

**David D. Burhans, Deborah L. Marsh, F. Amanda DeBusk, and Abby Brown Ayers
Civic Fellowship Application Supplement**

The Bonner Center for Civic Engagement supports four civic fellowships: the Burhans Civic Fellowship, the Marsh Civic Fellowship, the DeBusk Civic Fellowship, and the Abby Brown Ayers Civic Fellowship. To apply for a Civic Fellowship, complete the following steps by 11:59 p.m., April 3, 2017, unless otherwise noted:

- Complete this supplement in consultation with your mentor, save it as a Word document, and then upload it to your “Documents” tab in SpiderConnect.
- Request a letter of recommendation from a faculty member familiar with your academic work. In most cases, this will be your faculty mentor. However, if you have not taken a class with your mentor, please request your recommendation from a faculty member from whom you have taken a class. Email the letter to hashton@richmond.edu **no later than March 31, 2017**, so it can be uploaded to your Documents tab. You will see “Civic Fellow Recommendation – [Your Last Name],” but you will not be able to see the contents.
- Complete the UR Summer Fellowship Application by clicking on the “Survey” tab on the main SpiderConnect menu bar. Respond to “UR Summer Fellowship Application 2017.”
- Return to the fellowship posting. Click “Apply.” Attach your application supplement (this document) and your transcript. Click “Submit.” (CCE staff member Heather Ashton will upload your faculty recommendation, which has a submission deadline of March 31, 2017.)

You and your mentor should discuss the application in its entirety to ensure a mutual understanding before completing your respective parts and then submitting one finalized version of the application that includes all materials.

If you have questions, please contact Civic Fellows administrator Cassie Price (cprice@richmond.edu or 804-484-1609).

To be completed in a typed format by the civic fellow applicant:

1. Name:
2. List coursework or independent research relevant to this fellowship.
3. List any additional experiences relevant to this fellowship.
4. Proposed internship site:
5. Proposed role of student intern:
6. Name of proposed site supervisor:
7. Proposed supervisor’s position:
8. Proposed supervisor’s e-mail:
9. Proposed supervisor’s telephone:
10. Have you spoken in detail with your proposed supervisor about your work, your potential contribution to the organization, anticipated learning outcomes, and the educational component of this fellowship? Yes or No

11. Do we have this supervisor's and your permission to contact him/her with questions about your application? Yes or No
12. Internship description, goals, and significance for civic engagement: Provide background information about the organization for which you will work, including the organization's website URL (if possible) and its central mission and activities. Name and describe in detail the responsibilities you will undertake as a Civic Fellow. Describe the significance of your work for gaining an increased understanding of a civic or social question and/or for addressing a civic or social issue through civic engagement. Write for a non-specialist. **Please limit your response to a maximum of 500 words. Answers in excess of 500 words will be cropped at the 500-word mark before being given to the Selection Committee to review.**
13. How did you find out about this internship? **Please limit your response to a maximum of 250 words. Answers in excess of 250 words will be cropped at the 250-word mark before being given to the Selection Committee to review.**
14. Optional question: Provide any additional information relevant to your internship project and of possible interest to the Selection Committee. **Please limit your response to a maximum of 250 words. Answers in excess of 250 words will be cropped at the 250-word mark before being given to the Selection Committee to review.**
15. Other commitments: List any employment or other significant time commitments for the summer in which the internship will occur.
16. Will you be studying abroad in fall semester 2017, and if so, where?

To be completed in a typed format in consultation with the mentor (who should be a member of the UR faculty or an otherwise academically qualified staff member).

1. Mentor Name:
2. Mentor Campus mailing address:
3. Mentor Campus telephone extension:
4. Mentor Email:
5. Mentor UR ID:
6. Mentor UR department or unit:
7. Mentor faculty status, or, if not a member of the faculty, staff status:
8. Academic grounding and proposed mentoring of the student: A fundamental component of this fellowship is the academically based reflection and analysis of civic and social issues related to the student's internship. Describe the nature and depth of the academic work the student will undertake in support of and connection to the internship. Be specific with respect to sample reading and writing assignments the student will complete. Describe the mentoring that will be provided for the student throughout the internship. **Please limit your response to a maximum of 500 words. Answers in excess of 500 words will be cropped at the 500-word mark before being given to the Selection Committee to review.**

9. Mentoring commitment: Mentors are expected to check in with their student at least five times during the internship (ideally once every two to three weeks, including at the beginning and end of the internship) to discuss and reflect upon the academic component of the civic fellowship. Please explain how the mentor will commit to such a schedule and how the mentor will check in with the student (through face-to-face meetings, e-mail correspondence, or phone/Skype conversations).
10. Anticipated learning outcomes: Specify potential measurable gains in the student's educational development and/or career preparation. Examples may include publications, conference presentations, graduate or professional school, professional exploration, etc. **Please limit your response to a maximum of 500 words. Answers in excess of 500 words will be cropped at the 500-word mark before being given to the Selection Committee to review.**
11. Compensation or credit: The Bonner Center for Civic Engagement will award a \$1,000 stipend to any faculty or qualified staff member mentoring a Civic Fellow, unless the mentor is already receiving financial compensation or course-load credit for this project. If you are already receiving financial or course-load credit for mentoring this student, please explain here.