

## SRJC TEACHING FELLOWS PROGRAM

### About the Program

The SRJC Teaching Fellowship is a merit-based award designed for students who wish to explore teaching and scholarly careers (Pre-K through higher education) in a hands-on mentorship program with an SRJC Faculty Mentor. Students will be provided an appropriate experience in a course, laboratory, library, or other educational setting (such as the Robert F. Agrella Art Gallery, the SRJC Museum, etc.).

One of the most rewarding aspects of this program is the educational and practical experience Teaching Fellows receive by interacting with a contract faculty member\* at SRJC. These interactions add to the depth and breadth of the Teaching Fellows' learning experience, providing enhanced exposure to a profession in education.

During the term of the fellowship, each SRJC Teaching Fellow will be exposed to best practices in teaching methodology in a community college classroom/laboratory/library or other appropriate educational setting; learn to work with diverse populations; and learn about educating students in our changing world. Mentoring encourages faculty to be reflective about their own beliefs about teaching, students, learning, and education as a career.

**AWARD AMOUNT:** Up to 15 awards for up to \$4,050 each for the 2019/20 academic year.

**PRIORITY DEADLINE:** Complete applications must be submitted by 12:00 p.m. on Friday, April 5, 2019.

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### STUDENT SELECTION CRITERIA:

- Minimum overall GPA of 3.0 (*this includes any coursework transferred into SRJC*)
- Completion of a minimum of 24 units (*12 degree applicable*) at SRJC **by the end of Spring 2019.**
- For students who plan to pursue careers in education such as:
  - College teacher
  - K-12 teacher
  - Early childhood education teacher
  - School librarian, school counselor, disability resource specialist, school psychologist, or other appropriate education-related career
- Must enroll in and successfully complete a total of 24 units at SRJC during the 2019/20 academic year. *Summer 2019 and Summer 2020 units may be counted towards the 24 unit requirement with a policy appeal.*
- A one-page letter of recommendation required from an SRJC faculty member. *Your prospective mentor or other faculty member must submit a confidential letter (sealed envelope, printed on letterhead, with an original signature) on or before the deadline.*
- This is a merit-based award.  
*Students receiving Federal Financial Aid must have "remaining need" in their financial aid package to receive this award (i.e. Direct Loans and/or Federal Work Study awards may need to be reduced).*

\*As the Teaching Fellows Program requires year-long participation, the program is designed for contract faculty members because they are contractually entitled to teaching positions during the entire academic year. In all cases, faculty are selected on a merit basis.

# SRJC TEACHING FELLOWS PROGRAM

## Students selected to participate in the SRJC Teaching Fellows Program will:

- ✓ Work with an SRJC Faculty Mentor who has agreed to partner with you as a Mentor and support you in this program.
- ✓ Gain insight into and experience in teaching of a specific discipline, under the direction of a Faculty Mentor.
- ✓ Enrol in and complete a total of 24 units during the 2019/20 academic year. *Summer 2019 and Summer 2020 units may be counted towards the 24 unit requirement with a policy appeal. Appeal forms are available in the Scholarship Office and online at [scholarships.santarosa.edu](http://scholarships.santarosa.edu).*
- ✓ Maintain a minimum overall GPA of 3.0
- ✓ Participate in SRJC Teaching Fellows Program activities designed for award recipients.

## Teaching Fellows Time Commitment and Required Calendar Items:

- Teaching Fellows will spend an average of six to eight hours a week on activities devoted to the Teaching Fellows Program. Examples of activities include: attending affiliated class or lab, prep time, running a study group, and regular meetings with your Faculty Mentor.
- Teaching Fellows are required to attend the orientation and initial “kick-off” meeting for the Mentors and Fellows (Friday, September 6, 9:00 – 11:00 a.m.).
- Teaching Fellows are required to attend monthly Teaching Fellows Cohort meetings from 9:00 – 11:00 a.m. on the first Friday of each month.

## Faculty Mentors Will:

- ✓ Attend the required calendar items in the below section.
- ✓ Clearly and specifically communicate roles, responsibilities, and agreements between the Teaching Fellow and Mentor.
- ✓ Schedule and hold an adequate number of meetings with the Teaching Fellow so that both parties are clear about the meaning of the work they are doing together and its relevance to the students' exploration of a career in education.
- ✓ Give Teaching Fellow specific tasks that are in line with the established goals. Most students won't have experience in a classroom setting other than as a student, so mentors will need to guide students in what to do and how to do it.
- ✓ Prepare Teaching Fellow for optimal observation and interaction by sharing written materials about rules, course syllabus, and other relevant information.
- ✓ Serve as a role model and give guidance to the Teaching Fellow as he or she explores the possibilities of a career in education.
- ✓ Supply a breadth of activities for the Teaching Fellow. When appropriate, activities should include opportunities to directly lecture or lead educational activities.

- ✓ Provide required progress reports on the Teaching Fellows' performance in the program.
- ✓ Share their experience with the Teaching Fellow, including:
  - skills for managing a classroom
  - methods of evaluating student work, such as quizzes and exams, lab reports, and essays
  - setting up labs
  - strategies for managing class time
  - procedures for developing and assessing lesson plans in relation to a course outline and professional standards, or working with an art or library collection
  - skills for tutoring students individually or in small groups in a campus environment

**Faculty Mentor Required Calendar Items:**

- Participate in a facilitated reflection and conversation with current faculty mentors on Friday, August 23, 2019, 9:00 - 11:00 a.m.
- Attend the orientation meeting and initial "kick-off" meeting for the Mentors and Fellows on Friday, September 6, 2019, 9:00 – 11:00 a.m.
- Lead one cohort meeting per semester. Meetings are held the first Friday of each month from 9:00 – 11:00 a.m. Mentors are *encouraged* to attend all cohort meetings.
- Attend the "wrap-up" meeting, celebration, and reflection conversation on Friday, May 1, 2020, 9:00 – 12:30 p.m.

**Disclaimer:**

For ADA accommodations, please call the Scholarships Office (707) 527-4740 or visit us at Plover Hall, 1501 Mendocino Avenue, Santa Rosa CA 95401

# SRJC TEACHING FELLOWS PROGRAM APPLICATION

Follow the instructions exactly as stated. Include only materials requested. Extra materials will not be considered.

## STUDENT SECTION:

(Please neatly print or type)

Name: \_\_\_\_\_ Student I.D. Number: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Major at SRJC: \_\_\_\_\_ Major upon transfer (if applicable): \_\_\_\_\_

Name of planned transfer institution: \_\_\_\_\_ Career goal: \_\_\_\_\_

Overall GPA (this includes any coursework transferred into SRJC): \_\_\_\_\_

Units completed at SRJC: \_\_\_\_\_ Degree-applicable units completed at SRJC: \_\_\_\_\_

Expected graduation/transfer date: \_\_\_\_\_

### Complete each of the following:

1. What academic career do you want to pursue? Specify educational level and discipline area, if appropriate.

\_\_\_\_\_  
\_\_\_\_\_

2. Write an essay in which you address the following:

- Your educational and teaching/scholarly career goals
- Your reasons for choosing these goals
- What you plan to do in your career
- What you hope to accomplish in the Teaching Fellows Program

**Essay response must be type-written/word processed (12-point type, double-spaced) and is not to exceed a total of two pages.**

3. A one-page letter of recommendation from an SRJC faculty member is required. Your prospective mentor or other faculty member must submit a confidential letter (sealed envelope, printed on letterhead, with an original signature).

I certify that the information I have provided on this application is true and complete to the best of my knowledge. I hereby authorize the SRJC Scholarship Office to release information presented in this application to any individual legitimately wishing to consider me as a scholarship recipient. Should I be selected as a recipient, I authorize the publication of my name in relation to this award.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# SRJC TEACHING FELLOWS PROGRAM APPLICATION

To be eligible students must apply in partnership with a contract faculty member who has agreed to be your Faculty Mentor. The Faculty Section must be completed by the faculty member.

## FACULTY SECTION:

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(Please neatly print or type)

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Name

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Department and Campus Location

Phone

Email

I am a contract faculty member.

Other – Please consider me on a merit basis. Provide an explanation on a separate page.

**NARRATIVE** - Please address the following in no more than two pages (double-spaced, 12-pt. type):

1. What ideas do you have for engaging a Teaching Fellow in exploring a career in education?
2. Do you have a specific project that could be enhanced by the participation of a Teaching Fellow or that could provide a particularly meaningful learning experience for the student?
3. In the work you do at SRJC, in what class or setting do you anticipate engaging the Teaching Fellow?
4. Why are you interested in serving as a mentor to the student named in this application?

If selected as a Faculty Mentor, I agree to meet the expectations as outlined in this application and will attend the required trainings and meetings as described above. By signing, I verify that I am a **contract faculty member** and am willing to mentor the student named on this application.

Note: Faculty Mentors may agree to support the application of more than one student, but each mentor will be assigned only one student Teaching Fellow. This is a highly competitive student scholarship. Students must compete based on the merit of their applications.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Priority Deadline:** Application must be submitted by **12:00 p.m. on Friday, April 5, 2019.**