



Fellowship Agreement

This agreement describes the commitments, roles, and responsibilities of the Project InSight Fellowship Initiative (in partnership with Big Picture Learning), the Fellow, the Mentor, and the Fellowship Advisor.

Terms of the Fellowship Agreement:

BIG PICTURE LEARNING & PROJECT INSIGHT FELLOWS INITIATIVE COMMITS TO:

1. Providing logistical and material support to the Fellow, the Mentor, and Advisor.
2. Providing a \$1000 scholarship to the Fellow for successful completion of the Fellowship.
3. Providing the Mentor (or work site) a stipend of \$500 for completion of the Fellowship.
4. Providing the school support Advisor a stipend of \$500 upon completion of the Fellowship.

AS A PROJECT INSIGHT FELLOW, I COMMIT TO:

1. Be on time for the Fellowship. Communicate promptly any need to be tardy or absent.
2. Follow all work site rules and procedures, especially those concerning work/site safety.
3. Participate in any research conducted by Project InSight by completing all required documents.
4. Use ImBlaze to record hours and accomplishments at the work site.
5. Use existing and newfound skills for the good of the community.
6. Submit photos and videos when applicable of Fellow and Mentor working together and/or Fellow working on field-related projects. Photos/videos may be used for special media purposes for Project InSight.
7. Submit a Post-Fellowship Survey that includes evaluations for the Fellow's progress and performance during the Fellowship.

AS A MENTOR, I COMMIT TO:

1. Mentor the Fellow in their professional and personal growth.
2. Provide hands-on, real-world learning and work opportunities at the work site. The listed mentor should be the direct supervisor for the Project InSight Fellow. If another staff member in the business or clinic is responsible for the day-to-day supervision of the Fellow, that staff member should be listed as the Fellow's mentor. A Mentor does not need to be with a Fellow 100% of the time, but the Mentor should direct and supervise all of the Fellow's activities.
3. Support the fellow in entering a community of practice, and network of professionals.
4. Maintain professional expectations re: attendance, respect, and interactions with customers, the public, and fellow workers.
5. Help the Fellow plan his/her future.
6. Participate in opportunities for Project InSight to collect feedback, progress updates, and summative reflections. This will include requests to post photographs and videos on social media. We often invite alumni Fellows, Mentors, and Advisors to co-present with us at conferences to share experience and practice.

AS A FELLOWSHIP ADVISOR, I COMMIT TO:

1. Provide planning support in developing the youth's individual program at the work site and the post-fellowship path in the Pre-Fellowship Work Plan.
2. Partner with both Mentor and Fellow to facilitate a successful experience for both through timely communication and site visits.
3. Serve as liaison with the Project InSight director/coordinator.
4. Ensure that all documents are submitted by Fellow, Mentor and self in a timely manner.
5. Use the online tool, ImBlaze, to support both the Fellow and Mentor.
6. Check in weekly to support the Fellow in reflecting upon and navigating the Fellowship.
7. Conduct at least 2 site visits during the Fellowship.
8. Submit several photos of the Mentor and Fellow working together, and video if possible, for use on the website and in social media.
9. At or near the end of the Fellowship, submit the Post-Fellowship Survey that includes evaluations for the Fellow's progress and performance during the Fellowship.