How Do Faculty Apply for a Fellow?

All Undergraduate Fellow proposals will be reviewed by a three-person, rapid-response committee so that faculty may begin the process of recruiting the ideal student as soon as possible. After the approval of the proposal, faculty are encouraged to recruit an ideal, qualified Undergraduate Fellow themselves. Fellows will be funded for a certain number of hours per semester (no more than 50 hours), with documented fulfillment of hours required for payment. Students do not need to be work-study eligible in order to become Fellows. Undergraduate Fellows are paid the standard Millikin University student pay rate (currently $6.50 per hour) with a maximum funding of 100 hours per academic year.

Email your proposal for collaboration to:

Dr. Randy Brooks
Dean of Teaching & Learning
rbrooks@millikin.edu

Proposals for Undergraduate Fellows should include:

(1) Qualifications for the ideal Undergraduate Fellow needed.

(2) A description of the academic work and tasks involved in the planned collaboration.

(3) An explanation of how this partnership will be a development opportunity for both the faculty member and Fellow.

(4) An estimate of time requirements (the duration of the project, estimated number of hours per week).

(5) Expected outcomes, changes, or products, such as conference presentations, exhibits, workshops, publications, reports, etc.

(6) How the Undergraduate Fellow will reflect and report on their experience as a fellow.