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 5:00 p.m., April 3, 2020, unless otherwise noted:

- Complete this supplement in consultation with your mentor, save it, and then copy and paste answers into the URSF on-line application
- 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. The link to the recommendation form is available here: https://richmond.ca1.qualtrics.com/jfe/form/SV_9uFlCfEgnWh3vg1. You should use this e-mail template when requesting your recommendation
- Fill in the URSF application available at: https://ursf.richmond.edu/apply/index.html

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 Program Director Dr. Derek Miller (dmillerr4@richmond.edu or 804-944-1091).

Questions that every applicant for every program must answers:

1. Please indicate the name of your internship or your first choice internship site
2. Describe the organization and how interning there will further your career goals (at least 150 words)
3. How did you secure this internship? What steps have you taken so far to secure a summer internship? Include organization names, application timelines, and any other information you have to demonstrate the work you have done in preparation for a summer internship (at least 150 words)
4. What tasks do you hope to/ will you complete during your summer experience or what types of projects do you hope to work on? (at least 150 words)
5. Please discuss 3-5 goals for this experience. One goal must relate to your academic pursuits and reference specific University of Richmond classes you have taken or will take in a future semester. One goal must directly relate to a future career interest (at least 150 words)
6. If your secured or first choice internship will be remote and not onsite at the organization. Your will need to answer the following:
   a. Please describe the type of training you will receive from the organization and how you will receive it
   b. In order for a remote or virtual internship to be eligible for a UR Summer Fellowship, it must include weekly meetings with your supervisor. Please outline a schedule for meeting with your supervisor, the method you will use to conduct those meetings, and the purpose of the check-ins.
   c. Please describe what opportunities you will have to present work or collaborate with other employees

Below are questions you will find on the URSF on-line application specific to the Civic Fellows Program:

Questions to be answered by the applicant:

1. List coursework or independent research relevant to this fellowship.
2. List any additional experiences relevant to this fellowship.
3. Civic Engagement Exploration: Discuss the civic and social issues that you wish to explore with this internship. Discuss how the exploration of these civic and social issues connects with your academic and career goals. (2000 characters)
4. Organization Information: 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. Please explain why you applied to this organization in terms of your academic and civic engagement goals. (2000 characters)
5. How did you find out about this internship? (1500 characters)
6. Other commitments: List any employment or other significant time commitments for the summer in which the internship will occur. Place n/a if no other commitments.

Questions to be answered by the applicant and their faculty mentor together:

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. (3500 characters)

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. (3500 characters)

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.