



**Proposal Template:  
The Course Hero–Woodrow Wilson Fellowship  
for Excellence in Teaching (2019 selection round)**

This document provides an example of the format for the supplemental documents required as part of your application for the Course Hero–WW Fellowship. The application overall comprises (A) the online application, (B) two letters of support (which your recommenders must submit separately online), and (C) the supplemental items to be included in a single PDF, as described and modeled in this proposal template.

Please note that **tenure-track applicants** must provide five supplemental items (including a research essay), while **non-tenure-track applicants** must submit four supplemental items (no research essay). The two versions of the program also require different budget templates.

The supplemental items, in the order in which they should appear in your PDF, are as follows:

1. A teaching essay (*500-word max.*)
2. A sample syllabus (*15-page maximum*)
3. An essay on how your teaching approach would fit with Course Hero’s work (*500-word max.*)
4. A research essay (**for tenure-track applicants only**) (*500-word max.*)
5. A CV (*abridged, if necessary, to no more than five pages*)

The PDF file of your budget is to be uploaded separately.

**Please be sure to read the full application instructions on the Fellowship webpage.**

- For tenure-track applicants, those instructions appear [here](#).
- For non-tenure-track applicants, those instructions appear [here](#).

This proposal template also includes some **additional commentary/instructions in red**. Please use 12-point, single-spaced Times New Roman (or equivalent) font throughout, left-justifying any running text.

When you have collated your supplemental items into a single PDF, please upload it into the “Supplemental Items” section of your online application. It should be labeled as follows:

- For tenure-track applicants: “*LastnameFirstname\_CHTT\_supplemental.pdf*”
- For non-tenure-track applicants: “*LastnameFirstname\_CHNT\_supplemental.pdf*”

Your application will not be considered complete until this PDF is uploaded.

**COVER PAGE (required)**

**Application for the  
2019 Course Hero–Woodrow Wilson Fellowship  
for Excellence in Teaching**

***Tenure-Track OR Non-Tenure-Track  
(please specify which version you are applying for)***

**FirstName LastName  
Institution  
Department**

**Faculty Submitting Letters of Recommendation:  
FN LN, *Department, Title*  
FN LN, *Department, Title***

***(Note: First recommender should be chair/dean/senior colleague)***

## Teaching Essay FirstName LastName

This is the place for an essay (maximum of 500 words) that describes your teaching philosophy and approaches; it is appropriate to include evidence of departmental or campus endorsement, such as teaching awards or excerpts from student evaluations.

The dummy text provided on the remainder of this page brings the total word count to 500, and is intended to serve as a reminder of the approximate length of a 500-word essay in single-spaced, left-justified, 12-point Times New Roman (or equivalent) font.

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**Sample Syllabus and Related Course Materials**  
**FirstName LastName**

On this and following pages, please include a sample syllabus for the course that you consider to be most effective and most relevant to your application, along with related content, such as assignments, assessments, or learning resources that best represent your teaching approach. You may include up to 15 pages for this item. Please put the “Sample Syllabus [etc.]” header shown above on the first page of your syllabus—do not create a separate cover page.

## Course Hero Essay FirstName LastName

The next of your supplemental items is a 500-word (maximum) essay describing how your teaching approach would fit with **Course Hero's work**, and indicating how you would use or contribute to Course Hero. Again, the remainder of this page indicates approximate length in 12-point, single-spaced, left-justified Times New Roman (or equivalent) font.

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*Note: This example uses the **budget template** for the **tenure-track** version of the Fellowship. If you are applying for the **non-tenure-track** version, please be sure to use the correct version of the **budget template** on this page.*

<b>Proposed Budget, FIRSTNAME LASTNAME</b>					
<b>Course Hero-WW Fellowship (TT), 2019–20</b>					
<b>Category of Expenditure</b>	<b>Summer 2019</b>	<b>Fall 2019</b>	<b>Spring 2020</b>	<b>Summer 2020</b>	<b>TOTAL by line</b>
Research/teaching assistant	0	0	0	0	0
Books/supplies/materials	0	0	0	0	0
Manuscript preparation	0	0	0	0	0
Travel	0	0	0	0	0
Other (specify):	0	0	0	0	0
<b>TOTAL by stage of work*</b>	0	0	0	0	0

*\* Budget must sum to no more than \$30,000. Of that amount, up to \$20,000 may be dedicated to hiring (a) research/teaching assistant(s). No more than \$10,000 should be allocated to other categories. Course buyouts are not permitted.*

**Brief budget narrative:** In 200 words or less, please describe the role that the research assistant will play in your research/teaching, and provide any other explanation necessary for the uses to which you will put research/travel funds:

**To clarify, 200 words of budget narrative looks like this:** Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent posuere scelerisque orci, quis sagittis ipsum faucibus non. Morbi id varius mauris, a vulputate ex. Integer congue, magna a ultricies tristique, risus risus aliquet ligula, id ultrices arcu libero a ante. Cras bibendum erat vel laoreet ornare. In fringilla venenatis dui, id gravida nibh congue ut. Proin convallis nec lectus id ultricies. Morbi mattis maximus risus, vitae semper ex finibus ut. Curabitur elementum iaculis sapien. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Cras sapien ipsum, lacinia sit amet nisi nec, aliquet sagittis ipsum. Nulla nec felis ipsum. Aliquam vestibulum felis sit amet viverra laoreet. In pellentesque nunc sed mi scelerisque, vel scelerisque turpis venenatis.

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## Research Essay FirstName LastName

**This item is for tenure-track applicants only.** In a maximum of 500 words (with the same font and spacing specifications stipulated previously in this document), describe your research interests. If you wish, you may indicate how your research informs the teaching approach you have described elsewhere in this document.

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**Curriculum Vitae**

*Your CV goes last. Please use a version that does not exceed five pages.*