

 **The Undergraduate Writing Fellows Program**

College of Letters and Science
University of Wisconsin–Madison

Application Packet

2016

This packet should contain

- instructions
- an application form
- a checklist for applicants
- a recommender's form

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Instructions for Potential Applicants

Thank you for expressing interest in the Writing Fellows program. Before you begin the application process, there are a few things we want you to know about our expectations and about the role you would play as a Writing Fellow.

The Fellows program is based on a tutoring program initiated at Brown University more than a decade ago and now in place at many colleges and universities across the country. These programs create opportunities for highly motivated students to help their peers, work closely with faculty, and join a diverse group committed to integrating intellectual inquiry with service to the university. Former UW–Madison Writing Fellow Liz Lorenz, a molecular biology major, said of the experience: “As a Writing Fellow, I have learned not only how to be a better writer, but also how to be a better teacher, a better student, and a better peer. Fellowing has truly been one of the best experiences of my undergraduate career.”

Becoming a Fellow is both an honor and a serious commitment. As you decide whether to apply, keep in mind that students selected to be Fellows must enroll in a three-credit, writing-intensive honors seminar on tutoring writing across the curriculum. This seminar examines fundamental theories about writing and provides a forum in which Fellows share their experiences and brainstorm about how to solve the actual writing problems they encounter in their work as tutors. At the same time, Writing Fellows are assigned to work with a faculty member who is teaching a writing-intensive or Communications B course. The Fellows work with 10–15 students in the class, reading drafts, giving thoughtful written feedback, and holding conferences with students to offer suggestions for revision. Fellows also play a major role in shaping our program to meet the unique needs of UW–Madison students. We expect that Writing Fellows will be able to continue in the program throughout their time at the university.

We hope that you will apply, and we look forward to hearing from you. The deadline for completed applications is early March, 2016. We plan to interview finalists in mid-April and to announce our decisions toward the end of April. If you have any questions about the program or the application process, please do not hesitate to contact us or visit our website:
www.wisc.edu/writing/wf/main.html.

Sincerely,

Emily Hall, PhD
Director, Writing Fellows Program
ebhall@wisc.edu

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Application Form

*Please note: To be eligible to be a Writing Fellow, you must have **at least two semesters** of study remaining at UW–Madison before you complete your degree. You must also plan to be on campus next fall in order to enroll in the Writing Fellows Training Seminar (English/Interdisciplinary Courses 403).*

Name: _____

Major (current or expected): _____

Expected date of graduation (month and year): _____

Phone: _____ Email: _____

Madison address, with zip code: _____

Part I. Short Answers

Please answer the following questions on a separate page or pages and attach your responses to this form. Please limit yourself to a few lines per answer. Label each answer clearly. We prefer typed responses.

1. List any major extra-curricular activities in which you have been a participant or served in a leadership role. (Restrict yourself to activities *since* high school unless you have an especially noteworthy or relevant high school experience to include.)
2. List any honors or awards you have received since high school.
3. Have you taken a course where you worked with a Writing Fellow? If so, which course and when?
4. Do you have any teaching or tutoring experience? If so, what kind of experience? Where did you teach/tutor? How long? Whom did you teach/tutor?

Part II. Personal Statement

Write a 1–2 page letter discussing why you want to be a Writing Fellow and what you would like us to know about you. Describe any relevant skills or special perspectives you would bring to the program as well as any specific experiences that illustrate your ability to do Writing Fellows work.

Part III. Two Samples of Your Writing

Include clean copies (free of professor’s or TA’s comments) of two course papers that represent your best work. To each paper, attach a description of the assignment and a brief explanation of why you have selected it for us to review. Choose papers from courses in different areas of study and be sure to include at least one, preferably two, pieces of analytical or argumentative writing (feel free to include a lab report as long as it illustrates your analytical writing – e.g. the Introduction and/or Discussion sections). Number all pages and try to keep the total number of pages under 15. We will not return submissions.

Part IV. Transcript

Include an up-to-date “student record,” available from My UW. (Remember to “**include course attributes**” in your request.) The record will be emailed to you; submit a printed copy of that email to us. You may also ask your major advisor for an “unofficial” transcript. If you are a transfer student, please submit transcripts from all previous colleges or universities attended.

Part V. Recommendation

Using the form in this packet, include a letter of recommendation from a professor or teaching assistant. Be sure to choose someone from UW–Madison who is familiar with your academic writing and who has had you in a class.

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Checklist for Applicants

All applicants should submit the following materials to:

Emily Hall
The Writing Center
6171 H. C. White Hall
600 N. Park St.
Madison, WI, 53706-1474

Late applications will not be accepted.

To be included in one packet and dropped off at the Writing Center:

- ❑ PART I: Completed application form and short answers
- ❑ PART II: Personal statement (*See guidelines on application form.*)
- ❑ PART III: Two samples of your writing (*See guidelines on application form.*)
- ❑ PART IV: An up-to-date transcript (from My UW)

To be sent separately to the Writing Center, 6171 H. C. White Hall, via campus mail:

- ❑ PART V: Letter of recommendation from a professor or teaching assistant (at UW–Madison) you have taken a course with and who knows you and your written work well. *Be sure to ask your recommender to use the form included in this packet. Also, remember to ask for recommendations well in advance—at least two weeks.*

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Recommender's Form

Instructions for Recommenders

The Writing Fellows Program is an initiative in the College of Letters and Science designed to improve student writing through peer tutoring. The program prepares selected students from a wide range of majors to serve as peer writing tutors, called Writing Fellows, and assigns them to courses across the curriculum.

Each Fellow, under the guidance of a course professor who has chosen to participate in the program, works closely with 10 to 15 students in a Communications-B or writing-intensive course. Fellows make substantial written comments on drafts of assigned papers and hold individual conferences with students to offer advice for revision.

We are looking for highly motivated, independent, articulate, personable, kind, and diplomatic students. We are most interested in students who are not only successful and enthusiastic writers, but who also are dynamic and intellectually engaged in class discussions, who enjoy working with others, and who will be able to hold their own in conferences with faculty and with student peers.

Attach your recommendation to this form. In it, please explain the context in which you know this student's work and comment on this student's ability to fulfill the role described above. Letters can be addressed to Dr. Emily Hall, Director of the Writing Fellows Program.

Thank you for your help. Should you have any questions about the program or the kind of student we are looking for, please feel free to contact Emily Hall at ebhall@wisc.edu or 263-3754.

Please send your recommendation and this form via campus or U.S. mail, to Emily Hall, PhD, The Writing Center, 6171 H. C. White Hall, 600 N. Park St., Madison, WI, 53706-1474.

Recommender's Information

Name of Applicant: _____

Name of Recommender: _____

Title and Department: _____

Address: _____

Phone: _____ Email: _____

Signature of Recommender: _____

Date: _____