

**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 5:00 p.m., April 5, 2019, 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 application is available here:  
[https://richmond.ca1.qualtrics.com/jfe/form/SV\\_8GKFWkgJtw2a0Sh](https://richmond.ca1.qualtrics.com/jfe/form/SV_8GKFWkgJtw2a0Sh)
- 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 interim Civic Fellows administrator Dr. Derek Miller ([dmiller4@richmond.edu](mailto:dmiller4@richmond.edu) or 804-944-1091).

**Questions that every applicant for every program must answer:**

1. Please indicate the name of your internship or your first choice internship site:
2. What tasks will you/do you hope to complete or what projects will you be/hope to be working on?
3. If you have not secured an internship, what steps have you taken so far to secure a summer internship? Be specific. Include organization names, application timelines, and any other information you have to demonstrate the work you have done in preparation for a summer internship.
4. List 3-5 specific goals you have for this experience that relate to your academic experience and professional development. Use concrete, measurable terms (e.g., specific skills you will gain, projects you hope to complete).

**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. **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. **(3000 characters)**
4. How did you find out about this internship? **(1500 characters)**
5. **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.