

Components of a Fellowships Office



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Topics

- Mission Statement
- Office Structure
- Services
- Dissemination of Information
- Collaborations
- Celebrations
- Assessment



Overview

- 24 responses from a variety of institutions.
- Sizes range from 1,200 students to 39,000 students.
- 11 private and 12 public (1 unknown)



Mission and Values

- 15 said that they have no formal mission statement.
- 8 have a formal mission statement, but several are part of a larger departmental mission.
- Several missions qualified as “philosophies” or “approaches.”



Services

Core services

- Information
- Identification
- Faculty coordination
- Application support (e.g., logistics, editing, etc.)



Services

Other Services

- Career counseling/advising
- Practice interviews
- Research support (UR resources, funding)
- Internal scholarship administration
- Grad school preparation



Information dissemination

Primary means

- Articles/publications/newsletters (electronic and paper)
- Well-informed departments, faculty
- E-mail (listservs)
- Website
- Class and group visits
- Direct mailings
- Printed materials (brochures, flyers, posters)
- Information sessions, campus fairs
- Campus bulletin boards, plasma screens, kiosks



Information dissemination

Unique means

- Radio
- Parent network
- Materials in admissions packets
- Facebook and Myspace



Education and Training

Core types of supplementary training

- Practice interviews
- Writing workshops
- Mentorship (research assistance, career and academic advising)
- Classes, workshops and seminars



Education and Training

Unique types

- Current events forum
- Meetings/events for special groups
- Reading room
- Fellowships “classes” for credit
- Peer mentorship



Collaboration

Themes

- Most responses indicated that faculty collaboration is critical component of scholarship advising.
- Collaboration w/ faculty occurs as participation in review committees, class visits, individual faculty mentors or campus representatives.
- Several offices connect with undergraduate research efforts.
- Most offices collaborate w/ Honors programs, career services, and internal scholar programs.
- Most offices seem to have strong relationships with Arts and Sciences and Science and Engineering Colleges, while a couple noted “thinner” relationships with Law and Business schools.



Structure

- Diversity of responses makes this component difficult to summarize!



Structure

Location

- Many offices located within or strongly associated with Honors programs.
- Also many offices report to Provost.
- Others are located within a specific college or department, especially when headed by a faculty member.
- Several noted that being located in an Honors program complicates marketing. Seems already exclusive. Do independent offices have an advantage here?



Structure

Staff

- Ranges from 1 part-time person to 3 or more full-time advisors.
- Majority are single-person offices.
- Most have some form of administrative assistance (admins, grad assistants, interns.)



Celebration/Recognition

Students

- Annual luncheons, banquets (recipients vs. all?)
- Media announcements (web, news)
- Dinners for specific recipients
- Congrats from president, deans
- Displays (photos, banners, etc.)



Celebration/Recognition

Faculty

- Thank you notes to faculty advisors
- Letters to deans and/or provost about faculty involvement
- Faculty awards
- Direct compensation (course releases, stipends)



Assessment

- Methods include student evaluations, data tracking, anecdotal narratives, annual reports.
- Many agree that tracking numbers alone is problematic. Builds false expectations and does not account for other, intangible benefits.



Resources

- [NAFA Journals and Newsletters](#)
- [NAFA Bulletin Board](#)
- NAFA Scholarship Spreadsheet –
Bulletin Board



Websites

- U of Washington
- Seattle U
- U of Missouri
- UC-Berkeley