



## 2017 Educational Development Internship Program Proposal

Dear POD Network Colleagues,

The POD Network's Diversity Committee enthusiastically invites proposals for the **2017 Educational Development Internship Program**. The purpose of this grant is to provide POD Network member institutions with funding up to \$5200 each, and no more than \$10,400 total, in order to support an internship position related to educational development in higher education. The internship is meant to provide an individual with a broad introduction to the field of educational development (here used as an umbrella term to encompass what may also be called faculty development, TA development, instructional development, organizational development, etc.)

### **The goals for the Internship Program are:**

1. To provide a person from a historically underrepresented racial and/or ethnic group (as defined within the U.S. context) with career exploration opportunities in educational development.
2. To support the intern's attendance at the 2017 POD Network Conference in Montreal, Canada on October 25-29, 2017 (start of the grant) or attendance at the 2018 POD Network Conference (end of the grant, location TBD).

### **Eligibility Criteria:**

The POD Network Diversity Committee welcomes applications from all individuals, irrespective of the individuals' nationality and/or citizenship. However, because of the demographic profile of the POD Network as an organization, the applicant must meet the criteria for eligibility (listed below) with priority preference given to:

- persons from historically underrepresented racial and/or ethnic groups (as defined within the US context).
- individuals from traditionally underrepresented institutions including, but not limited to, the following: 1) Historically Black Colleges and Universities, 2) Native American Tribal Colleges, 3) Hispanic Serving Institutions or Hispanic Area Colleges and Institutions, and 4) Minority Serving Institutions (or those aspiring to become MSIs).
- applicants who would join the POD Network and contribute to its mission over the long term with particular interests related to social justice and equity, inclusion, and/or diversity (writ large) in educational development.

### **To Apply for the 2017 POD Network Educational Development Internship Program:**

The deadline for proposals is **June 4<sup>th</sup>, 2017 by 5 p.m. EDT.** Due to time constraints, no late proposals will be reviewed. Awardees will be contacted in early July 2017.

Proposals for the grant should be sent via **email** attachment to Kimberly Carothers, Coordinator--POD Network Diversity Committee Grants Program, or Cristina Cottom, Assistant Coordinator--POD Network Diversity Committee Grants at [diversity@podnetwork.org](mailto:diversity@podnetwork.org)

### **Proposal Criteria:**

All proposals should include the following elements:

- Contact information
- Detailed description of services provided by the educational development unit (here used as an umbrella term to encompass what may also be called faculty development, TA development, instructional development, organizational development, etc.)
- Institutional goals for the proposed internship
- Process for recruiting the intern, and how the intern meets the eligibility criteria.
- Plan for establishing the internship, including institutional support (e.g., financial match, logistical support, course release, travel stipend)

- Specific experiences and activities in which intern will be engaged (e.g., practical opportunities for career exploration; activities to create and sustain interest in the field of educational development)
- Statement that shows the alignment between the work of the intern and the mission of the POD Network Diversity Committee
- Strategic Plan for sustaining the internship, including institutional support
- Plans for assisting the intern to continue work in educational development after the internship is completed (e.g., acquiring a position in a teaching and learning center, office of diversity/multicultural affairs, or academic administration)
- Timeline for internship, which includes recruitment and proposed schedule of activities
- A Recommended Component: A brief letter of support for the grant applicant (e.g. campus administrator, program director or chair, or a member of the POD Network, etc.)

\*Please submit this information in Times New Roman, 12-point, double-spaced formatting, structured as a letter.

#### **Timeline for Proposal Submission and Funding:**

- deadline for submission: **June 4, 2017 by 5 p.m. EDT.**
- notification of funding: July 2017
- internship timeframe: Academic Year 2017-2018
- attend POD Conference this year: October 25-29, 2017—or attend the 2018 POD Conference

#### **The grant award will be allocated in two ways:**

- 1. Up to \$4,000 will be awarded to the institution to fund the internship;
- 2. Up to \$1,200 will be available to the institution to support the intern's attendance at the 2017 or 2018 POD Conference.

#### **Additional Information**

Additional information on application process, including expectations of grant recipient, review criteria, and FAQs can be found on the Diversity Committee's site through the WikiPODia site for the POD Network:

<https://sites.google.com/a/podnetwork.org/wikipodia/pod-committee/diversity-committee/facultyta-internship-grant-program>.

**For more information:**

For more information, contact Kimberly Carothers, Coordinator–POD Diversity Committee Grants Program, or Cristina Cottom, Assistant Coordinator – POD Diversity Committee Grants Program at [diversity@podnetwork.org](mailto:diversity@podnetwork.org)

We look forward to receiving your proposal! And we invite your questions and requests for additional information.

With sincere regards,

Kimberly Carothers  
POD Diversity Committee Grants Program Coordinator

Cristina Cottom, Ed.S  
POD Diversity Committee Grants Program Assistant Coordinator  
Embry-Riddle Aeronautical University- Worldwide  
600 S. Clyde Morris Blvd.  
Daytona Beach, FL. 32114