

American Association of Family & Consumer Sciences National Graduate Fellowship 2018 Guidelines

Governing Statements for All Categories of Awards

- *All policies, procedures, and guidelines must be followed in order for the nomination to be considered for juried review for the award.*
- *Applicants are allowed to submit to only one award, grant, fellowship, or scholarship per year review cycle.*
- *The Awards and Recognition Committee reserves the right not to choose a recipient for an award, grant, fellowship, or scholarship if jurors do not find a worthy applicant.*
- *A graduate fellowship and/or scholarship recipient cannot re-apply for any graduate fellowship or scholarship the succeeding year following acceptance of funds from a graduate fellowship or scholarship.*

Members of the AAFCS Board of Directors and Awards and Recognition Committee are not eligible to apply during their terms of office; AAFCS staff members are not eligible to apply during their periods of employment with the Association.

The American Association of Family & Consumer Sciences (AAFCS) awards graduate fellowships to individuals who have exhibited the potential to make contributions to the family and consumer sciences profession. Individuals who receive a graduate fellowship will receive financial support for the study of family and consumer sciences and a commemorative certificate. The name of the recipient and fellowship won will be reported in AAFCS print and online communications. Also, recipients of some fellowships will receive support toward one year of AAFCS membership and participation in the AAFCS Annual Conference & Exposition, where the fellowship award will be presented.

The field of family and consumer sciences (FCS) encompasses the study of relationships among people and their personal environments in order to strengthen communities and advance the well-being of individuals and families over their lifespan. FCS is rooted in the arts, social and natural sciences, and humanities. In order to address challenges related to the health of individuals, families, and communities, FCS uses integrative, interdisciplinary approaches that consider individuals and families in the context of their environments.

Eligibility

Before completing a fellowship application, a potential applicant should consider the following **eligibility requirements**:

- To qualify for the national fellowships, an applicant must be a citizen or permanent resident of the United States (unless otherwise stated in the specific fellowship description).
- Applicant is planning to pursue or is currently pursuing a degree in family and consumer sciences or related specialized programs at the graduate level and is planning to be enrolled for the academic year making satisfactory progress.
- Applicant is currently enrolled in a graduate program that will continue into the coming academic year, has been admitted to a graduate program for the coming academic year, or has applied for admission to begin graduate study.
- Applicant does meet or is willing to meet the specific requirements of the fellowship(s) for which he or she applies (see section titled *Graduate Fellowships for the 2018-2019 Academic Year*).

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Applicants who meet all requirements for a particular fellowship are eligible to apply for that fellowship but are not guaranteed financial assistance. **Preference will be given to individuals who have accomplished the following:**

- At the beginning (August 1st) of the academic year for which the fellowship would be granted, applicant will have completed at least one year of professional family and consumer sciences experience, serving in a professional role or in positions such as a graduate/undergraduate assistant, trainee, or intern.
- Applicant is working on a research problem or can describe a potential research problem for his or her graduate work.
- Applicant is interested in making a contribution to the family and consumer sciences profession in the United States, his or her home country, or in international programs.

Former recipients of AAFCS Graduate Fellowships cannot re-apply for any graduate fellowship the succeeding year following acceptance of funds from graduate fellowship or scholarship. No student will be awarded more than one graduate fellowship in a given year. Fellowships will be awarded only if qualified applicants are identified. Only qualified applicants who receive a score of 80% or more of the highest score are eligible to receive an AAFCS Graduate Fellowship. Members of the AAFCS Board of Directors, Awards and Recognition Committee, or Finance Committee are not eligible to apply during their terms of office. AAFCS staff members are not eligible to apply during their periods of employment with the Association.

Graduate Fellowship for the 2018-2019 Academic Year

Jewell L. Taylor National Graduate Fellowship

The Taylor Fellowship was established through a generous bequest from Jewell L. Taylor, a dedicated family and consumer sciences professional for more than 50 years. She held positions as a county home demonstration agent and utility home economist, continuing her interest in AAFCS until her death. A \$5,000 fellowship and up to \$1,000 of support for one year of AAFCS membership and participation in the AAFCS Annual Conference will be awarded to no more than one (1) qualified graduate student pursuing a degree in family and consumer sciences.

Development International and Flemie D. Kittrell Fellowship

The AAFCS-Kittrell International Fellowship supports international students pursuing graduate study in family and consumer sciences in the United States and minority students from the United States who wish to pursue graduate study in other countries. To be awarded to no more than one (1) minority graduate student from the United States pursuing study in another nation or an international graduate student pursuing a degree in family and consumer sciences in the United States, with preference for a student from a developing nation. One in five AAFCS-Kittrell Fellowships supports a student from a developing nation. A \$5,000 fellowship and up to \$1,000 of support for one year of AAFCS membership and participation in the AAFCS Annual Conference will be awarded to no more than one (1) qualified graduate student.

Margaret E. Terrell Fellowship

To be awarded to no more than one (1) graduate student studying institutional management or food service systems administration. A \$5,000 fellowship and up to \$1,000 of support for one year of AAFCS membership and participation in the AAFCS Annual Conference will be awarded to no more than one (1) qualified graduate student.

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Application Process

To apply for a 2018 AAFCS Graduate Fellowship, complete five steps **by the second Monday of January (January 8, 2018)**:

Step 1 – Read the 2018 AAFCS Graduate Fellowships Guidelines.

Step 2 – Have a maximum of three (3) evaluators prepare Recommendation Forms for the applicant. Use the Form found in the Awards section of the AAFCS website and return the completed recommendation form to the applicant.

Step 3 – Obtain official or unofficial copies of undergraduate and graduate (if applicable) transcripts.

Step 4 - Complete the 2018 AAFCS National Graduate Fellowship Application online.

Step 5 – Prepare and email materials A-E below in PDF format and F in JPG format to awards@aafcs.org **by January 8, 2018**.

APPLICATION MATERIALS:

The documents described in A through E are to be submitted in Adobe Acrobat documents (PDF) in English. For A-C, please use 12-point sans-serif font. ***(Arial, Tahoma, and Helvetica are some examples of sans-serif fonts)***. If you need help in converting to PDF format, or have any questions about the application, contact awards@aafcs.org. **Please keep hard or digital copies of all materials submitted to AAFCS; materials will not be returned to applicants.**

- A. In two separate documents (PDF format), provide narrative responses to each of the following questions:
- a. Brief biographical sketch **(not to exceed one page, double-spaced)**
 - b. Applicant's professional goals, including specific plans for advanced study **(not to exceed one page, double-spaced)**
- B. Provide a narrative for **one** of the following questions. Submit document in PDF format. **(not to exceed one page, single-spaced)**
- a. If a research problem has been selected and planned, discuss the following:
 - Topic, design, and methodology
 - Potential significance of study and anticipated value of its findings
 - How this area of research relates to the field of family and consumer sciences
 - Date the study began and the progress made; or date the study is expected to begin

OR

- b. If a research problem has not been selected, discuss the following:
 - Research area of problem that applicant views as a strong possibility for graduate study
 - Possible significance and potential value of such a study
 - How this area of research relates to the field of family and consumer sciences
- C. **Resume:** In a PDF document, provide a single-spaced, 12-point resume in sans-serif* font that includes the following: educational background (include GPA on a 4-point scale), professional experiences (include responsibilities), special recognition and/or awards received and include dates (e.g., honors, awards, scholarships), participation in volunteer and community service activities, professional and leadership development activities, such as student organizations, and certifications, licenses or other background information (optional). **Resume should not exceed three pages.** ****(Arial, Tahoma, and***

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Helvetica are some examples of sans-serif fonts).

- D. **Recommendation Forms** (a maximum of three): People submitting recommendations on the student's behalf can access the Recommendation Form in the awards section of our home page. The form must be completed and **returned to the applicant** so that she/he can submit it to AAFCS to meet the JANUARY 8, 2018 deadline (the student can scan and email the form if the recommendation is handwritten). Submit recommendation forms in PDF format.
- E. In PDF format, submit your school's graduate (if applicable) and undergraduate transcripts (scan, if necessary).
- F. **Photo:** Please submit a hi-res, JPG picture with your application. This is for publicity purposes only if you are selected for the scholarship.

The documents described in A through E are to be submitted in Adobe Acrobat documents (PDF) in English. If you need help in converting to PDF format, or have any questions about the application, contact awards@aafcs.org. **Please keep hard or digital copies of all materials submitted to AAFCS; materials will not be returned to applicants.**

Review Process

Jurors selected by the AAFCS Awards and Recognition Committee review the applications online and assign points using the Evaluation Criteria (see section titled *Evaluation Criteria*). Individuals who apply for a 2018 AAFCS Graduate Fellowship and those who write a letter of recommendation for a current applicant cannot serve as jurors for fellowships. Additionally, jurors cannot judge applications from family members, their current students, students at their own institution, applicants who have the same employer, or any applicant for whom there may be a potential conflict of interest. An individual who has been nominated and/or applied for an award, grant, fellowship, or scholarship shall not serve as a juror for any award, grant, fellowship, or scholarship during the period of time in which his or her own nomination or application is being judged.

Fellowship recipients will be announced in the spring of the year awarded.

Duties and Responsibilities

AAFCS Graduate Fellowships are awarded for the *sole* purpose of providing financial support for academic study in a field of family and consumer sciences. The following will be the responsibilities of those who are *chosen to receive an AAFCS Graduate Fellowship*:

- Fellowship funds will be sent to a university scholarship officer, who will disburse the fellowship award as designated in the acceptance forms that must be completed by AAFCS Graduate Fellowship recipients.
- The scholarship officer will be instructed to disburse the funds in two or three installments, after August 1st, and prior to the beginning of fall semester (or trimester) and after January 1st and prior to the beginning of spring semester (or winter and spring trimesters). The scholarship officer will confirm enrollment status for each semester or trimester prior to disbursing scholarship funds.
- At the end of the academic year, the student is required to submit a brief email report that indicates how the AAFCS Graduate Fellowship funds were used.

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Evaluation Criteria

Applications will be evaluated online using the point system outlined below and can be awarded no more than 100 points. Additionally, candidates may receive a maximum of 10 bonus points based on years of AAFCS membership and credentials held.

Guidelines as to what jurors may consider for each criterion are listed for clarity in preparing the application and consistency in judging applications.

| | |
|-----------------|---------|
| Student's Name: | Example |
| Reviewer's Name | |

| Evaluation Criteria | Possible Points | Points Awarded |
|--|-----------------|----------------|
| Completed Online Application : ___yes ___ no Meets requirement of fellowship: ___ yes ___ no Applicant is working on: ___ Master's ___ PhD. | | |
| A. Documents a. Biographical Sketch (One page, double-spaced) b. Professional short and long term goals clearly stated with significance of proposed study or research interests to family and individuals. (One page, double-spaced) | 20 | |
| B. Graduate research (One- page single-spaced) <ul style="list-style-type: none"> • graduate research topic clearly identified • design, methodology • potential significance of study to family and consumer sciences • date started, projection of completion • how results of research will be shared/implemented/utilized | 20 | |
| C. Resume (May be single-spaced, maximum three pages) <ul style="list-style-type: none"> • Educational background: evidence of degree or professional commitment & leadership • Special recognitions and awards • Volunteer and community service activities • Professional and leadership development activities • Student organization and certifications • Licenses or other background information. | 20 | |
| D. Recommendations (Maximum of three) <ul style="list-style-type: none"> • Evaluation of applicant's references and recommendations • Two page limit per recommendation | 15 | |

