

————— BONNER —————
**CENTER FOR CIVIC
ENGAGEMENT**
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U n i v e r s i t y o f R i c h m o n d

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

GUIDELINES

The Bonner Center for Civic Engagement (CCE) supports four programs under the Civic Fellowship Program umbrella: the **David D. Burhans Civic Fellowships**, the **Deborah L. Marsh Civic Fellowships**, the **F. Amanda DeBusk Civic Fellowships**, and the **Abby Brown Ayers Civic Fellowship**. Civic Fellows in any of these programs receive a total financial award from all funding sources (including from the Civic Fellowship Program, scholarship funding, and the internship site itself) of \$3,200-\$4,000 for completing an academically grounded internship of between 320-400 hours. (Exceptions may be made in cases where an organization permits only shorter internships of between 240-319 hours, as is the case for some federal government internships.) Each Civic Fellow will work with CCE staff and a University faculty mentor to add an academic dimension to their work experience, including oral and written reflections on their academic and community work.

The four Civic Fellowship programs share one application with common guidelines, described here.

The **Burhans Civic Fellows Program**, supported by an endowment honoring University chaplain emeritus David D. Burhans, provides funding and other assistance to students pursuing academically grounded internship experiences in the nonprofit or government sectors in the Richmond region and elsewhere. In the summer of 2018, the CCE will offer a number of competitive Burhans Civic Fellowships.

The **Marsh Civic Fellows Program** will support an academically grounded internship experience for at least two students this summer at a nonprofit organization in Greater Richmond. The Marsh Civic Fellows Program was created through an endowment given by Lawrence C. Marsh in memory of his sister Deborah L. Marsh, who dedicated her life to serving others, working in several leadership roles in the nonprofit sector. Born in Lynchburg, Va., Deborah Marsh lived in a number of places before eventually settling in Richmond, Va., where she spent the last 10 years of her life heading Meals on Wheels. Meals on Wheels experienced tremendous growth—both in terms of the number of meals served and the organization’s budget—under Marsh’s tireless leadership from 1995 until 2005 when she succumbed to cancer at age 47.

Launched in 2013 by F. Amanda DeBusk, W'78, the **DeBusk Civic Fellowship** will provide funding for one or two students to complete a summer internship in the nonprofit or government sector in Richmond or elsewhere. Amanda DeBusk is a partner in the Washington, D.C., office of Hughes Hubbard & Reed LLP, where she specializes in international law.

In 2015, University of Richmond president Edward L. Ayers created the **Abby Brown Ayers Civic Fellowship** in honor of his wife, who is a devoted teacher, volunteer, and parent. This fellowship will give preference to a student whose internship in the nonprofit or government sector focuses on issues related to early-childhood education, nutrition, or food justice.

Students applying for one of these competitive fellowships should contact organizations on their own to arrange a summer internship. They should also secure a faculty or academically qualified staff mentor who will assist in adding an academic dimension to the work experience. All four Civic Fellowship programs provide an additional \$1000 to the faculty/staff mentor.

Applicants are welcome to discuss their interests with Career Services staff and with CCE staff and to receive assistance in connecting with organizations that might provide a meaningful internship experience. To make an appointment with career services, call (804) 289-8547 or email careerservices@richmond.edu. To make an appointment with CCE staff, contact interim Civic Fellowship administrator Dr. Sylvia Gale (sgale@richmond.edu).

Eligibility

Any full-time, degree-seeking undergraduate student currently enrolled at the University of Richmond is eligible to apply for a Civic Fellowship. Applicants must be planning to return to the University for study in either the fall or spring semester of the 2018-2019 academic year. The Civic Fellowship Program will appeal to the intellectually curious student who wants to connect his/her academic interests to an internship. As a general rule, Civic Fellows have at least a 3.0 GPA; however, applicants with a lower GPA have been accepted into the program. If an applicant believes his/her GPA has been affected by extenuating circumstances, he or she should discuss the matter further with interim Civic Fellowship administrator Dr. Sylvia Gale (sgale@richmond.edu).

Applicants must be able to commit to between eight to ten weeks of full-time (40 hours per week) work to their internship and additional time to their academically grounded reflective analysis. (Exceptions may be made in cases where an organization permits only shorter internships of between 240-319 hours, as is the case for some federal government internships.) The internship should be unpaid or nominally paid, with the exception of the fellowship funding. Payments from all funding sources, including the Civic Fellowship award, should not exceed \$3,200 for a 320-hour internship or \$4,000 for a 400-hour internship. The student's internship role within the organization in which he or she is working must be one that provides meaningful learning experiences and opportunities. The Civic Fellowship can't be used to fund a student to intern at more than one organization.

The Burhans, DeBusk, and Ayers Civic Fellowships have no geographic restrictions and can be awarded to students interning in the nonprofit or government sectors in Richmond as well as elsewhere in the United States and the world. The Marsh Civic Fellowship is reserved for a student working at a nonprofit in Greater Richmond.

Completed applications are due by 11:59 p.m., Monday, April 2, 2018, and include the following four elements:

- Before applying for any/all of the Civic Fellowships, you must submit the UR Summer Fellowship Common Application. Copy/paste this link into your browser to complete: <http://tinyurl.com/URSF2018>.
- Complete the supplement (linked from the Civic Fellows Web page at <http://engage.richmond.edu/fellowships-grants/civic-fellowships.html>) 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. A link for the recommendation form will be available on January 16, 2018.
- Upload a copy of your unofficial BannerWeb transcript to your “Documents” tab in SpiderConnect.
- Return to the Civic Fellowship posting. Click “Apply.” Attach your application supplement and your unofficial transcript. Click “Submit.”

Internships completed in conjunction with a Civic Fellowship must include an academically grounded reflective-analysis component consistent with the format and expectations of one of the student’s disciplines. This component must include close mentorship from a University of Richmond faculty member or other academically qualified University employee. Mentors who do not receive financial compensation or academic (teaching) credit for this work will receive a \$1000 stipend.

Students in an established internship program at the University of Richmond may request that their academic work in that program be used to fulfill the academic requirements of the Civic Fellowship. Alternatively, students may work with a faculty member to arrange a for-credit independent study related to their internship work experience; with the permission of the CCE’s fellowship administrator, this independent study may help fulfill part of the fellowship’s academic component.

The faculty/staff mentor is responsible for helping the student tie the internship experience to their academic learning as well as setting parameters for the final project. Prior to the internship start date, mentors must meet with their student to determine learning objectives. Mentors also need to connect with the student’s site supervisor to discuss those objectives in relation to the work experience. In all, mentors are responsible for communicating with the student a minimum of five times throughout the summer (at the beginning, end, and at least three times during the internship) and must respond to a mid-term check-in and complete a final evaluation form provided by the CCE.

Civic Fellows and their mentors will attend an orientation and dinner from 5-7 p.m., Wednesday, April 18. In addition, Civic Fellows will meet at least three times during the summer to discuss common issues related to the internship experiences. Students who are not in Richmond will be able to participate in the meetings via phone or video. These meetings, led by the Civic Fellowship administrator, will help connect Civic Fellows to each other and encourage the reflective-analysis component of the program.

Successful applications will contain information about the student's internship site; the name of the site supervisor; a description of the nature of the work experience, including how it will deepen understanding of civic or social issues or the nature of civic engagement; and linkages between the internship and a student's academic course of study. Receipt of a Civic Fellowship is contingent upon securing an acceptable internship placement.

Students who are minimally paid by their site or another funding source (such as Bonner or Richmond Scholars) may apply to be capped off at \$3200 for an eight-week internship, \$3600 for a nine-week internship, or \$4000 for a ten-week internship. For example, if a student is paid a \$1,000 stipend from their internship site for a 400-hour internship, he/she may apply to receive \$3,000. Likewise, a Bonner Scholar who receives a stipend related to his/her scholarship is eligible to receive a partial fellowship, such that the total award for the 10-week fellowship period is no more than \$4000. Students who plan to undertake an internship abroad should consider applying to both a Civic Fellowship to fund their internship and a Weinstein Grant (<https://international.richmond.edu/scholarships-grants/weinstein-grants/index.html>) to fund the cost of their airfare.

Proposals will be evaluated by a committee consisting of University of Richmond faculty members from a variety of academic units and academically qualified staff. Applicants may be invited for an interview with the committee in the days following the application deadline. Applicants will be notified of the committee's decision by Wednesday, April 11, 2018. Civic Fellowship award recipients are expected to attend an orientation and dinner from 5-7 p.m., Wednesday, April 18.

As a condition of receiving a Civic Fellowship, the student must agree to present on his or her fellowship experience at a program to be sponsored by the CCE. This program will take place during the fall semester of 2018; if a fellow is studying abroad during the fall semester, he/she will present during a second program held in the spring. In addition, all fellows are encouraged to make similar presentations to their relevant academic departments. Fellows are required to meet with a Speech Center fellow prior to making their oral presentations. Fellows must also provide a copy of their final project to the CCE. The exact nature of this project should be determined by the fellow and the faculty/staff mentor; however, it must incorporate information about the student's internship and the connections made between that experience and the student's readings throughout the summer. This report may be posted to the CCE website. Finally, fellows must submit an evaluation of their host organization and the supervision they received at the conclusion of the fellowship.

If a fellowship recipient is unable to fulfill the conditions of the fellowship, the remaining payments of the award will not be made.

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