THE UNIVERSITY OF RHODE ISLAND
COOPERATIVE EXTENSION

ENERGY FELLOWS PROGRAM

FELLOWSHIP MENTOR INFORMATION PACKET

2020 Sponsor: VINEYARD WIND
2021 Fellowship Mentor Expression of Interest

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

Please fill in the fields below, or this online form, regarding your fellowship placement opportunity. We are happy to work with you to develop a scope of work and project description. Please contact Kaylyn Keane at KKeane@uri.edu or 401-874-5585 for more information. Deadline for submission is October 30, 2020.

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 during the fellowship year; and b) contribute a one-time program fee to support the Fellow’s professional development (see attached Cost Sheet).
• 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 ____________________________

coopext@uri.edu  •  401.874.2900  •  3 East Alumni Avenue, Kingston, RI 02881  👤  🌐  🔍  📝
2021 Fellowship Cost Sheet

Student Hours and Wages*

Required Fellowship period: January – December 2021
Suggested student hourly wage: $11.50/hour (undergraduate), $26.37/hour (graduate)
Suggested hours/week by semester: Spring: 10-20 hrs/wk | Summer 21-35 | Fall: 10-20 hrs/wk

*Start date, work hours and schedule are flexible and should be based on the mentor organization’s project needs. Students must 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.

Total Estimated Costs to Mentor Organization

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Undergraduate Fellow</th>
<th>Graduate Fellow</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring semester (17 weeks from Jan-May or 100 hours)</td>
<td>$1,150</td>
<td>$2,637</td>
</tr>
<tr>
<td>Summer term (14 weeks from May-Aug or 400 hours)</td>
<td>$4,600</td>
<td>$10,548</td>
</tr>
<tr>
<td>Fall semester (15 weeks from Sept - Dec or 100 hours)</td>
<td>$1,150</td>
<td>$2,637</td>
</tr>
<tr>
<td>Program Coordination Fee (46 weeks)</td>
<td>$3,000</td>
<td>$3,000</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$9,900</td>
<td>$18,822</td>
</tr>
</tbody>
</table>

Mentor Responsibilities

- 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 during the fellowship year; and b) pay a one-time program fee to support the Fellow’s professional development (see attached Cost Sheet).
- 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.

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; and
- Manage the Summer Industry Training that incorporates site visits and lectures by topic experts.

Questions? Please contact Kaylyn Keane at KKeane@uri.edu or 401.874.5585
2021 Program Timeline

October 30, 2020
Deadline to submit the 2021 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 11, 2020
Deadline for students to submit the 2021 Energy Fellows Program Application packet.

November 12 – 25, 2020
Initial student interviews are scheduled and conducted by URI Cooperative Extension staff.

November 30 – December 15, 2020
Second student interviews are scheduled and conducted by 2021 Energy Fellows Program mentors.

December 15, 2020
2021 Fellows Final Interview Session: 11:00-1:00pm (available to all 2021 Mentors)
2020 Energy Fellows Program Final Presentations: 1:00-3:30pm (2020 Mentor attendance requested)

December 18, 2020
All 2021 Energy Fellows Program placements must be confirmed. At this time, the Program Coordinator, mentor and student have established a start date and general schedule of spring semester hours.

January 26, 2021
First day of classes and start of the 2021 Energy Fellowship year.

January 25 – May 3, 2021
Energy Fellows attend weekly professional development courses led by URI Cooperative Extension staff.

May 10 – September 7, 2021
Energy Fellows attend weekly topical energy trainings and site visits led by URI Cooperative Extension staff and energy industry experts.

September 8 – December 15, 2021
Energy Fellows attend weekly professional development courses led by URI Cooperative Extension staff. The year culminates with the 2021 Energy Fellows Program Final Presentations and Mentor / Alumni Networking Event at URI. Mentors are encouraged to attend.