

2008 Mosal Award Application

Purpose of the Mosal Award Program: The purpose of the Mosal Award Program is to encourage personal professional growth of Phi Theta Kappa chapter advisors by providing financial support for the completion of a project that leads to personal professional growth beyond the completion of professional degrees. For the purpose of this application, personal professional growth is defined as advancement, improvement, increase in knowledge, or general progress towards maturity in one's profession, pursued out of the individual desire for betterment or personal interest in the undertaking.

The Mosal Award Program, unlike all other Phi Theta Kappa recognition programs for chapter advisors, does not reward advisors for past achievement in Phi Theta Kappa. Rather, the Mosal Award Program rewards growth potential by awarding funding to an applicant based on the applicant's project proposal, and the applicant's potential for personal professional growth through completion of the project as evidenced by the application.

Eligibility Requirement: *All* Phi Theta Kappa advisors whose term as an advisor began on or before April 5, 2005 (**three** years before the date of the Awards Ceremony at the 2008 International Convention), are eligible to apply. Potential applicants who are unsure of their advisor start-date should contact Phi Theta Kappa Headquarters to determine whether or not they are eligible to apply.

Award Stipend: Up to 10 Mosal Awards are offered annually. Each Award carries a stipend of \$5,000 to complete the project described in the application. In addition, winners of the Mosal Award are recognized at the Association of Chapter Advisors Luncheon at Phi Theta Kappa's International Convention, where they are presented the prestigious Mosal Award Medallion. Stipends will be mailed to award winners following the Convention.

Format: Applications should be submitted on white paper. **With the exception of the letters of recommendation, each page of the application should include a header with the applicant's name and project title.** The type should be 10-point or larger. All parts of the application should be submitted in the order in which they are requested below.

A completed application must include the following:

- I. Cover Sheet
- II. Proposal for a personal professional growth project
- III. Tailored resume
- IV. Two letters of recommendation
- V. Completed application questions
- VI. Signed statement of authenticity
- VII. Signature of the applicant's college president

I. Cover Sheet

The cover sheet should include the following information: applicant's full name, title at their institution, college name, college address, college phone number, email address, and project title.

II. Project Proposal

The project proposal must contain all six parts. With the exception of the budget and timeline, which may appear on a third page, the project proposal should not exceed two pages in length.

1. Project Title – The Project Title should be succinct but descriptive. It should tell *what* the project is.
2. Project Goals – The Project Goals should outline the purpose or objectives of the project. The Project Goals should explain *why* the project is needed. The Project Goals should specifically address why the project is particularly suited to the personal professional development of the applicant.
3. Project Design – The Project Design should explain the methods by which the Project Goals or objectives will be met. The Project Design should be stated so that a non-specialist can appreciate the significance of the project as well as its feasibility. The Project Design is the nuts and bolts of the proposal and should explain *how* the project will be carried out.
4. Personal Statement – The Personal Statement should reinforce the Project Goals by explaining *why* the project will lead to personal professional growth of the applicant. The Personal Statement should also explore the applicant's need to complete the proposed project. Included in the Personal Statement should be any other reasons why the applicant wishes to be considered for the award, the relationship of the award to the applicant's teaching and/or professional experience, the impact that the project will have on the applicant's institution and community, and the ways by which the applicant will share with others what he/she learns through the project. NOTE: Mosal Awards do not fund the pursuit of degrees nor projects typically funded by colleges.
5. Timeline – The Timeline should outline the proposed length of the project. To justify the length of the project, the timeline should include the proposed starting date, the implementation steps and any extenuating circumstances that could lengthen the process. The starting date should be relatively soon after the stipend is granted if the project. The project should be completed within three years of the date that the stipend is provided. NOTE: The proposed project should not be near completion by April 2008. Mosal Awards are meant to provide seed money for personal professional development projects.
6. Budget – The Budget should include a detailed **line item listing** of all major expenditures for the project. NOTE: Though the Mosal Award carries a \$5,000.00 stipend, a project budget can exceed that amount. Simply explain how you plan to fund the parts of the project that exceed the Mosal stipend.

Please see sample budget items on next page.

Sample Budget: A line item budget might include the following expenses. Each project is unique and may involve different and/or additional expenses. Please note that compensation for personal time required for completion of the project should not be included as a line item in the budget.

Conference Registration Fees

Education Expenses

 Tuition

 Fees

 Textbooks

Travel Expenses

 Transportation

 Lodging

 Meals

Reference Books

Magazines/Journals

Publication Expenses

Technological Expenses (Technology expenses should not constitute the bulk of your budget.)

 New/upgraded hardware

 New/upgraded software

 Accessories (printer cartridges, discs, etc.)

Miscellaneous expenses

 Paper

 Postage

 Phone calls

III. Tailored Resume

The resume should be written to show how the applicant is uniquely qualified or prepared to carry out the proposed project. The resume must be tailored and may include the following six sections (every resume may not contain all six sections, but no resume should contain more or other sections than those listed here): 1) Experience; 2) Education; 3) Presentations and/or Publications 4) Recognitions and/or Awards; 5) Phi Theta Kappa Involvement; and 6) Other Service or Involvement. The resume should not exceed three one-sided pages in length.

IV. Two Letters of Recommendation

1. A letter from a current or former student who describes a situation in which the applicant demonstrated excellence in the blending of scholarship and leadership or scholarship and service.
2. A letter from a colleague in the applicant's academic or professional field. This letter should comment on the applicant's most significant contribution to the advancement of the profession.

NOTE: Letters of recommendation should be sealed by the writers, signed on the seal, and sent by the applicant with the application.

V. Application Questions

Responses must be double-spaced using a type of 10 point or larger and meet prescribed limitations.

1. Provide your title at your institution and list your primary professional responsibilities (50 words or less).

Answers to the following questions should not exceed one page each:

2. Describe a recent professional activity that has enhanced your ability to fulfill your professional responsibilities as cited above.
3. Explain the significance of a specific contribution to scholarship you made through publication, presentation, workshop, or other scholarly activity (include any available documentation).
4. Explain the significance of no more than five awards or recognitions you have received for excellence in your field.
5. How has your experience in scholarship, leadership, and service contributed to the growth and achievements of your students?

VI. Authenticity Statement

I certify that, to the best of my knowledge, the information provided in all parts of my application is accurate and complete. I waive my access to the information provided in my letters of recommendation.

(Signature of applicant)

(Date)

VII. College President's Signature

I have read the above application and believe the project would have merit for both the college and the applicant.

(Signature of college president)

(Date)

(Printed name of college president)

(Date)

Checklist

Check each of the items you have included in your application:

- _____ 1. Cover Sheet
- _____ 2. All parts of the Project Proposal
- _____ 3. Tailored Resume
- _____ 4. Two sealed Letters of Recommendation
- _____ 5. Answers to all of the Application Questions
- _____ 6. Signature on the Authenticity Statement
- _____ 7. College President's Signature

Final Report

Mosal Award recipients are required to submit a Final Report to Phi Theta Kappa when they have completed their projects and collected all necessary data. This brief report will be a summary of the project, including expenditures, and an assessment of its ultimate value. Except in unusual circumstances, the report should be submitted within the three years allowed for the completion of the project. A Report Form will be sent to recipients soon after the stipend is awarded.

Completed applications should be received at Phi Theta Kappa Headquarters by February 22, 2008. Applications (except letters of recommendation) may be sent by email (preferred method) to honors.programs@ptk.org. Applications may also be mailed to:

Phi Theta Kappa
Attn: Mosal Award Applications
Center for Excellence
1625 Eastover Drive
Jackson, MS 39211