



# UCI Humanities Commons

SCHOLARSHIP • COLLABORATION • PUBLIC ENGAGEMENT

## Humanities Out There Public Fellows Program Spring Quarter 2017 Fellows Program Criteria for Partner Organizations and Humanities Commons

The Humanities Out There Public Fellows program provides UCI humanities PhD students the opportunity to intern with local cultural organization. The Partner Organization should outline 2-3 projects that a fellow can complete in approximately 20 hours a week during spring quarter, March 29 - June 16, 2017. While weekly schedules may be flexible, the organization should take into account that the fellow will have other research and academic commitments. Public Fellows are funded by a grant from the Luce Foundation.

The Partner Organization should:

- Submit a description of the organization's proposed project(s) to Humanities Commons by Sep. 6, 2016.
- Be prepared to interview candidates the week of Nov. 7, 2016, and make final decisions by the week of Nov. 14, 2016.
- Be prepared to provide clear objectives and oversight for the duration of the project
- Pay for parking or mileage reimbursements if required for the project.
- Submit a 1-2 page assessment of the fellow and program outcomes at the end of the fellow's term.
- Provide a letter of reference for the fellow when suitable.

The project(s) should:

- Aim to utilize the skills and expertise developed through a Humanities PhD program, such as research, archival work, educational programming, communication, writing, technology, and facilitation.
- While the project may draw on a field of knowledge, it should focus on skill-sets, rather than be specific to individual research interests.
- Provide the fellow with professional experience that is applicable to a broad range of career paths.
- Allow the fellow appropriate levels of creativity, autonomy, and decision-making.
- Produce a tangible outcome that benefits the partner organization and furthers the fellow's professional marketability.
- Provide the fellow with opportunities to engage with the partner's organizational practices.

(over)

Humanities Commons will:

- Provide a quarter-long Graduate Student Researcher appointment to the fellow, including a stipend and in-state tuition/fees.
- Check-in monthly with the fellow on the project status
- Conduct an exit interview with the fellow and provide results to the partnering organization

The Humanities Out There Public Fellows program provides UCI Humanities PhD students the opportunity to intern with local cultural organization. Humanities Out There Public Fellowships are open to School of Humanities PhD students who have advanced to candidacy. Spring Public Fellows receive a one-quarter GSR appointment, including stipend and in-state tuition/fees. Applicants for the Spring Quarter fellowships may apply for a position at up to two organizations. Public Fellows are funded by a grant from the Luce Foundation.

Applicants should submit a 2-page cover letter and resume to Humanities Commons by Oct. 21, 2016. The cover letter should address interest and qualifications for a specific organization and project from the list. If applying for more than one position, the applicant should submit a cover letter for each, and note if they have a preference in their submission email. The host organizations will review the applications and select candidates for interviewing. If selected, candidates should be prepared to interview with the partner organization during the week of Nov. 7, 2016. Internship offers will be made by Nov. 22, 2016.

H.O.T. Public Fellows will:

- Be prepared to apply and develop their expertise and skills as advanced Humanities PhD students, such as research, archival work, educational programming, communication, writing, technology, and facilitation. While a project may draw on a field of knowledge, it will focus on skill-sets, rather than be specific to individual research interests
- Keep in mind the project objectives and timeline, as well as the organization's overarching mission in completing assignments.
- Be prepared to demonstrate leadership, creativity, and resourcefulness appropriate to the organization and project.
- Update Humanities Commons on their project status every month.
- Attend a quarterly meeting with Humanities Commons and other H.O.T. Public Fellows.
- Present an overview of their work (either through a panel, open house, and/or blog post).
- Submit a 1-page evaluation of the program to the Humanities Commons at the end of the term.

For more information, contact Amanda Jeanne Swain, Humanities Commons associate director, at [ajswain@uci.edu](mailto:ajswain@uci.edu) or 949-824-1948.



# UCI Humanities Commons

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Humanities Out There Public Fellows Program  
Winter-Spring Quarters 2017 Fellows Program  
Criteria for Partner Organizations and Humanities Commons

The Humanities Out There Public Fellows Program provides UCI humanities PhD students the opportunity to intern with local cultural organization. For the Winter-Spring Quarters 2017 Fellows Program, the Partner Organization should outline 2-3 projects that a fellow can complete in roughly 3-5 hours (one afternoon) a week, from the beginning of winter quarter (Jan. 4, 2017) until the end of spring quarter (June 16, 2017). While timelines may be flexible, the organization should take into account that the fellow will have other research and academic commitments. Public Fellows are funded by a grant from the Luce Foundation.

The Partner Organization should:

- Submit a description of the organization's proposed project(s) to Humanities Commons by Sep. 6, 2016.
- Be prepared to interview candidates the week of Nov. 7, 2016, and make final decisions by the week of Nov. 14, 2016.
- Be prepared to provide clear objectives and oversight for the duration of the project
- Pay for parking or mileage reimbursements if required for the project.
- Submit a 1-2 page assessment of the fellow and program outcomes at the end of the fellow's term.
- Provide a letter of reference for the fellow when suitable.

The project(s) should:

- Aim to utilize the skills and expertise developed through a Humanities PhD program, such as research, archival work, educational programming, communication, writing, technology, and facilitation.
- While the project may draw on a field of knowledge, it should focus on skill-sets, rather than be specific to individual research interests.
- Provide the fellow with professional experience that is applicable to a broad range of career paths.
- Allow the fellow appropriate levels of creativity, autonomy, and decision-making.
- Produce a tangible outcome that benefits the partner organization and furthers the fellow's professional marketability.
- Provide the fellow with opportunities to engage with the partner's organizational practices.

(over)

Humanities Commons will:

- Provide a two-quarter fellowship stipend to the fellow.
- Check-in monthly with the fellow on the project status.
- Conduct an exit interview with the fellow and provide results to the partnering organization.

The Humanities Out There Public Fellows program provides UCI Humanities PhD students the opportunity to intern with local cultural organization. Humanities Out There Public Fellowships are open to School of Humanities PhD students who have advanced to candidacy. The Winter/Spring fellowships require a commitment of one afternoon per week for 20 weeks (Jan. 4 through June 16, 2017). Public Fellows will receive a \$2,000 fellowship stipend (paid 50% each quarter). Applicants for the Winter-Spring Quarter fellowships may apply for a position at up to two organizations. Public Fellows are funded by a grant from the Luce Foundation.

Applicants should submit a 2-page cover letter and resume to Humanities Commons by Oct. 21, 2016. The cover letter should address interest and qualifications for a specific organization and project from the list. If applying for more than one position, the applicant should submit a cover letter for each, and note if they have a preference in their submission email. The host organizations will review the applications and select candidates for interviewing. If selected, candidates should be prepared to interview with the partner organization during the week of Nov. 7, 2016. Internship offers will be made by Nov. 22, 2016.

H.O.T. Public Fellows will:

- Be prepared to apply and develop their expertise and skills as advanced Humanities PhD students, such as research, archival work, educational programming, communication, writing, technology, and facilitation. While a project may draw on a field of knowledge, it will focus on skill-sets, rather than be specific to individual research interests
- Keep in mind the project objectives and timeline, as well as the organization's overarching mission in completing assignments.
- Be prepared to demonstrate leadership, creativity, and resourcefulness appropriate to the organization and project.
- Update Humanities Commons on their project status every month.
- Attend a quarterly meeting with Humanities Commons and other H.O.T. Public Fellows.
- Present an overview of their work (either through a panel, open house, and/or blog post).
- Submit a 1-page evaluation of the program to the Humanities Commons at the end of the term.

For more information, contact Amanda Jeanne Swain, Humanities Commons associate director, at [ajswain@uci.edu](mailto:ajswain@uci.edu) or 949-824-1948.



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## Humanities Out There Public Fellows Program

Program Timeline for Spring-Winter 2017 and Spring 2017

### **September 6, 2016 (Monday)**

Deadline for final proposed project descriptions from partner organizations. By email to Associate Director of Humanities Commons, Amanda Swain, [ajswain@uci.edu](mailto:ajswain@uci.edu); cc: Graduate Student Researcher, Jessica Conte, [jconte@uci.edu](mailto:jconte@uci.edu)

### **September 26, 2016 (Monday)**

Humanities Commons announcement and call for applications from Ph.D. students.

### **October 11, 2016 (Tuesday)**

Humanities Out There Public Fellow Program Open House with partnering organizations, at the Humanities Commons.

### **October 21, 2016 (Friday)**

Deadline for applications to Humanities Commons

### **October 27, 2016 (Monday)**

Deadline for Humanities Commons to send qualified applications to partnering organizations

### **November 7-11, 2016 (Monday-Friday)**

Candidate interviews with partnering organizations and Humanities Commons

### **November 14-18, 2016 (Monday-Friday)**

Partnering organizations submit 1st and 2nd choice for fellows to Humanities Commons; Humanities Commons confirms selections and notifies the applicants

### **November 22, 2016 (Monday)**

Humanities Commons makes announcements to fellows' home departments

### **January 4, 2016 (Wednesday)**

Fellows' term begins (beginning of Winter Quarter, UCI)

### **June 16, 2017 (Friday)**

Fellows' term ends (end of Spring Quarter, UCI)

For more information, contact Amanda Jeanne Swain, Humanities Commons associate director at [ajswain@uci.edu](mailto:ajswain@uci.edu) or 949-824-1948.