

Application USER GUIDE for the SRJC Teaching Fellows Program

Students and Faculty Mentors, please refer to this application guide as you prepare to submit your applications for the 2020-2021 SRJC Teaching Fellows Program. The Teaching Fellows Program is possible thanks to the generosity of the Robert and Shirley Harris Family.

To get started, the STUDENT applicant must first login to the SRJC Scholarship Application through AwardSpring. The application can be accessed here: <https://santarosa.awardspring.com>. Students will use their SRJC Student login information (SID and password).

FACULTY: You will receive an email request from your prospective Teaching Fellow with your login access (example of email is shown on page 7 of this document). **The FACULTY GUIDE begins on page 10.**

Students will be prompted to complete the general application, if they have not already done so. Below, you will see the minimum criteria that students will need to meet in order to be “matched” to this opportunity in AwardSpring.

Scholarships ▾ Robert and Shirley Harris Family Teaching Fellows Award

Details	Qualifications	Additional Requirements	Scores	Reviewers	Award & Deny	Distribution	Notify
Qualifications For This Scholarship							
Applicant must be enrolled full-time at SRJC in the next academic year.							Expand
Applicant must plan to pursue a career in education.							Expand
Applicant must have a 3.0 or higher GPA.							Expand
Applicant must have a minimum of 24 degree applicable units completed at SRJC.							Expand
Applicant must be currently enrolled at SRJC at least half-time (6 unit minimum).							Expand
Applicant must submit supplemental information and work with the proposed SRJC Faculty mentor t...							Expand

The application process is fairly straightforward. However, this guide is meant to provide detailed instructions since this process is new to both students and faculty. If at any time the student or faculty member requires assistance, please contact the Scholarship Office. We are happy to help!

Application

General Information <i>Completed</i>
Academic Information <i>Completed</i>
Import Fields <i>Completed</i>
Qualification Questions <i>Completed</i>
SRJC Enrollment and Program Related Questions <i>Completed</i>
Community Service, Activities, and Employment <i>Completed</i>
Other Scholarship Specific Selection Criteria <i>Completed</i>
Scholarship Essay <i>Completed</i>
Department Specific Application Section <i>Completed</i>

STUDENTS:

Start your application by following the tabs and answering **each** of the questions.

Click “Next Step” or “Previous Step” or on the individual tabs to navigate to each section.

Once all sections are “complete” you will be able to submit your application.

The following pages provide you with important TIPS to ensure that you are matched to the Teaching Fellows Program and submit a complete application on or before the deadline.

Read through this information carefully! If at any time you need assistance, please visit or call the SRJC Scholarship Office. We’re located in Plover Hall on the Santa Rosa Campus or can be reached at (707) 527-4740.



STUDENTS: Carefully review your answers to the following questions in particular! In the Community Service, Activities, and Employment section, be sure to say “Yes” to major-specific internship based opportunities (see below) AND check one or more of the boxes relating to teaching or education in the question that states, “I am pursuing one of these specific career pathways.”

Application

General Information <i>Completed</i>
Academic Information <i>Completed</i>
Import Fields <i>Completed</i>
Qualification Questions <i>Completed</i>
SRJC Enrollment and Program Related Questions <i>Completed</i>
Community Service, Activities, and Employment <i>Completed</i>
Other Scholarship Specific Selection Criteria <i>Completed</i>
Scholarship Essay <i>Completed</i>
Department Specific Application Section <i>Completed</i>

Are you interested in major-specific Internship (hands-on experience) based scholarship opportunities? ✓ Saved

- Yes
 No

I am pursuing one of these specific career pathways

Teaching (secondary, post-secondary or higher)



Application

General Information <i>Completed</i>
Academic Information <i>Completed</i>
Import Fields <i>Completed</i>
Qualification Questions <i>Completed</i>
SRJC Enrollment and Program Related Questions <i>Completed</i>
Community Service, Activities, and Employment <i>Completed</i>
Other Scholarship Specific Selection Criteria <i>Completed</i>
Scholarship Essay <i>Completed</i>
Department Specific Application Section <i>Completed</i>



THE SCHOLARSHIP ESSAY SECTION

If you have ALREADY applied for scholarships for the March 2 deadline – DO NOT CHANGE YOUR ESSAY in this section. Other selection committees are already reviewing your information.

If you are starting the scholarship application for the first time, this is a good area for you to provide a GENERAL essay response to be considered for any other current, open scholarships.

This area cannot be left blank.

If you are **ONLY** completing this application for the Teaching Fellows Program, it is OK to enter a generic statement to that affect (e.g. Please see my essay response for the Teaching Fellows Program).

IMPORTANT

All questions in every section must be answered. The system does not allow students to proceed with blank or missed questions.

Once the application is complete the “SUBMIT APPLICATION” button will turn bright yellow as seen below.

Click on this button.

Navigation bar with buttons: Previous Step, Next Step, Submit Application

Now you should see that have been “matched” to the Robert and Shirley Harris Family Teaching Fellows Award.”

RETURN TO YOUR DASHBOARD

Here you will see all of the scholarships you match to (if they are currently open). If you meet all of the criteria as listed above and checked the correct boxes, you will see that you match to this award! Click on the “Complete Follow-Up” button to proceed to the Teaching Fellows information and questions! This is also how you will request your FACULTY MENTOR to submit their application. If you do NOT match to this award, but you feel that you meet the criteria exactly as stated, please contact the Scholarship Office so we can assist you. **Do not delay**. You will need to leave time for you to complete the supplemental information AND for your faculty mentor to complete their section of the application by the April 6 deadline.

 **Dashboard**

 **Scholarships**

 **Application**

[Robert and Shirley Harris Family Teaching Fellows Award](#)

Due 4/6/2020

Complete Follow-Up

When you click on “Complete Follow-up” button you will be brought to this page. READ the overview, qualifications, and instructions carefully before proceeding to answering the essay prompt.

Scholarships ▸ Robert and Shirley Harris Family Teaching Fellows Award

Submit Application



Overview

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.

Qualifications

- ✓ Applicant must be enrolled full-time at SRJC in the next academic year.
- ✓ Applicant must plan to pursue a career in education.
- ✓ Applicant must have a 3.0 or higher GPA.
- ✓ Applicant must have a minimum of 24 degree applicable units completed at SRJC.
- ✓ Applicant must be currently enrolled at SRJC at least half-time (6 unit minimum).
- ✓ Applicant must submit supplemental information and work with the proposed SRJC Faculty mentor to submit the requested materials.

Quick Facts

 Apply by Apr 06, 2020
 \$4,050.00

Apply for this Scholarship



BE SURE TO SUBMIT THE REQUEST(S) TO YOUR FACULTY MENTOR AS SOON AS POSSIBLE.

Please allow plenty of time for your proposed faculty mentor to complete their section of the application. Your essay response does not need to be complete in order to submit a request.

Do not delay as the complete application, including the faculty section and letter of recommendation are due on April 6.

Once you have entered the faculty member’s name and email address, you will see this message:

To be eligible students must apply in partnership with a faculty member who has agreed to be your Faculty Mentor. Please use the form below to send an electronic request to your Faculty Mentor to complete this section. This section must be completed by the **faculty member**.

Requested on Mar 11, 2020

Rachael [REDACTED]
[REDACTED]@santarosa.edu
Status: Pending

Resend Request

Send New Request

This is the message the faculty member will receive:



Hi Rachael,

Rachael [REDACTED] is completing an application and has asked you to help provide some information.

Here is a message from Rachael:

I am applying for the SRJC Teaching Fellows Program which requires me to apply in partnership with a faculty member who has agreed to be my Faculty Mentor. I appreciate you taking the time to complete this section of the application.

Please **respond to this request here** so that Rachael can complete the application process.

Thanks,
Santa Rosa Junior College

Having trouble with the link? Try copying and pasting the following web address into your browser:

REQUEST THE LETTER OF RECOMMENDATION IN THE SAME MANNER AS ABOVE.

A two-page letter of recommendation from an SRJC faculty member is required. Your prospective mentor or other faculty member must submit a confidential letter (submitted through this request process). Please use this form to request the letter of recommendation.

Recipient First Name

Recipient Last Name

Recipient Email

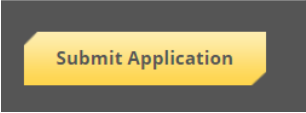
Message to Recipient

B *I* U

I am applying for the SRJC Teaching Fellows program, which requires a two-page letter of recommendation from an SRJC faculty member. I would appreciate you taking the time to write a letter on my behalf that demonstrates why I would be a good candidate for a opportunity.

Send Request

ONLY WHEN BOTH THE FACULTY APPLICATION AND LETTER OF RECOMMENDATION ARE RECEIVED, WILL THE SUBMIT APPLICATION BUTTON BECOME LIVE, ALLOWING THE STUDENT TO SUBMIT THE COMPLETED APPLICATION.



IMPORTANT

It is the STUDENT’S responsibility to check on the status of your requests. If you see that the request is still in a “Pending” status after a significant amount of time has passed, you may want to reach out to your proposed faculty mentor. If they no longer have the request email, select **“Resend Request.”**

If you need to change the proposed faculty member’s name or contact information, you can “Send New Request.”

This same function is true for the required Letter of Recommendation. The letter of recommendation can be from your proposed faculty mentor, or another SRJC faculty member. The recommendation is submitted electronically through the AwardSpring system and is only visible to the Teaching Fellows

FACULTY MENTOR INSTRUCTIONS

You will receive an email from your prospective Teaching Fellow (see example on page 7). Click on the link provided. The link will take you to the AwardSpring application. You will see the following instructions and information page as well as the application.

Once you have completed all of the information requested and you are satisfied with the answers, click SUBMIT.

CAUTION: Once you submit, this section is not editable by you. You do not need to complete the section in one sitting. You can exit and log back in using the link that was sent to you. Your answers and information should be saved by the system. However, we highly recommend writing any narrative information in a word processing system, then copying and pasting your answer into AwardSpring.

If you need a new link, or need hands-on assistance with the application form, do not hesitate to contact the SRJC Scholarship Office. We are happy to help!

External Request for Applicant Rachael Cutcher Test

Please read the instructional information then complete the information requested for the Faculty Mentor application.

TEACHING FELLOWS PROGRAM - STUDENT/FACULTY PAIRING SELECTION CRITERIA:

- Have a minimum overall GPA of 3.0 (this includes any coursework transferred into SRJC)
- Have completed of a minimum of 24 units (12 degree applicable) at SRJC by the end of Spring 2020.
- Enroll in and successfully complete a total of 24 units at SRJC during the 2020/2021 academic year.

Summer 2020 and Summer 2021 units may be counted towards the 24 unit requirement with a policy appeal.

Students with Federal Financial Aid, must have "remaining need" in their financial aid package to receive this award.

PREFERENCE WILL BE GIVEN TO STUDENT/FACULTY PAIRS IN WHICH:

The student has a demonstrated or emerging interest in pursuing a career 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

The student's essay demonstrates:

- an understanding of the goals and objectives of the Teaching Fellows program
- a sense of self-awareness and reflectivity
- a sense of commitment to the program and a willingness and ability to follow through with the requirements of the program
- an ability to articulate and communicate ideas clearly and with confidence

The faculty member demonstrates:

- an understanding of the goals and objectives of the Teaching Fellows program
- a commitment to the requirements of the Teaching Fellows program (e.g., if the faculty member previously participated in the program, (s)he fulfilled the required commitments to his/her student and to the 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.

- Enroll in and complete a total of 24 units during the 2020/2021 academic year. Summer 2020 and Summer 2021 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.
- Maintain a minimum overall GPA of 3.0
- Participate in SRJC Teaching Fellows Program activities designed for award recipients.

Student 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 (The first Friday in September, 9:00 – 11:00 a.m.).
- Teaching Fellows are required to attend monthly Teaching Fellows Cohort meetings from 9:00 – 11:00a.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 21, 2020, 9:00 - 11:00 a.m.
- Attend the orientation meeting and initial “kick-off” meeting for the Mentors and Fellows on Friday, September 4, 2020, 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 7, 2021, 9:00 – 12:30 p.m.

PLEASE COMPLETE THE FACULTY APPLICATION SECTION BELOW:

Faculty Name, Department, and Campus Location

20 word(s) left

Phone

10 word(s) left

Please select one:

I am a contract faculty member

Other

NARRATIVE - Please address the following.

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?

Please provide your narrative (1-2 pages)

1000 word(s) left

B ***I*** **U**          

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 **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.

Electronic Signature (enter your name here to sign):

5 word(s) left

Submit

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