. your special perspectives, skills, or experiences that would contribute to the program; and
4. evidence that participation will have a long-term impact on your teaching.

**Three seminar spaces and five institute spaces must be reserved for teachers who are new to the profession** (those who have been teaching for five years or less). First consideration is given to those who *have not previously attended* an NEH Seminar or Institute. When choices must be made between equally qualified candidates, preference is given to those who would enhance the diversity of the program.

## STIPEND, TENURE, AND CONDITIONS OF AWARD

Each participant will receive a stipend according to the duration of the Seminar or Institute, whether one (\$1,200) two (\$2,100), three (\$2,700), or four (\$3,300) weeks. The stipend is intended to **help** cover travel, housing, meals, and basic academic expenses. Stipends are taxable.

**Seminar and institute participants must attend all meetings and engage fully as professionals in the work of the project.** During the project, participants may not undertake teaching assignments or professional activities unrelated to their participation in the project. **Those who, for any reason, do not complete the full tenure of the project will receive a reduced stipend.**

At the end of the project's residential period, NEH Summer Scholars are expected to submit online evaluations of the seminar or institute.

## APPLICATION INSTRUCTIONS

Prior to applying to a specific seminar or institute, please study the project website and carefully consider the project's requirements. A complete application consists of the following three items:

**PLEASE NOTE:** Due to the unavailability of appropriated funds to continue the operations of the National Endowment for the Humanities, the agency has been shut down. Consequently, the website is not being maintained and **the application cover sheet** (item one, below) is currently unavailable.

Until funding for NEH is restored and the agency resumes its operations, applicants should submit **a résumé and references** (item two) and **the application essay** (item three) sans cover sheet. Applicants who apply during the shutdown will be alerted when the cover sheet becomes available and will be expected to submit their cover sheet separately at that time.

### **1. The Application Cover Sheet**

- Complete the cover sheet online at: <https://securegrants.neh.gov/education/participants/>
- Follow the prompts.
- Before you click the "submit" button, print the cover sheet and add it to your application package. Then click "submit."
- You will be asked if you want to fill out a cover sheet for a second project. If you do, repeat the process.
- **Do not use the same cover sheet for different projects.**

### **2. A Résumé and References**

Please include a résumé or curriculum vitae (not to exceed five pages). Include the name, title, phone number, and e-mail address of two professional references.

### **3. The Application Essay**

The application essay should be no more than **four double-spaced pages**. It should address your interest in the subject to be studied; qualifications and experiences that equip you to do the work of the seminar or institute and to make a contribution to the learning community; a statement of what you want to accomplish by participating; and, if appropriate, description of an independent project and its relation to your professional responsibilities.

## SUBMISSION OF APPLICATIONS AND NOTIFICATION PROCEDURE

Applications must be submitted **to the project director, not the NEH**, and must be **postmarked** no later than **March 1, 2019**. **Applications sent to the NEH will not be reviewed.**

**Send four (4) hard copies of your application to:**

Kathleen Dorman  
Theatre For A New Audience  
154 Christopher Street Suite 3D  
New York, NY 10014

Successful applicants will be notified of their selection on **Friday, March 29, 2019**. They will have until **Friday, April 5, 2019** to accept or decline the offer.

**Note: Once you have accepted an offer to attend any NEH Summer Program (NEH Summer Seminar or Institute), you may not accept an additional offer or withdraw in order to accept a different offer.**

#### **EQUAL OPPORTUNITY STATEMENT**

Endowment programs do not discriminate on the basis of race, color, national origin, religion, sexual orientation, disability, or age. For further information, write to the Equal Opportunity Officer, National Endowment for the Humanities, 400 7<sup>th</sup> Street, SW, Washington, DC 20024. TDD: 202/606-8282 (this is a special telephone device for the Deaf).