2019 Mentor Expression of Interest

Thank you for your interest in mentoring a URI Energy Fellow. Your mentorship will provide a student with an invaluable opportunity to learn outside the classroom through a fellowship placement.

Please fill in the fields below regarding your fellowship placement opportunity. We are happy to work with you to develop a scope of work and project description. Please contact Kaylyn Hawkes Keane at kchawkes@uri.edu or 401-874-5585 for more information.

Mentor Name: ______________________________________________________________________

Company / Organization Name: ______________________________________________________________________

Project Description (Please provide a brief description of the work you foresee engaging an Energy Fellow in; include desired skills and academic background of your most desirable prospective student as an attachment).

In order to provide successful fellowship experiences for our mentors and students, we ask our mentors to agree to the following once the fellowship placement is confirmed:

• Outline an energy-related project or activity with a scope of work that clearly identifies a measurable outcome for the Fellow to achieve within the fellowship year;

• Support the Fellow in the development of a learning contract within the first two months of the fellowship;

• Secure funding to: a) compensate the Fellow for a minimum of 600 hours over the fellowship year; and b) contribute a one-time program fee to support the Fellow's professional development.

• Provide project management oversight and mentoring through the duration of the fellowship year;

• Support the Energy Fellow as they participate in URI-sponsored training and events;

• Maintain contact with the URI Energy Fellows Program Coordinator regarding student performance and program requirements.

By completing this expression of interest form, I confirm that I understand the scope and timeline of the Energy Fellows Program. I agree to consider a URI Energy Fellows Program candidate for the position described above and communicate any adjustments to the Program Coordinator in a timely manner.

Energy Fellow Mentor Signature __________________________ Date __________

Kaylyn Hawkes Keane - Program Coordinator 

kchawkes@uri.edu - 401-874-5585
Suggested Student Hours and Wages

Required Fellowship period: January – December 2019

Undergraduate hourly*: $10.10
Graduate hourly*: $24.62
Suggested hours*: 10 per week during spring semester
21-35 per week during summer term
10 per week during fall semester

*Start date, work hours and schedule can be flexible based on project needs. Students should complete at least 600 paid hours during the fellowship period. Pay rates are at the discretion of the mentor company. Suggested hourly wages are based on URI student pay rates.

Mentor Responsibilities
• Provide a scope of work for an energy project or internship activities
• Provide guidance on the development of a learning contract;
• Provide project management oversight and mentorship throughout the fellowship;
• Compensate Energy Fellow for a minimum of 600 documented work hours throughout the fellowship period; and
• Maintain contact with the program coordinator regarding student performance.

URI Cooperative Extension Responsibilities*
• Provide program management services, student advisement and mentor support;
• Manage targeted and competitive student recruitment, interview and hiring process;
• Instruct a year-long professional development course that covers public speaking, interpersonal skill development, program design methodologies, professional networking, workplace ethics, and more;
• Manage a three-month “Clean Energy Summer Intensive” that incorporates site visits throughout New England and lectures by topic experts from around New England; and
• Identification of and assistance with obtaining external funding to subsidize fellowship costs.

Total Estimated Costs to Mentor Organization

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Undergraduate Fellow</th>
<th>Graduate Fellow</th>
</tr>
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<tbody>
<tr>
<td>Spring semester (100 hours, Jan-May)</td>
<td>$1,010</td>
<td>$2,462</td>
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<tr>
<td>Summer term (400 hours, May-Aug)</td>
<td>$4,040</td>
<td>$9,848</td>
</tr>
<tr>
<td>Fall semester (100 hours, Sept - Dec)</td>
<td>$1,010</td>
<td>$2,462</td>
</tr>
<tr>
<td>*Program coordination fee (full year)</td>
<td>$2,600</td>
<td>$2,600</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$8,590</td>
<td>$17,372</td>
</tr>
</tbody>
</table>

Questions?
Please contact Kaylyn Hawkes Keane at KCHawkes@uri.edu or 401.874.5585
2019 Program Timeline

October 30, 2018
Deadline to submit the 2019 Energy Fellows Program Mentor Expression of Interest Form. Note that we recruit students specific to each fellowship mentor’s needs. Meeting this deadline allows for ample time to solicit applications from top student applicants. If you are unable to meet this deadline, but are interested in participating as a mentor, please contact Kaylyn Hawkes Keane as soon as possible at kchawkes@uri.edu or 401-874-5585.

November 12, 2018
Deadline for students to submit the 2019 Energy Fellows Program Application packet.

November 13-22, 2018
Initial student interviews are scheduled and conducted by URI Cooperative Extension staff.

November 29 - December 8, 2018
Second student interviews are scheduled and conducted by 2019 Energy Fellows Program mentors.

December 12, 2018
2018 Energy Fellows Program Final Presentations and Mentor & Alumni Networking Event at URI. Mentors are encouraged to attend.

December 18, 2018
All 2019 Energy Fellows Program placements are confirmed. At this time, the Program Coordinator, mentor and student have established a start date, general schedule of hours beginning in the spring semester.

January 21, 2019
First day of classes and start of the 2019 Energy Fellowship year.

January 21- April 29, 2019
Energy Fellows attend weekly professional development courses led by URI Cooperative Extension staff.

May 14-August 20, 2019
Energy Fellows attend weekly topical energy trainings and site visits led by URI Cooperative Extension staff and energy industry experts.

September 5th – December 11th 2019
Energy Fellows attend weekly professional development courses led by URI Cooperative Extension staff. The year culminates with the 2019 Energy Fellows Program Final Presentations and Mentor / Alumni Networking Event at URI. Mentors are encouraged to attend.