

# FDA Professional Development Program in Food Science Application Checklist

Please review these application instructions before you begin the online process. Prepare all documents in advance of applying online.

**Applications are due on or before June 6, 2021.**

Your application will be considered complete when we have received your personal/school background data (Part A) and the following required information and documents (Part B):

1. Your **BACKGROUND AND ACADEMIC EXPERIENCE**
2. Your **ESSAY QUESTIONS**
3. Your **PROFESSIONAL CERTIFICATION**
4. Your **Principal's LETTER OF SUPPORT AND RECOMMENDATION**

## APPLICATION INSTRUCTIONS

### Part A - Personal and School Data

The online application requires the following data.

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| Name<br>Home Address<br>City, State, ZIP<br>Preferred Phone<br>*Personal Email | School Name<br>School Address<br>City, State, ZIP<br>School Phone<br>Your School Email<br>Principal's Name |
| <b>School Type:</b> Rural, Suburban, Urban                                     | <b>Level:</b> Middle School or High School   |
| Grades you currently teach   | <b>Current position/title:</b> Teacher, Resource Teacher, Curriculum Specialist, Other                     |

*\* We recommend that you use a personal email address to register for the online application system rather than your school email address. School email systems tend to have very strict SPAM filters that may prevent you from receiving important communications from the online application system.*

## Part B –Required Documents and Essays

Your responses to all sections in **Part B** are crucial to selection.

You may upload your professional resume file in lieu of completing the background information listed.

## Required Information and Documents

|   |   |
|---|---|
| <b>BACKGROUND AND ACADEMIC EXPERIENCE (20 points)</b><br>Summarize your professional background and experience to include the following points.   |   |
| a. Current Assignment – Describe the courses you teach and other related duties you perform within your school. If this will change next year, please explain.                                    | <input type="checkbox"/> Current Assignment         |
| b. Formal Education – List institution(s); date(s) and type of degree(s); major and minor areas of studies.   | <input type="checkbox"/> Formal Education           |
| c. Experience – List your work experience to include school(s), teaching assignments, dates, and other information that provides an accurate portrayal of your career(s) and teaching experience. | <input type="checkbox"/> Teaching Experience        |
| d. Professional Activities – List professional organizations of which you are a member and your involvement in those organizations.   | <input type="checkbox"/> Professional Activities    |
| <b>Or</b> upload your resume file.  | <input type="checkbox"/> Have file ready for upload |
| <b>1. ESSAY QUESTIONS (50 points)</b><br><b>The following questions are based on the <i>Science and Our Food Supply (SOFS)</i> Curriculum.</b><br>(Limit response to 200 words or less)           |   |
| a. Which lesson(s) from <i>Science and Our Food Supply: Investigating Food Safety from Farm to Table</i> are you most interested in learning about? Why? 10 points                                | <input type="checkbox"/> Response complete          |
| b. Which lesson(s) from <i>Science and Our Food Supply: Using the Nutrition Facts Label to Make Healthy Choices</i> are you most interested in learning about? Why? (10 points)                   | <input type="checkbox"/> Response complete          |
| c. Which lesson(s) from <i>Science and Our Food Supply: Exploring Food Agriculture and Biotechnology</i> are you most interested in learning about? Why? (10 points)                              | <input type="checkbox"/> Response complete          |

|  |  |
|--|--|
| <p>d. Select a lesson from one of the three curricula and describe how you would incorporate it into your classroom. (10 points)</p>   | <input type="checkbox"/> Response complete   |
| <p>e. A requirement of this training program is that you lead a 6-hour workshop (based on the <i>SOFS</i> curriculum) to train teachers in your area. How would you recruit teachers to attend your Train-the-Trainer workshop, and engage them in the labs and activities? (10 points)</p>  | <input type="checkbox"/> Response complete   |
| <p>2. <b>PROFESSIONAL CERTIFICATION (10 points)</b> Please upload a copy of your current certification(s). <i>If your current school does not require a teaching certificate, please submit a letter of explanation in lieu of the certificate document.</i></p>   | <input type="checkbox"/> Have file ready for upload  |
| <p>3. <b>Principal's LETTER OF SUPPORT AND RECOMMENDATION Document (20 points)</b><br/> Include a letter from your principal/supervisor, who is familiar with your teaching experience. This letter must indicate your principal/supervisor's willingness to support your implementation of the curriculum in your classroom as well as presenting a Train-the-Trainer workshop for your colleagues within a year of your participation in the summer program.</p> | <input type="checkbox"/> Have file ready for upload<br><br><b>Or</b><br>Your principal/supervisor may email this letter directly to <a href="mailto:isabelle.howes@graduateschool.edu">isabelle.howes@graduateschool.edu</a> |

When you have completed the checklist, including preparing and gathering documents for the file upload, proceed to the website <https://TeachFoodScience.org/> to apply.

## Review and Notification Process

Applications are reviewed by a team of educators who will select participants based on professional qualifications and responses to application questions.

***The online application, teaching certificate and letter of support and recommendation must be received by Graduate School USA no later than 11:59pm, June 6, 2021.***

Applicants will be notified of decisions via email no later than **June 9, 2021**.

Questions? Concerns? Email: Isabelle Howes: [isabelle.howes@graduateschool.edu](mailto:isabelle.howes@graduateschool.edu)