

Albert Einstein Distinguished Educator Fellowship Program Application

APPLICATION OVERVIEW

Applications are due Wednesday, December 5, 2012 at 11:00PM ET

Please review the program eligibility requirements and the application questions carefully, as some things have changed from the previous year.

To be considered for an Einstein Fellowship, you must:

- Meet all eligibility requirements
- Fill out the application completely and honestly
- Restrict essay answers to the indicated word count
- Include 3 letters of recommendation

Please visit the Einstein Fellowship website for complete program information, including eligibility requirements: <http://science.energy.gov/wdts/einstein/>

Preparing your application: Gathering the required information and preparing your answers to the essay questions will require a significant amount of time. The following procedures are recommended for completing the application.

1. Print or download and save a copy of the application, then exit the web site. Work from the printed or downloaded copy.
2. Prepare each of your answers carefully. The essay questions should be composed in a basic word processing format using Times New Roman or a similar common font in 12 point. **Do not** use any special formatting features such as tabs, columns, multiple or special fonts, multiple or special styles, multiple sizes, colors or other special features.
3. Use your word processing program to check the word limits for your essays before entering the information into the online application.
4. After completing answers, return to the application website and enter your answers to each question. For the essay questions, either re-type your answers or copy and paste your prepared answers into the application.
5. Check that all the information transferred accurately to the application form.
6. Application fields marked with an asterisk (*) indicate required fields.
7. **Letters of recommendations must be submitted separately.** See below for instructions.

You can update your draft application anytime before you hit the "Final Submit" button. Save the draft application by using the save button located at the bottom of each screen before exiting the website.

Submitting your application: When you have completed the application online, go to the last page of the application by either navigating through the application or clicking on the "Certify" link on the top navigation bar. Please review the information on the last page of the application and then click "Final Submit". **YOU WILL NOT BE ABLE TO MAKE ANY CHANGES TO YOUR APPLICATION ONCE THE "FINAL SUBMIT" BUTTON HAS BEEN ACTIVATED.**

Letters of Recommendation:

- You must request **letters of recommendation from three persons** who can discuss your professional competencies and other personal or professional attributes that make you especially qualified to serve as an Einstein Fellow.
- **At least one of those recommendations must be from a school district official.**

- All three recommendations must be submitted online using the “Albert Einstein Fellow Recommendation Form.”
- The **Recommendations** page can be accessed by either clicking on the "Recommendations" link on the top navigation bar or from your Status page. This page provides instructions for submitting recommendations.

Your **Status** Page will indicate when you have completed your application and will also indicate when DOE has received it.

If you experience problems or have comments, please check the FAQ page on the Einstein Fellowship program website. If you are experiencing difficulties that are not addressed in the Information page, please contact DOE Headquarters staff for assistance at sc.einstein@science.doe.gov.

Applicant Information

Mr. Ms. Miss Mrs. Dr.

1. _____
 First Name* Middle Name Last Name* Suffix

2. Certification of Eligibility for the Program

A. By checking the boxes below you are certifying that you meet each eligibility requirement:

Yes, I am a U.S. citizen or will be by the deadline for submission of the application.

Yes, I have spent at least five of the last seven years in a full-time classroom teaching position in a science, technology, engineering, or mathematics (STEM) discipline.

Yes, I am currently employed full-time in a public or private elementary or secondary school or school district.

Yes, I have not previously served as an Albert Einstein Distinguished Educator Fellow.

Yes, I have not previously applied more than three times in the past six years.

B. Check the statement that best describes you:

A secondary school teacher whose teaching assignment involves or involved at least $\frac{3}{4}$ of classroom contact hours in science, mathematics, and/or technology.

An elementary school teacher.

C. Fellowship Placement Interest:

Each year, the Einstein Fellowship Program places educators in federal agency offices and U.S. Congressional offices. The Fellowship opportunities vary between the two placements and will be fully explained at the time of the interviews of the semi-finalists.

Host agency offices have included the Department of Energy (DOE), National Aeronautics and Space Administration (NASA), National Oceanic and Atmospheric Administration (NOAA), and the National Science Foundation (NSF) among others. Examples of Fellowship opportunities in federal agency offices include advising on federal education programs, science education curriculum development, providing support for grant proposal reviews, performing site visits, planning and/or attending meetings, giving presentations, and collaborating with other offices and agencies on various projects.

Fellows selected for appointments in U.S. Congressional offices will work in the offices of Members of the U.S. Senate, U.S. House of Representatives or House or Senate Committee Offices. Examples of Fellowship opportunities for Congressional office positions include advising aides and office members on educational issues, planning and/or attending meetings, hearings and briefings, answering constituent mail, and speaking with office visitors. The Fellow may also be asked to research materials for testimony, pending legislation and position papers. During Congressional sessions, extra office hours will likely be required.

Please respond to the statement below.

Please consider me for the following fellowship placement opportunities:*

- All Placements
- Federal Agency Placements Only
- U.S. Congressional Office Placements Only

Education and Professional Experience

3. What is the highest degree you have earned? (*check only one:*)*

Bachelor's

Master's

Doctorate

4. Education:

4a. **Formal Education:*** Provide information on all of your post-secondary formal education. List colleges and universities you have attended, listing most recent first. Provide name of institution, dates attended, degrees, and major. (Example: Cornell University, Ithaca, NY, Aug.1998- June 2002, B.S., Physics)

Academic Institution	Location	Dates Attended	Degree or Certificate	Major

4b. **Continuing Education:*** List educational institutions from which you have received continuing education, listing most recent first. Provide name of institution, dates attended, certificate if applicable, and course title. (Example: NOVA Community College, Fairfax, VA, March 12, 2002, Fuel Cell Workshop) Please limit your list to the five most recent or important activities.

Educational Institution	Location	Dates Attended	Certificate	Course Title

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5. Teaching/Education Experience:* In chronological order (**with your current teaching position first**), list your education employment experience, including: name of school or district, location, employment dates, grade level(s), and subject(s) taught, major responsibilities. (Example: Highland Middle School, Highland, NC, 1995-2005, 9th grade, geometry)

School or District Name	Location	Employment Dates	Grade Level/Subject	Major Duties and Accomplishments

6. Other Professional Employment: List any professional employment experience you have outside of the formal and informal education fields. Identify your place of employment, position title, employment dates, and major responsibilities. Please limit your list to top three most recent or relevant experiences and/or skills.*

7. Computer Skills: Please list your computer related skills and experience, including your level of proficiency in computer and software programs such as Microsoft (MS) Office, MS Word, MS Excel, MS PowerPoint, MS Outlook, WordPerfect, Internet Explorer, etc. *

8. Professional Student-oriented STEM Activities: Please list your professional extracurricular activities with students that are related to science, mathematics, engineering, or technology education, including dates (list most recent first). (Examples: State Science Fair Director, 1998-2002; Math club, 2001-2006; Science Bowl Coach, 2002-present) Please limit your list to the five most recent or relevant activities.*

Activity	Dates

9. Community-based Activities: Please list activities (paid or volunteer) with your local and regional community, include dates of involvement. (Example: Local Rotary Club, President, 2007; St. Joseph Hospital, Volunteer, 2004-06; Girl Scouts, Leader, 2000-04). Please limit your list to five most recent or relevant activities.*

Organization	Position	Dates

10. Professional Organizations and Activities: Please list your memberships in professional organizations, including the nature of your affiliation and dates of involvement. (Example: American Chemical Society, member, 1995-present; NSTA regional conference, presenter of science workshop, 2008) Please limit your list to the five most recent or relevant organizations and activities.*

Organization	Responsibilities	Dates

11. Professional Awards and Recognition: Please list professional awards you have received. Please include the award title and the awarding institution and the month/year received. (Example: Tapestry Award, National Science Teachers Association; April 2009) Please limit your list to top five most prestigious or impactful.*

Award/ Awarding Organization	Date (Month/Year)

12. Professional Publications: List any professional publications you have authored or co-authored. Please include: all author(s), title, name of journal or book publisher, and date. (Example: John Doe, "Math in the Future", Education Week, June 12, 2010). Please limit your list to top five most prestigious or impactful.*

Author	Title	Journal	Date

Address Information

13. Home Address*

Street: _____

 City: _____
 State/Province: _____
 Zip Code: _____
 Country: _____
 Phone: _____ (555)555-5555
 Fax: _____ (555)555-5555
 E-mail: _____
 Alternate E-mail: _____

14. School Principal's Name*

Mr. Ms. Miss Mrs. Dr.

First Name	Middle Name	Last Name
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School Name: _____
 Street Address: _____

 City: _____
 State/Province: _____
 Zip Code: _____
 Country: _____
 Phone: _____ (555)555-5555
 Fax: _____ (555)555-5555
 E-mail: _____

15. School Superintendent's Name: *

Mr. Ms. Miss Mrs. Dr.

First Name	Middle Name	Last Name
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16. School Superintendent's Address:*

School District Name: _____
Street: _____
City: _____
State/Province: _____
Zip Code: _____
Country: _____
Phone: _____ (555)555-5555
Fax: _____ (555)555-5555
E-mail: _____

Essay Questions

17. **Essay 1 — Why you're applying.** Describe why you have chosen to apply to the Albert Einstein Distinguished Educator Fellowship Program. Please also describe what personal strengths you would bring to the national science, technology, engineering, and mathematics (STEM) efforts of the Federal agencies and/or Congress.*

Please limit your essay to no more than 500 words.

18. **Essay 2 — Leadership in STEM.** Describe how you have demonstrated leadership in STEM education beyond your teaching in the classroom. Please describe any work and leadership experience you have engaged in at the national, regional, and/or local level. Highlight other experience or accomplishments that distinguish you as a STEM educator. *

Please limit your essay to no more than 500 words.

19. **Essay 3 — Writing and organizational skills.** Einstein Fellows are often engaged in writing-intensive assignments or assignments requiring exceptional organizational skills. Please describe your experience writing complex reports, writing or reviewing grant proposals, and organizing meetings, including the personal strengths and approaches that you bring to completing such tasks.*

Please limit your essay to no more than 400 words.

20. **Essay 4 — Education issue of interest.** Describe an education issue that is of great interest or concern to you and the major challenges associated with that issue. Discuss how you might use the Einstein Fellowship experience to advance, address, or develop a broader awareness of the issue.*

Please limit your essay to no more than 400 words.

21. **Essay 5 — Demonstration of required skills.** Einstein Fellows are frequently faced with challenging responsibilities that require self-motivation, independence, confidence in one's own judgment, and flexibility. Please describe the experiences and situations in your own professional career where you have demonstrated these skills.*

Please limit your essay to no more than 400 words.

Information Source

21. Where did you learn of the Albert Einstein Distinguished Educator Fellowship Program?*

(Check all that apply.)

Department of Energy website

Triangle Coalition website

Past or current Einstein Fellows

National Science Teacher Association Conference

National Council of Teachers of Mathematics Conference

E-mail (source _____)

Flyers or announcements (source _____)

Other (source _____)

END OF APPLICATION

****Three letters of recommendation** are required. One of those recommendations must be from a school district official, such as your current principal or school superintendent.

The **Recommendations** page can be accessed by either clicking on the "Recommendations" link on the top navigation bar or from your Status page. You can make your recommendation requests through this page. This page also shows the instructions that your recommender will receive by email when you make your recommendation request.

All three recommendations must be submitted online using the "Albert Einstein Fellow Recommendation Form." The following is an example of the Recommendation Form that your requested recommenders will receive access to.

Einstein Fellowship Application Recommendation Form for [Applicant Name]

The Albert Einstein Distinguished Educator Fellowship Program provides a unique professional development opportunity for accomplished K-12 educators in the fields of science, technology, engineering, and mathematics (STEM) to serve in the national education arena. Fellows spend eleven months working in a Federal agency or in a U.S. Congressional office, bringing their extensive knowledge and experience in the classroom to education program and/or education policy efforts. The Einstein Fellowship program is managed by the Department of Energy's Office of Science in collaboration with other host Federal agencies. For more information about the Einstein program, [click here](#).

Applicant Name: []

An asterisk (*) indicates a required field.

Please provide **your** contact information.

First Name: *	<input type="text"/>
Last Name: *	<input type="text"/>
Position Title: *	<input type="text"/>
Institution/Employer: *	<input type="text"/>
Street 1: *	<input type="text"/>
Street 2:	<input type="text"/>
City: *	<input type="text"/>
State: *	<input type="text"/>
Zip Code: *	<input type="text"/>
Phone: *	<input type="text"/> (555)555-5555
Fax:	<input type="text"/> (555)555-5555
E-mail: *	<input type="text"/>

What association have you had with the applicant (include how long you have known the applicant)? *

Please provide substantive comments about the teacher's character, abilities, and professional potential (1000 words or less). *

Please rate the applicant on the following:

*In comparison to other
teachers/educators*

	do not know	below average	average	above average	superior
1. Knowledge of Science, Technology, Engineering & Math *	●	●	●	●	●
2. Initiative and Self Reliance *	●	●	●	●	●
3. Knowledge of National Education Issues *	●	●	●	●	●
4. Creativeness *	●	●	●	●	●
5. Leadership Skills *	●	●	●	●	●
6. Ability to Work with Others *	●	●	●	●	●
7. Oral Communication Skills *	●	●	●	●	●
8. Interpersonal Skills *	●	●	●	●	●
9. Written Communication Skills *	●	●	●	●	●

Sample Only