

Albert Einstein Distinguished Educator Fellowship Program Application

Applications are due Thursday, January 5, 2012 at 11:00PM ET

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/>

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 website. 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. 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.
4. Check that all the information transferred accurately to the application form.
5. **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 (note the submission deadline Key Dates). Save the draft application by using the save button located at the bottom of each screen before exiting the website.

When you have completed the application, 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.**

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 .

Mr. Ms. Miss Mrs. Dr.

1. _____
First Name Middle Name Last Name Suffix

2. Certification of Eligibility for the Program

(Check the boxes to certify 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.

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

(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.

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:

All positions

Agency positions only

U.S. Congressional office positions only

6. Other Professional Experience: List any professional experience and/or skills you have developed outside of the formal and informal education fields. Please limit your list to the five most recent or relevant experiences and/or skills.

7. Computer Skills: Describe your level of proficiency with computers and software programs such as MS Office; MS Word, MS Excel, WordPerfect, MS PowerPoint, MS Access, etc.

8. Extracurricular 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 Activities: Please list activities (paid or volunteer) with your local and regional community, include dates of involvement. (Example: Local Rotary Club, President, 1997; St. Joseph Hospital, Volunteer, 1994-99; Girl Scouts, Leader, 1998-2004; Youth soccer, coach, 2000-2007). 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, 1989-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, including the issuing organization and dates. (Example: Tapestry Award, National Science Teachers Association; 2006). Please limit your list to the five most prestigious.

Award/ Awarding Organization	Date

12. Publications: List any publications you have authored or co-authored. Please include: author(s), title, name of journal or book publisher, and date. (Example: John Doe, "Math in the Future", Education Week, June 12, 2004). Please limit your list to the five most 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: _____

14. School Principal's Name

Mr. Ms. Miss Mrs. Dr.

First Name Middle Name Last Name

School Address

School Name: _____
Street: _____

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

Please answer the following question in essay form using no more than 1000 words.

17. Einstein Fellows are frequently placed in challenging situations that require independence, self-assurance, motivation and flexibility. Identify aspects of your professional career that demonstrate these characteristics.

Please answer each of the following questions in essay form using no more than 250 words.

18. Why did you choose to apply for an Einstein Fellowship position, and what are the strengths you feel you bring to the national STEM education efforts of the Federal agencies and Congress?

19. Identify an educational issue which is of interest or concern to you. Discuss how you hope to use your Fellowship experience to advance or develop a broader awareness of that issue.

20. Einstein Fellows are often asked to create or assist in activities including: writing reports, reviewing grant proposals and/or organizing meetings. Describe the personal strengths and approach you bring to completing such assignments.

21. How have you demonstrated leadership in STEM education beyond your classroom? Describe your work on the national, regional, and/or local level.

22. Highlight any professional responsibilities, activities, and/or accomplishments that distinguish you as a STEM educator.

Information Source

23. 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** required suggesting one of which should be from a school district official, such as your current principal or school superintendent.