



Landmarks of American History and Culture Workshop

Application Information and Instructions

“One Place, One Time: Jackson, Mississippi, 1963”

July 14-19, 2013 and July 21-26, 2013

Prior to completing an application to “One Place, One Time,” please carefully review our web page and consider what is expected in terms of residence and attendance, reading requirements, and general participation in the work of the project.

NEH Landmarks workshops allow 40 teachers at a time to collaborate with core faculty and visiting scholars. The workshops are designed to present the best available scholarship on a specific landmark or related cluster of landmarks. Participants benefit by gaining a sense of the importance of historical and cultural places, by making connections between the workshop content and what they teach, and by developing individual teaching and/or research materials.

All participants who complete all workshop sessions will receive a certificate confirming their participation and a detailed description of the workshop, which will specify the number of contact hours undertaken as well as outlining the reading assignments and session topics. Participants may use these documents to apply for Continuing Education Unit credits in their home states.

Eligibility

These projects are designed principally for full-time and part-time classroom teachers and librarians in public, charter, independent, and religiously affiliated schools, as well as home schooling parents. Other K-12 school personnel, including administrators, substitute teachers and classroom professionals, are eligible to participate, subject to available space.

Teachers at schools in the United States or its territorial possessions, or Americans teaching in foreign schools where at least 50 percent of the students are American nationals, are eligible for this program. Applicants must be United States citizens, residents of U.S. jurisdictions, or foreign nationals who have been residing in the United States or its territories for at least the three years immediately preceding the application deadline. Foreign nationals teaching abroad at non-U.S. chartered institutions are not eligible to apply. Individuals may not apply to participate in a workshop given by the same director on the same topic in which they have previously participated; in other

words, they should not apply to attend the same workshop twice. Individuals may not apply to study with an NEH Landmarks director who is a family member.

Applicants must complete the NEH application cover sheet and provide all the information requested below to be considered eligible.

Please Note: An individual may apply to up to two NEH summer projects (NEH Landmarks Workshops, NEH Summer Seminars, or NEH Summer Institutes), but may participate in only one.

Selection Criteria

A selection committee (consisting of the project directors, three master teachers, and a professor of education) will read and evaluate all properly completed applications. Special consideration is given to the likelihood that an applicant will benefit professionally and personally from the workshop experience. It is important, therefore, to address each of the following factors in your application essay:

- 1) Professional background
- 2) Your interest in the subject of the workshop
- 3) Special perspectives, skills, or experiences that would contribute to the workshop
- 4) How the experience would enhance teaching or school service

While recent participants are eligible to apply, selection committees are charged to give first consideration to applicants who have not participated in an NEH-supported seminar, institute or workshop within the last three years. Additionally, preference is given to applicants who would significantly contribute to the diversity of the workshop.

Application Checklist

A completed application consists of three copies of the following collated items:

- the completed application cover sheet: the application cover sheet must be filled out online at this address: <https://securegrants.neh.gov/education/participants/>

Please follow the prompts; be sure to indicate your first and second choices of workshop dates. Before you click the “submit” button, print out the cover sheet and add it to your application package. Then click “submit.”

- a résumé or short biography
- an application essay (no longer than one double-spaced page) addressing your professional background; interest in the subject of the workshop; special perspectives, skills, or experiences that would contribute to the workshop; and how the experience would enhance your teaching or school service.
- one letter of recommendation from your school principal, department head, district administrator, or home-schooling association president as appropriate. It is helpful for referees to read the director’s description of the project and your application essay. Please ask your referee to sign across the seal on the back of the envelope containing the letter. Enclose the letter with your application.

Submission of Applications and Notification Procedure

Completed applications should be submitted to the project co-director Stephanie Rolph, Millsaps College, 1701 N. State Street, Jackson, MS 39202, and should be postmarked no later than **March 4, 2013**. Application materials sent to the NEH will not be reviewed. Successful applicants will be notified of their selection on **April 1, 2013**, and they will have until **April 5, 2013**, to accept or decline the offer.

Once you have accepted an offer to attend any NEH Summer Program (NEH Landmarks Workshop, NEH Summer Seminar, or NEH Summer 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, sex, disability, or age. For further information, write to NEH Equal Opportunity Officer, 1100 Pennsylvania Ave., N.W., Washington, D.C. 20506. TDD: 202/606-8282 (for the hearing impaired only).

Application materials should be mailed to the following address:

ATTN: NEH Workshop
Box 150349
Millsaps College
Jackson, MS 39210-0001