

POD 2016 Educational Development Internship Program Proposals

Dear POD Colleagues,

The Professional and Organizational Development Network in Higher Education (POD) Diversity Committee enthusiastically invites proposals for the **2016 Educational Development Internship Program**. The purpose of this grant is to provide one or more POD member institutions with funding up to \$5,200 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 either at the beginning of the grant at the 2016 POD Conference in Louisville, Kentucky on November 9-13, 2016, or at the end of the grant, at the 2017 POD Conference.

Eligibility Criteria:

The POD Diversity Committee welcomes applications from all individuals, irrespective of the individuals' nationality and/or citizenship. However, because of the demographic profile of POD 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 POD 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.

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 intern for attendance at the 2016 or 2017 POD Conference.

Submission Process

Components of the Proposals—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 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 POD 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– **Friday, May 20th, 2016 by 5 p.m. EDT.**
- notification of funding–July 2016
- internship timeframe–Academic Year 2016-2017
- attend POD Conference this year–November 9-13, 2016–or attend the 2017 POD Conference

Upon Receipt of Internship Grant:

- The Grant recipient is expected to attend the 2016 POD Conference in Louisville, Kentucky or attend the 2017 POD Conference. At the conference, the recipient is expected to attend the Diversity Committee’s Annual Business Meeting and encouraged to attend diversity-related POD sessions.
- The Grant recipient is expected to share the outcomes of the internship experience in a final report to the Diversity Committee, along with either a stand-alone workshop presentation or poster with the travel fellowship recipients during the Resource Fair at the 2017 POD Conference or in a POD publication.
- In the case of projects funded by POD, we request that the grantee acknowledge the POD Network in any publications, presentations, reports, or webpages about the initiative. Please use the following statement: “This material is based upon work supported by the POD Network, 2016-2017.” If you would like to use the POD logo along with this statement, please contact Hoag Holmgren, Executive Director at hoag.holmgren@gmail.com.
- Grant recipients are expected to participate in grant assessments administered by the Diversity Committee. We will be in touch about how to share your institutional success story resulting from your participation in the educational development internship program. These assessments are to support POD’s strategic aim of evidence-based practice.

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

For more information, contact Isis Artze-Vega, Coordinator–POD Diversity Committee Grants Program, at pod.diversity@gmail.com.

All proposals are to be submitted through email to Dr. Isis Artze-Vega, Coordinator of POD Diversity Committee Grants Program by **Friday, May 20th, 2016 by 5 p.m. EDT**. Due to time constraints, no late proposals will be reviewed.

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

With sincere regards,

Isis Artze-Vega, Ed.D.
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