Millikin University
Partnership Development: The Undergraduate Fellows Program

PURPOSE:

The Millikin University Undergraduate Fellows Program supports the development of student-faculty partnerships on a variety of academic work.   An Undergraduate Fellow is a student who is paid to join in collaborative work with a Millikin University faculty member or campus administrator.   Such fellowships are awarded based on submitted proposals from faculty members that describe the intended collaboration as well as the criteria for selecting a student who can benefit from and contribute to the proposed work. Once students have been selected as a Fellow they will receive financial support to engage in the proposed project, which may entail a single semester or the full academic year. If funding permits, it is possible that some fellows could continue through the succeeding summer. Fellows do not receive academic credit for this work, but there are several significant benefits to students who participate in projects as Undergraduate Fellows, including:

- The distinction for a student of being recruited and selected as an Undergraduate Fellow.
- The opportunity benefit from an apprenticeship model of learning— whether that work focuses on Performance Learning, research, writing, creative performance, teaching, international studies, or use of technology.
- The opportunity to be introduced into the scholarly community of the faculty member's academic community at Millikin and beyond the campus.
- The opportunity to receive compensation to do work that advances their growth and development in an academic area of study.
- The opportunity to gain academic work experiences and achievements that can significantly enhance student résumés.

Qualifications and Definitions

Undergraduate Fellows do not have to be eligible for Federal Work-Study to be hired. Priority is given to the qualifications of the ideal student and the value of the work to his or her development. Students selected to serve as Fellows must be demonstrably well-prepared to learn from and make significant contributions to the proposed partnership.

There are multiple types of Undergraduate Fellow roles that may be proposed:

Research Fellows – Undergraduate Research Fellows assist and collaborate with faculty members on academic research. The Research Fellow is encouraged to help conduct research and to participate in subsequent professional presentations related to the research, including potential publication in academic journals.

Teaching Fellows – Undergraduate Teaching Fellows help faculty members design and implement creative teaching approaches and changes in curriculum. Teaching Fellows are carefully selected from more experienced, advanced students in a major so that they can provide insight into the beginner's learning process and difficulties. Teaching Fellows can serve in a variety of assistance roles such as group leaders of projects, field studies guides, tutors, and resource developers.

Performance Learning Fellows – Performance Learning Fellows assist in the development and management of Performance Learning opportunities in a program, working with faculty and other students to develop venues for public performance and engagement with third-party stakeholders. This is not intended to be hiring a student worker to work for the faculty member, but to be genuine collaboration between the student and faculty member.

Technology Fellows – Undergraduate Technology Fellows assist faculty in acquiring and using technology for their research, teaching or administrative work. Technology Fellows may also serve as team leaders or assistants on large student projects involving technology or assist with social media for academic or administrative areas.

Administrative Fellows – Undergraduate Administrative Fellows collaborate with faculty leaders and administrators on policy research, assessment processes, or program development. Administrative Fellows are encouraged to participate in presentations, publications, and workshops related to this work.

Writing Fellows – Undergraduate Writing Fellows assist and collaborate with faculty on academic writing, editing, web design, or publishing projects. Writing Fellows also can assist in the class- room, especially as advanced tutors with expertise in the subject of the course as well as academic writing.

APPLICATION PROCESS:

Submit your proposal (outlined below) for an Undergraduate Fellow to your academic dean by **Friday, September 24, 2021**. Interim Provost Black and the academic deans will begin reviewing proposals **September 27, 2021**. Proposals will be approved on a rolling basis until budgeted funds have been allocated. After the approval of the proposal, faculty members should recruit a well- qualified Undergraduate Fellow.

Fellows will be funded for a certain number of hours per semester (**up to a maximum of 50 hours per semester or term**), with documented fulfillment of hours required for payment. Students who are work-study eligible will extend the number of proposals funded, but 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 with a maximum funding of 100 hours per academic year.

Email your proposal for student/faculty collaboration as a Word attachment to your academic dean.

Proposals for Undergraduate Fellows should include:

1. **A description of the academic work and tasks involved in the planned collaboration.**

2. **Qualifications for the ideal Undergraduate Fellow needed.**

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, or reports.**

6. **How the Undergraduate Fellow will reflect and report on her or his experience as a Fellow.**

REPORTING RESPONSIBILITIES:

If your proposal is funded, at the end of the semester the Undergraduate Fellow needs to reflect and report on the semester's accomplishments. Faculty and Fellows are encouraged to present their work to the Millikin University community if possible. Please have the Fellow keep an accurate logbook of hours worked throughout the fellowship. A simple one-line entry for every work session is adequate (date, time duration, what was done). Submit a copy of the logbook with the reflection report.

The student Fellow needs to report to the Office of the Provost (SH213) for guidelines about submitting hours worked. Hours are to be submitted on the standard student work time sheet, once every two weeks by Friday at noon. The supervising faculty member must make sure that both he or she and the student each sign the time sheet. If a pay period is missed, the hours can be paid in the next pay period.

End of semester reports and related documents pertaining to the Fellowship must be submitted to the Office of the Provost.

GUIDELINES FOR PROPOSAL REVIEW:

Academic Deans, please provide the following to the Provost:

(1) Recommendation: yes [   ]   or   no [   ]

(2) If yes, how many hours funded per semester (can be just fall or fall & spring):   [xx   hours]

(3) If yes, any suggestions or concerns about the plans:

(4) If no, what reasons or reservations do you have about the proposal?   See below

      [   ]   a - qualifications of an ideal f\Fellow is unclear
      [   ]   b - not clear what the Fellow goals are (academic work tasks)
      [   ]   c - weak faculty-student collaboration partnership (e.g. sounds like a student worker's responsibilities)
      [   ]   d - unrealistic time (funding may only be available for more realistic time expectations)
      [   ]   e - no outcomes or results identified
      [   ]   f - no Fellow reflection and/or reporting plans
      [   ]   g – other (explain below)

PROVOST OFFICE RECORD KEEPING: APPROVED UNDERGRADUATE FELLOWS

(1) Title & one sentence description of the Undergraduate Fellow:

(2) Faculty & Student names:

(3) Number of hours funded & semester(s):   [xx] hours   Fall 20xx)   [xx] hours   Spring 20xx

(4)   Type of Undergraduate Fellow:

Research [   ]

Teaching [   ]

Performance Learning Enhancement [   ]

Technology [   ]

Administrative [   ]

Writing [   ]

Other [   ]

(5)   Faculty End of Semester Report(s) attached