

**Jean O’Conner-Snyder Internship Program (JOIP)**  
**A signature program of the David Mathews Center for Civic Life**

**Request for Proposals**

**DEADLINE: Friday, June 30, 2017, 5 p.m. CST**

The Jean O’Connor-Snyder Internship Program (JOIP) provides experiential learning opportunities for undergraduate students to research deliberative practices and asset-based approaches to working alongside Alabama communities in capacity-building projects. DMC administers the JOIP program, collaborating with faculty mentors to recruit students from colleges and universities across Alabama.

The interns are an interdisciplinary group, representing majors in economics, finance, history, filmmaking, social work, medicine, political science, peace studies, journalism and foreign languages. Their internship research projects explore the potential for deliberative practices in the fields of education, economic development, public health, arts and humanities, community media and religious communities.

The Jean O’Connor Snyder Internship Program (JOIP) is lovingly named in honor of Jean O’Connor-Snyder, or “Mrs. O’C”, to the Capstone Men and Women at the University of Alabama who were directed by Jean from 1969 – 1975. Beginning in the 1970s, Jean O’Connor-Snyder was a cherished mentor to undergraduates both in school and in their subsequent careers. The JOIP program is an effort to extend her legacy and provide experiences similar to those of UA student interns in the 1970s who served under the direction of David Mathews, then president of the University.

**JOIP Direct Goals**

Through JOIP, the Mathews Center seeks to:

- Increase immersive civic learning\* in Alabama communities.
- Build civic skills.
- Develop civic dispositions.
- Strengthen civic efficacy.
- Provide professional development for college students, particularly in community-based collaboration and communication skills.
- Support asset-based approaches to capacity building and community development

Through JOIP, the Mathews Center seeks to provide immersive learning opportunities for college students to build civic skills, develop civic dispositions, strengthen their civic efficacy, practice professionalism, and implement asset-based, capacity-building projects in Alabama communities.

## Indirect Goals

The Mathews Center hopes that our efforts in JOIP will ultimately:

- Further develop and support a sustainable and positive culture of Millennial civic engagement in Alabama communities.
- Enhance the preparation of Alabama's upcoming community leaders.
- Inspire and reinforce the development of civic infrastructure for Millennial civic engagement and leadership.

Former interns whose performance was exceptional may be given preference if they apply for the Mathews Center's year-long Civic Fellows program after graduation. This fellowship is registered through the Service Year program. The Civic Fellows program seeks to equip recent graduates with tools and skills for effective deliberative practices in their future careers.

Through JOIP, the Mathews Center hopes to further develop and support a culture of Millennial civic engagement, enhance the civic preparation of Alabama's upcoming community leaders, and reinforce the ever-developing civic infrastructure for Millennial civic engagement and leadership in Alabama communities.

### **\*What does DMC mean by "immersive" civic learning?**

Immersive civic learning is characterized by active, continuous participation in both formal and informal civic and community experiences in a particular place and/or with a particular group or organization. Many JOIP internships function as domestic study abroad experiences, where students live and work for several weeks in a partnering Alabama community. Other JOIP interns work on yearlong, intensive assignments with a partner organization, or in support of DMC program implementation and evaluation across the state.

## Current JOIP Projects

- **Auburn University** JOIP interns participate in Living Democracy, a project that brings together students and citizens to collaborate on issues of concern in Alabama communities. The project prepares undergraduate students for civic life through living-learning experiences in Alabama communities each summer. For more information, check out [www.auburn.edu/livingdemocracy](http://www.auburn.edu/livingdemocracy).
- **University of Alabama** University of Alabama New College JOIP interns live and work in Walker County for eight weeks in the summer. Partnering with the Walker Area Community Foundation, the Walker County interns collaborate with various non-profit organizations to address issues of

concern in the local community. The program not only benefits Alabama communities but also extends academic inquiry outside the traditional classroom.

- **Tuskegee University** JOIP interns engage their community through regular Power Lunches that bring the students and citizens together to address issues around economic and community development.
- **Troy University** JOIP interns engage youth in their community in active civic learning through partnerships with local schools and nonprofits.
- **University of Montevallo** JOIP interns work with DMC staff on civic learning initiatives in Montevallo and across Alabama.

## **2017 – 2018 Call for Proposals**

For the 2017 – 2018 academic year, faculty and staff members are invited to submit proposals to participate in the JOIP. A core belief behind the JOIP is that institutions of higher education can and should play a role in building a strong democracy in Alabama. While student-learning and community-based research are important aspects of these projects, projects should also be community-oriented. Project directors are encouraged to include community partners in the writing of the proposal.

### **Eligibility**

- Applicants must represent an institution of higher learning within the state of Alabama.
- Proposed projects must support the signature programs and initiatives of the David Mathews Center for Civic Life (DMC). For more information about these and other initiatives, please contact DMC Program Director Rebecca Cleveland at [rcleveland@mathewscenter.org](mailto:rcleveland@mathewscenter.org).
- Preference will be given to projects that focus on intensive student learning experiences that are embedded within local communities, where students live and learn for an extended time (minimum of six weeks).
  - Proposals that include such embedded living and learning experiences may apply for up to \$10,000. Proposals without the embedded living and learning component may apply for up to \$4,000.
- Eligibility for project renewal is contingent on new proposals demonstrating strong elements of immersive civic learning, continued positive community impact, and evidence of project evaluation.

### **Project Guidelines**

- Projects must be feasible to complete within one academic year with a maximum budget of either \$4,000 or \$10,000 (see eligibility).
- All projects must support student learning around deliberative, democratic

practices.

- All projects must demonstrate strong elements of immersive civic learning.
- All interns are expected to participate in one semester of academic coursework related to civic engagement.
- Project directors are responsible for ensuring that their interns complete and submit DMC pre-surveys, post-surveys, and a final written report to [rcleveland@mathewscenter.org](mailto:rcleveland@mathewscenter.org).
- All interns must participate in an intern retreat with the David Mathews Center for Civic Life, which will likely be scheduled between the end of January 2018 and middle of February 2018.
- Each grantee organization must submit brief midterm and final reports\* on project progress and outcomes to the JOIP Coordinator. As of the 2017-2018 cycle, a portion of awarded funding is contingent upon receipt of these reports. They should be sent to [rcleveland@mathewscenter.org](mailto:rcleveland@mathewscenter.org) by an agreed-upon deadline.
- Project directors will be responsible for working with their institution's office of sponsored programs to negotiate contracts with the David Mathews Center.
- Project directors must build in at least one visit from DMC staff into their proposal timeline.
- Project directors must participate in a planning meeting at the David Mathews Center office in Montevallo, AL, on Friday, September 8, 2017.
- Project implementation must include at least two community meetings: (1) during project conceptualization and (2) delivery of research process and findings.

### **Proposal Requirements**

- Proposal narrative should include the following:
  - how the proposed project will strengthen and support the community
  - a description of how the proposed project demonstrates immersive civic learning for the students
  - an explanation of how the proposed project will engage community residents during project planning and implementation and/or how the program will incorporate embedded community learning experiences for students using deliberative, democratic practices
  - a list of anticipated outcomes for the proposed project
  - the role of students and the project director in implementing program goals and objectives
  - a list of learning objectives and outcomes for student interns
  - an evaluation plan for student learning and project outcomes
  - how the proposed project relates to a DMC signature program or initiative and will incorporate embedded community learning experiences for students
  - previous civic engagement efforts within the community (if

applicable)

- Submitted budget may not exceed the \$4,000 or \$10,000 limit (see eligibility).
- Must include a timeline with concrete goals for the project, including evaluation and proposed due dates for midterm and final reports.
- See below for a list of allowable expenses.

### **\*Midterm and Final Report Guidelines**

All project directors are required to complete a brief midterm report and a comprehensive final report. They are expected to reflect on their project's ongoing impact on student(s), faculty, and particularly the community. Please note:

- Project directors will receive all evaluation forms (report forms and pre- and post-surveys) at the beginning of the internship. Depending on the rigor of the project's evaluation plan, evaluation results may make up the bulk of the reports.
- Within reason, due dates may vary by each grantee organization's academic schedule.

### **Allowable Expenses:**

Please Note: This is not a comprehensive listing of allowable expenses. Should you have a specific item in question please contact Rebecca Cleveland, DMC Program Director (rcleveland@mathewscenter.org; 205-665-9005 ext. 69).

**Books** - books ordered for students as part of the project.

**Travel Expenses** – related to JOIP project or presentation of JOIP project at a conference. Travel expenses include airfare, lodging, gas mileage, food, rentals, and similar incidentals upon approval from JOIP Coordinator.

**Conference Registration Fees** - Fees required for University employees and JOIP interns to register for conferences related to JOIP projects.

**Printing/ Copying/Duplicating** – for materials related to JOIP projects.

**Lodging for Speakers, Guests, and Lecturers** – related to civic engagement and/or JOIP projects with prior approval from JOIP Coordinator.

**Mailing Services** - USPS, FedEx, UPS, etc. fees related to JOIP projects.

**Office Supplies** - Must be purchased from the institution's current contract vendor and be explicitly related to JOIP projects.

**Event Catering** – food necessary for the execution of JOIP projects or to recruit new interns.

**Student and Coordinator Stipends** - to compensate participating interns and faculty mentors for time invested in their projects.

Jean O’Conner-Snyder Internship Program  
APPLICATION PACKET

**DEADLINE: Friday, June 30, 2017, 5 p.m. CST**

Application Cover Page

ORGANIZATION INFORMATION		
<b>Project Title:</b>		
<b>Organization:</b>		
<b>Street Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Phone:</b>		
<b>Fax:</b>		
PRIMARY CONTACT		
<b>Name:</b>		
<b>Phone:</b>		
<b>Email:</b>		
FINANCIAL/SPONSORED PROGRAM CONTACT		
<b>Name:</b>		
<b>Phone:</b>		
<b>Email:</b>		
AUTHORIZATION		
<b>Organization Director:</b>		
<b>Director’s Authorizing Signature:</b>		
INSTRUCTIONS FOR SUBMISSION		
<b>Materials for Submission:</b> <ol style="list-style-type: none"><li>1. Application Cover Page</li><li>2. Proposal Narrative</li><li>3. Budget and Justification</li></ol>	<b>Send the completed application to:</b> Rebecca Cleveland P.O. Box 6 Montevallo, AL 35115 <a href="mailto:rcleveland@mathewscenter.org">rcleveland@mathewscenter.org</a> (205) 665-9005	