

## Application Assignment

**Due:** *Wednesday*, February 3

### Assignment

This assignment has *three* components: a delivery letter, an application, and a reflective memo.

### Writing Situation

You will be writing to apply for an opening in a selective 400-level course in your major. This course XXXX 495 (substitute your typical course rubric abbreviation) is a newer course designed around an advanced topic in your field and would be tailored somewhat each semester to student interests. Interested students have been asked to submit a brief letter and an application to be considered for a slot.

#### *Letter*

In your letter, write as yourself and try to persuade a selection committee that you would be a good fit for this course. As you have been asked to submit an application as well, this will be a delivery letter, which will probably be about ½ page long, whose purpose is to set up and deliver details that would fit your readers' interests and concerns.

You can pursue any strategy you'd like, including referencing your own educational and professional interests or establishing the role you would play in such a course. As this course is designed to fit students' needs, you may want to suggest 400-level topics that you'd like to see covered. You can assume that your readers will be faculty in your department, but you do not know specifically which individual faculty member will be reading, so you should use your main department's address and direct your letter "To Whom it May Concern."

#### *Application*

This should be a mix of prose and listed information (on the order of 1-2 pages) that allows you to support your application, itemizing relevant interests, skills, qualifications, or details. You can choose to rely on any information if it seems to fit, but remember that the focus of your request is academic, so either your letter or this document should clarify where you stand in the progress of your major, and how the course would benefit you and how you would improve the course. There is no ideal style that this document should follow, but it should contain some clear categories and can have itemized material (bulleted, etc.). Try to choose a clean format and keep your information brief and direct.

#### *Reflective Memo*

For the memo, write a ½-1 page reflection on the choices you made. How did you choose to address the situation? How did you decide what kind of argument to make or information to include? What would be the most convincing details or might stand out? How did your writing process work and did your documents emerge in the form you imagined?

**Considerations & Criteria**

The job here is to make a case for yourself, speaking from your own position as a student in your major. Make sure to clarify where you stand and what you've accomplished thus far—both in terms of courses you've taken and your thinking about your major/professional interests. Again, these are documents that stand firmly between Academic and Professional prose: a letter (professional) from student to department head (academic). Use your prose in both roles as best you can. Do your best to write purposefully, and remember your audience. Best of luck.

**Application  
Assignment:                      Name**

**Ratings (Overall)**

| Categories             | Evaluation |           |             |             |            |             |
|------------------------|------------|-----------|-------------|-------------|------------|-------------|
|                        | <u>Exc</u> | <u>VG</u> | <u>Good</u> | <u>Okay</u> | <u>NSG</u> | <u>NoGo</u> |
| <b>Letter</b>          |            |           |             |             |            |             |
| Clarity                |            |           |             |             |            |             |
| Purpose/Delivery       |            |           |             |             |            |             |
| Phrasing               |            |           |             |             |            |             |
| Tone                   |            |           |             |             |            |             |
| Completeness           |            |           |             |             |            |             |
| <b>Application</b>     |            |           |             |             |            |             |
| Purpose/Delivery       |            |           |             |             |            |             |
| Details/Specifics      |            |           |             |             |            |             |
| Applicability to Topic |            |           |             |             |            |             |
| Clarity                |            |           |             |             |            |             |
| <b>Memo</b>            |            |           |             |             |            |             |
| Clarity                |            |           |             |             |            |             |
| Completeness           |            |           |             |             |            |             |
| <b>Grade</b>           |            |           |             |             |            |             |

**Optional Comments**

Letter:

Application:

Memo: