



Swearer Center
for public service
BROWN UNIVERSITY



Fellow Agreement - Bonner Community Fellows Program **Swearer Center for Public Service at Brown University**

Purpose:

The purpose of this Fellow Agreement is to define the benefits, and expectations of the individuals enrolled in the Bonner Community Fellows Program, and the program policies Fellows must follow to remain in good standing. Bonner Fellows will be held accountable for adhering to the guidelines set forth in this agreement and the guidelines provided by the Bonner Foundation.

The Fellow Agreement's final page is to be signed by Fellows of the Bonner Community Fellows Program on a yearly basis. A signature establishes an understanding of the current rules set forth by the Bonner Community Fellows Program at Brown University.

Vision of the Swearer Center:

The Swearer Center works to connect the capacities of Brown University with those of the larger community in order to address inequalities in our society and our communities; create, share, and apply knowledge for the public good; and educate and prepare students for lives of effective action.

At the Swearer Center, we provide students with opportunities to explore their passions in the classroom and community, and build the skills, knowledge, and relationships necessary to lead lives of effective action. Through valued partnerships with faculty, community practitioners, and others across the university and beyond, we deepen Brown's mission to "serve the community, nation, and world" with innovative, thoughtful approaches to social change.

Mission of the Bonner Community Fellows Program:

The Bonner Community Fellows Program seeks to cultivate and strengthen a lifelong commitment to community engagement and advocacy for social justice in students. The program is designed to challenge students to regularly stretch beyond their comfort zone, gaining better understanding and appreciation for different perspectives, realizing more fully their own potential, and reaching always for justice. Through long-term, intensive commitments to community engagement, regular professional development workshops, integrated with Fellows' academic pathway, the program aspires to promote a deep sense of community possibility and responsibility.

ARTICLE I: Purpose of the Bonner Foundation

The Corella and Bertram F. Bonner Foundation works with participating colleges to enable students to financially complete a four year undergraduate degree while gaining experiences and knowledge through community engagement. The Bonner Program is designed to provide academic support, financial assistance, and enrichment activities to the students within the Program. Each Bonner student serves as a representative of the Bonner Community Fellows Program, Brown University, the Swearer Center, and the Bonner Foundation. Each Bonner student, therefore, is expected to reflect exemplary service and attitude. The Bonner Community Fellows Program provides an “access to education with an opportunity to serve.”

ARTICLE II: Community Engagement Opportunities

The Swearer Center Strategic Plan defines engagement opportunities as “long-term, developmentally appropriate experiential opportunities that enhance the leadership and collaborative competence of students and add operational capacities to community-based partner agencies.”

Eligible Activities

While Fellows are encouraged to participate in the full range of activities offered by the University, activities that count toward fulfilling the Fellows’ commitments to engage in the community for a minimum of 8-10 hours per week will be determined by Swearer Center staff and will be done through approved Swearer Center community partnerships only. This approach assures committed long-term relationships for maximum partnership benefit with our community partners and helps focus the Fellows on deeply engaging in and becoming a leader of their community engagement site. A list of approved engagement sites will be provided to Fellows regularly.

When a Fellow is selected and accepts the Fellowship they become eligible for Match Day participation. During Match Day Fellows will rank prospective engagement sites based on their interest, participate in interviews with selected sites, and then re-rank their choices based on those interviews. Partner organizations will also rank Fellows interviewed based on preference. Swearer Center staff then match Fellows and Partners based on ranking and our assessment of best fit for likely success. Once matched, Fellows are expected to serve the term of the Fellowship with that partner and partners are expected to provide continuous growth and leadership opportunities to the Fellows over their term of engagement. In rare cases Fellows may appeal for relocation to another partner through the site remediation process.

School-Year Community Engagement

Both Fellows and Community Partners benefit most from consistent, regular community engagement commitments. Community engagement is weekly, and thus:

- Bonners are required to perform 6-8 hours of community engagement and 2 hours of training and enrichment activities per week during the academic year.
- Bonner Fellows may accumulate hours during any week or semester exceeding the minimum in anticipation of the inability to fulfill the full weekly expectation or to make-up lost hours due to illness or other absence from engagement. However, Fellows are expected to maintain a regular and even weekly attendance for the majority of their

engagement time and expected to always keep the Swearer Center and their site apprised of any irregularities in their engagement schedule.

- Students are required to log their hours in a timely manner (weekly/daily is preferred) through GivePulse. These hours will be approved by their community partner.
- Bonner Fellows will volunteer with a consistent schedule.
- As representatives of the Bonner Program, the Swearer Center, and Brown University, Bonner Fellows will uphold standards appropriate for their agency regarding professional dress, speech, actions, conduct and attitude.

ARTICLE III: Training and Enrichment

Participation in the following activities is required of all Bonner Fellows:

- Bonner Fellows are required to attend and actively engage in weekly training and enrichment workshops. Bonner Weekly Meetings will be held Tuesday evenings from 6 - 8 pm in the First-Generation College and Low-Income Student Center (5th floor of the Sciences Library)
- First Year Fellows must participate in the Bonner Orientation from September 9, 2016 through September 11, 2016.
- First Year Fellows must participate in Bonner Study Block during their first two semesters,
 - Sunday evenings from 6 - 8 pm in Smith-Buonanno Hall (Smitty-B) Rooms 106, 107 (Lounge), and 207. Once Fellows have demonstrated two semesters of good academic standing, attendance at Bonner Study Block is voluntary.
- The following requirements are Cornerstone Activities that Bonner Community Fellows across the national network are expected to participate in:
 - First Year Fellows must attend the First Year Service Trip and participate in its entirety. This trip will be scheduled by November 1 and will take place sometime between January 1 and September 1 of 2017. The trip will be between 8 and 12 days.
 - Sophomore Fellows must participate in a Sophomore Exchange opportunity. Sophomore Exchange opportunities include community engagement projects done in conjunction with other Bonner Programs at other Universities, attendance at regional and national community engagement or other social justice conferences, and other projects that connect Fellows with peers at other Universities.
 - Fellows are expected to complete two (2) Summers of Service during their time in the program. A Summer of Service includes a minimum of 200 hours of community engagement with an organization working to address community challenges and needs. These may be paid experiences and internships.
 - Fellows must complete at least one International Experience while enrolled in the program. Qualifying International Experiences include certain Brown Study Abroad programs, Pre-Approved Summer programs, and Brown Destination Courses, Brown Fellowships (Royce). Fellows must have approval from the Director of Student Development prior to the International Experience to be sure it qualifies.

- o Fellows are required to work with Swearer Advisors to intentionally craft their academic pathway to maximize connection to and integration with their community engagement.
- o Senior Fellows must make a Senior Capstone Presentation, including an Exit Interview with the Coordinator of Student Development and a Presentation of Learning and Community Impact.
- Students who enter the Fellowship after beginning their studies at Brown University are responsible for completing the cornerstone activities as advised by Swearer Staff on entering the Program.

ARTICLE IV: Reporting Responsibilities

Every Bonner Fellow must utilize GivePulse to prepare for, track, and reflect upon service experiences. This process, repeated every semester that a student remains in the Bonner Program, involves the submission of:

- Hour logs, approved by supervisors.
- Reflection responses to prompts throughout the semester.

ARTICLE V: Bonner Community Fellowship and the Academic Stipend

The Bonner Community Fellowship is a four-year stipend that provides \$1,000 per semester in financial support to full-time students who are eligible for assistance, as determined by the Office of Financial Aid.

Off-Campus Programs

Bonner Fellows who take a leave from the University or participate in programs away from the University are ineligible to receive the stipend while they are away (unless in an approved study-abroad experience), but will still be considered members of the Bonner Community and will have their place held for them upon their return.

Extra Semesters

The Bonner Community Fellowship is made possible through a complex network of grants and endowments that contribute to its operational and scholarship budgets. As such, the overall budget assumes that students will be in the Bonner Program for up to their eighth semester of undergraduate study (2nd semester Senior year). As such, scholarships and other funds are not available to support Bonner students who remain after their eighth semester is complete (whichever is sooner).

ARTICLE VI: Expectations

In order to create sustainable, reciprocal partnerships with the community as a community of leaders, we hold the following expectations for all students participating in the Bonner Community Fellows Program:

I. Academic Standing

- All Fellows must be in good academic standing as defined by Brown.

II. School Year Service

- All Fellows will complete 8-10 hours of community engagement per week per semester. This time includes relevant workshops and meeting times.

III. Attendance

- Bonner Fellows are required to attend weekly workshops and trainings held Tuesday evenings from 6:00 pm - 8:00 pm at the First-Generation College and Low-Income Student Center on the 5th floor of the Sciences Library (SciLi).
- Bonner Fellows are allotted **four excused** absences from required training and enrichment and other required meetings, retreats, trips, etc. per academic year.
- If a Bonner is more than 30 minutes late, they are to be marked absent from that event.
- Make-up
 - It is the Bonner student's responsibility to seek out the Coordinator of Student Development for the make-up material and to turn in any relevant assignment within one week of the missed event. Failure to hand in the assignment in the allotted time will result in the absence being unexcused, and thus ineligible for make-up.

Participation

- Bonner Fellows must attend every scheduled weekly meeting, and all pre-planned program activities, unless the student requests (and receives) an excused absence due to academic, athletic, personal emergency or health-related reasons. To be valid, this excuse must be emailed to BonnerCommunityFellows@brown.edu within 72 hours of the missed event.
- Upon the second unexcused absence in one academic year, the Bonner student will receive an email from the Coordinator of Student Development outlining the policy and the absent dates and events
- Upon the third unexcused absence in one academic year, the Bonner student will receive an email outlining their current absences
- Upon the fourth unexcused absence in one academic year, the Bonner student will meet with the Coordinator of Student Development to discuss their participation in the Bonner Community Fellows program.

Primacy of Position

- The Bonner Community Fellowship is a University honor. As such, it is expected that all Fellows hold their full participation in the Fellowship as the most important role at Brown second only to that of academically successful Brown student. Should a Fellows desire to take on other University leadership roles or Fellowships, they are advised to discuss it with the Coordinator of Student Development and/or the Director of Student Development to determine if that other role is compatible with successful participation in the Fellowship.

ARTICLE VII: Dismissal from the Bonner Program

Dismissal from the Program is at the discretion of the Swearer Center Student Advisory Committee. Bonner students may be dismissed from the Bonner Program for the following reasons:

- Cheating on hours.
- Violating the Fellow agreement.
- Violating University Policies or participating in organizations or events inconsistent with the mission and goals of the institution.
- Being deficient on documented community engagement hours in excess of 40 hours for a combination of any two semesters during participation in the Bonner Program.
- Being deficient on attendance in Training and Enrichment activities as outlined above.
- Not meeting the requirements for 'good academic standing'.
- Being on probation for two consecutive semesters for any reason.

ARTICLE VIII: Appeals

Any deficient semester or pending dismissal from the Bonner Program may be appealed to the Dean of Engaged Scholarship/Director of the Swearer Center. The appeal process is as follows: The Bonner Fellow will submit a letter to the Dean/Director explaining the reason(s) for the deficiency. Upon the Dean/Director's receipt of this letter, the student must meet with the Dean/Director within three business days for an individual conference. After this meeting, the Dean/Director will respond by letter to the student with a decision.

ARTICLE IX: Returning to the Program

Any student who chooses to leave the Bonner Community Fellowship also chooses to forfeit their scholarship position. Students who take a leave of absence from the University for personal/medical reasons may rejoin the Bonner Community Fellows Program upon their return to campus.

ARTICLE X: Code of Conduct

As occupants of the most esteemed community engagement leadership position and fellowship at Brown, Bonner Fellows are visible extensions of both the University and the Program, and are thus held to the highest standards of excellence as outlined in the Code of Community Conduct, the Honor Code, and the Bonner Member Agreement. These expectations of acting with dignity and respect guide student behavior on campus, in the community, and online.

Specifically regarding online behavior, Brown Bonner Fellows are responsible to conduct themselves appropriately while engaging in all social media outlets. The Brown Bonner Fellowship encourages active conversation and self-expression among all students; however, the Brown Bonner Fellowship has zero tolerance for inappropriate, illegal, disrespectful, or hateful content on Facebook, Twitter, Instagram, Snapchat, and all other social media outlets.

Inappropriate postings include, but are not limited to:

- Specifically targeting a particular religion, sexual orientation, race, sex, class, or ability level in a manner that is demeaning, disrespectful, or hateful

- Posts which portray hazing, bullying, or otherwise cruel treatment of another person or yourself

If a student posts illegal or inappropriate (see above) content, the student will be discreetly notified and have a one-on-one conversation with the Coordinator of Student Development, Director of Student Development, and/or Director of the Swearer Center regarding the inappropriate nature of the post.

Updated: September 2016, by Juan Colin, Juan Carlos Carranza, Mathew Johnson

Bonner Community Fellows:

Please provide your signature below to indicate that you have read and understand the contents of the Bonner Community Fellow Member Agreement, and you agree to the terms and commitment as described by the Member Agreement.

Signature: _____ Date: _____

Print Name: _____