



Society for
Technical
Communication

Atlanta Chapter

David C. Leonard Scholarship for Technical Communication

BACKGROUND

The Society for Technical Communication is a professional organization dedicated to advancing the arts and sciences of technical communication—it is the largest organization of its type in the world with over 25,000 members. The STC Atlanta chapter consists of 320+ members from the Atlanta metro area. Our members work in various industries, including software development, medical, insurance, engineering, telephony, and scientific research. Although we work in different technical areas, our common cause is making technical information accessible for those who need it. Whether we are writing user manuals, designing Web sites, developing online help, or editing a scientific article, we try to use the basic tools of communication—language, design, and technology—to help the audience use the information in the most advantageous way.

The David C. Leonard Scholarship for Technical Communication was created to honor Dr. David C. Leonard, a long-time member of the STC Atlanta chapter. Dr. Leonard was instrumental in revitalizing the Atlanta chapter in the early 1980's. He was chapter president in 1992-93. His innovative approach to technical communication kept him on the cutting-edge of technology. His belief that technical communication was an important field of study led to a life of teaching and championing technical communication as a profession worthy to be pursued by students in colleges and universities.

Note: The Society for Technical Communication offers scholarships, in addition to this Atlanta chapter scholarship, to students from any state. For more information about these scholarships or the Society in general, please visit www.stc.org.

PURPOSE

This scholarship was created to assist students who are pursuing an undergraduate degree program in some area of technical communication. Students who apply for this scholarship should already be pursuing the field of technical communication in some demonstrable way—through their academic studies, jobs, special projects, career goals, and/or STC membership.

The STC Atlanta chapter is targeting students studying technical communication in the state of Georgia as well as students who have graduated from a Georgia high school and are studying technical communication in an established degree program out of state.

ELIGIBILITY

Applicants must meet the following criteria to be eligible for the scholarship:

- Applicants must have completed at least two years of post-secondary education (juniors and seniors).
- Applicants must be full-time undergraduate students working toward a Bachelor's degree focused on some area of technical communication at a college or university in the state of Georgia OR have graduated from a high school in Georgia and be attending a college or university out of state where they are pursuing an established degree program in technical communication.
- Applicants should be studying communication of information about technical subjects. Other majors, such as general journalism, electronic communication engineering, computer programming, creative writing, or entertainment, are not eligible unless they are clearly focused on technical communication.

AWARDS

One award of \$500 will be granted toward school tuition and expenses.

SCHEDULE

Applications must be received by March 31, 2010. The scholarship applicants will be notified by April 15, 2010. The award will be announced formally during the STC Atlanta chapter's annual awards banquet in April.

TO APPLY

Obtain additional information from Howard Speck:

STC Atlanta Scholarship
c/o Howard Speck
8877 Long Beach Circle
Sandy Springs, GA 30350

Hdspeck@inbox.com

Applications may be submitted online to Hdspeck@inbox.com on will be acknowledged within 48 hours.



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Application Instructions

- Completed application forms must reach the following address by March 31, 2010.

**STC Atlanta Scholarship
c/o Howard Speck
8877 Long Beach Circle
Sandy Springs, GA 30350**

or

Hdspeck@inbox.com (Email)

Important: We encourage you to submit your application online to hdspeck@inbox.com.

- The scholarship selection committee will evaluate applicants on their academic records, their experience with technical communication, and their potential for contributing to the profession of technical communication. However, when applicants are judged comparable in these respects, the committee will consider a student's STC activities as a strong indicator of their interest in the field.
- Applicants should take particular care in stating their career goals and interests. Essays of goals and achievements must be single-spaced, and no more than three pages long. Resumes are optional and are counted as one of the three pages. Essays are judged on writing quality and content.
- Applicants should not send samples of their work.

- The completed application packet will include:
 1. This scholarship application.
 2. A personal essay on the applicant's interests, achievements, and career goals as they relate to technical communication (not more than 3 pages including an optional resume).
 3. A copy of the latest transcript from the school currently or last attended (not required to be a certified copy).
 4. Two letters of recommendation. One must be from a current faculty member familiar with the applicant's studies in technical communication. The other can be from another faculty member, internship supervisor, employer, or technical communication professional.
- Questions about applying for STC scholarships should be directed to Howard Speck (telephone 678-461-5253 or address above). However, inquiries shall not be reason for delay in meeting the deadline for applications.
- Scholarship applicants will be notified of the committee's decision by April 15, 2010. The award will be given at the STC Atlanta chapter meeting in April.



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David C. Leonard Scholarship for Technical Communication Application (2010)

PERSONAL INFORMATION

Name: _____

First

Middle

Last

Current Address: _____

Street Address

City

State/Province/Country

Zip/Postal Code

Telephone number: (____) _____ E-mail: _____

Permanent Address (if different from above): _____

Date of Birth: ____/____/____ Citizen: US / Canada / Other _____

CURRENT SCHOOL

- Applicants must have completed two years of post-secondary education and be enrolled full-time in a technical information communication program. Where there is no formal program in technical communication available, students demonstrating a focus on some area of technical communication may also be considered for the scholarship.

College or university: _____

Department: _____ Phone (for department): _____

Address: _____

Type of degree being earned: _____ Cumulative GPA: _____

Expected date of graduation: _____

Number of credit hours expected to be taken 2010-2011: _____

PREVIOUS SCHOOLS

Last schools attended (high school and college):

Name and Location	Dates attended	GPA (4.0 scale)	Degree or Diploma
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RELEVANT COURSE WORK

Please list any course work *that you have completed* relevant to your pursuit of technical communication.

Please list any course work *that you plan to complete* relevant to your pursuit of technical communication.

EXPERIENCE

Experience in technical communication or related areas (if any). You may include volunteer activities and class projects, as well as work experience.

RECOMMENDATIONS

List the contact information for the two people who are providing you with a recommendation.

Recommendation 1 (must be from a current faculty member)

Name: _____

Phone: _____

E-mail: _____

Recommendation 2 (faculty member, internship supervisor, employer, or technical communicator)

Name: _____

Phone: _____

E-mail: _____

PLEASE SUBMIT

1. This scholarship application.
2. A one-to-three page single-space personal essay of your career goals, interests, and significant achievements to date as they relate to technical communication. As one of your three pages, you may choose to include a resume, formatted in any way you deem appropriate.

Following are some of the questions that the applicants should answer in their statements.

- What initially got you interested in technical communication?
 - What decisions have you made to customize your degree for your interests and career goals?
 - What have you done to learn more about technical communication outside the classroom (internships, part-time jobs, STC activities)?
 - What do you intend to do with your degree (specifically, your knowledge of technical communication)?
 - Is there anything else about your interest in or commitment to the field of technical communication that you think we should know?
3. A copy of the latest transcript from the school you currently attend (or last attended if you are changing schools). Certified copies are not necessary.
 4. Letters of recommendation from two people (at least one of whom is from a current faculty member familiar with the applicant's studies in technical communication.).

SUBMIT TO

**STC Atlanta Scholarship
c/o Howard Speck
8877 Long Beach Circle
Sandy Springs, GA 30350**

or

hdspeck@inbox.com (E-mail)

Applications must be received by March 31, 2010 for consideration by the committee.

SPECIAL INSTRUCTIONS FOR ELECTRONIC SUBMISSIONS

Electronic submission of applications and letters of recommendation is encouraged.

You may submit this application, the personal essay, and letters of recommendation via e-mail. Use DOC, PDF, RTF, or HTML files for the document types. Letters of recommendation should be e-mailed directly to hdspeck@inbox.com from the person writing the recommendation.

If you have hard copy documents to submit (transcript, resume, or letters of recommendation), you should scan the documents and send the scanned files as (PDF, JPG, or GIF files). If you need to mail these document but submit your other documents electronically, please make sure you note that in the e-mail portion of your application.

If you submit your application electronically, you should receive a confirmation of receipt within 48 hours. If you do not receive this receipt e-mail, your application has not been received. Contact Howard Speck (678-461-5253) if you experience any problems, have questions, or do not receive a receipt confirmation.