**Active Citizenship Summer: Massachusetts Fellowship**

**Request for Placements • Summer 2014**

Through the Tisch Active Citizenship Summer (ACS) Fellowship Program, Tufts University undergraduates engage in critical work that supports nonprofits and community organization in our host communities of Medford, Somerville and Boston’s Chinatown. Fellows delve into substantive assignments and projects that address placement priorities.

The knowledge, skills and experience Tufts’ students bring to a summer fellowship are wide ranging. For the summer of 2014, fellows could fill a variety of roles for your agency, such as:working directly with community members;supporting communications*;* assisting with program design and implementation;utilizing strong writing and research abilities; and building networks and strengthening relationship.

Fellows work 35 hours per week for 10 weeks, or 350 hours from June 2014-August 2014. We invite you to submit your student placement proposal by **Friday, January 17, 2014** for an exceptional Tufts undergraduate summer fellow!

**Fellowship Stipends**

To help fellows make the most of their summer opportunity, Tisch College seeks to provide several $3,500 stipends to cover living and transportation costs.

**Proposal Selection**

Placement proposals should outline a substantive project that can be completed in 350 hours. Additionally, Tisch College is committed to diversity and inclusion.  As such, we encourage internships that focus on providing professional development in those areas. Agencies are encouraged to contact Danica Fisher, Program Administrator, at [Danica.Fisher@tufts.edu](mailto:Danica.Fisher@tufts.edu) if you have questions or to discuss placement ideas. We are particularly interested in programs that focus on children at risk, particularly those working at the intersection of health and education and/or focused on Title 1 schools.

Tisch College staff will review placement proposals, and may request clarifications from agencies. Tisch College will seek to identify the best match between candidates and your fellowship. We cannot guarantee, however, that every placement will be filled, because we only want to send you a really great student.

**Selection of Fellow(s)**

* Fellowships are highly competitive and open to all Tufts undergraduate students.
* Tisch College publicizes the fellowship description starting in mid-January 2014.
* Students submit a cover letter, resume, transcript, recommendation and references.
* Tisch College will review and rank applicants.
* The supervisor will complete the final interview and selection.

**Important Dates**

* Placement proposal deadline **January 17, 2014**
* Student application deadline **February 10, 2014, 9am**
* Supervisor interviews select students **March 26-April 1, 2014**
* Notify Tisch College of selection **April 2, 2014**
* Tisch College notifies students **April 4, 2014**
* Fellowship work plan deadline **April 28, 2014, 9am**
* ACS Massachusetts orientation **June 2, 2014**
* Fellowship begins **Week of June 2, 2014\***

\* Exact placement start dates may differ, if appropriate, fellows may start earlier.

**The Role of Placement Supervisors**

* Articulate expectations, goals and share personal work preferences.
* Identify substantive assignments that address placement priorities, strategic plans and require 35 hours of work per week.
* Utilize and build assignments based on student’s knowledge, skills and values.
* Create a detailed 10 week work plan with the fellow. The work plan prepares fellows to hit the ground running and to have a communication tool with the supervisor. Tisch College will provide instructions and multiple work plan examples from a range of fields. Agencies are welcome to propose their own work plan format. Fellows submit work plans electronically to the Program Administrator.
* Arrange orientation including, but not limited to: office mission and goals, staff, office policies, professional expectations, office space and equipment.
* Monitor work hours to ensure time commitment and work obligations are met.
* Meet with fellow at least once a week to monitor progress and provide feedback.
* Complete an evaluation of the ACS: Massachusetts Fellowship.
* Community supervisor and agencies will seek opportunities to include Fellow in broader agencies or community events.

**Contact** Danica Fisher, Program Administrator at [Danica.Fisher@tufts.edu](mailto:Danica.Fisher@tufts.edu) or 617-627-4845.

**Proposal Instructions**

Please type responses into the following proposal format. Many proposal components will be advertised directly to students. Please keep information concise and specific. If you have any questions, do not hesitate to contact the Program Administrator.

**Agency Overview**

Name: City of Medford, Office of Energy & Environment (E&E)

Full Address: City Hall 85 George P. Hassett Drive Medford MA 02155

Main Phone: 781-393-2137

Website: http://www.medfordma.org/departments/energy-and-environment/

**Agency Description**

Mission statement or briefly describe overall goals, type of work, population served, work site, etc:

The City of Medford has a population of over 56,000 people across 8.6 square miles.

Medford has been implementing energy and environmental initiatives for over a decade. The City’s passion for being green has focused on municipal projects such as installing the wind turbine, installing LED traffic & decorative lighting, and pursuing solar on its municipal and school buildings. Recent developments include residential programs such as single stream recycling (which began in the fall of 2010), home energy assessment outreach, and a residential solar program.

Medford’s clean energy efforts have a high educational potential, especially with the visibility of Medford’s Wind Turbine, which is located adjacent to the McGlynn Middle/Elementary School. Medford’s middle schools currently incorporate the wind turbine into their educational curriculum. It is the goal of the City to provide education to our elementary school children about the wind turbine and other local clean energy and green efforts.

Does your agency focus on engaging children at risk and/or children from Title 1 schools?

The Medford School District is a Title 1 district. It is expected that this project would focus on the four elementary schools, three of which are title 1 schools: the Columbus, McGlynn and the Roberts. There are 2100 students served by the four K-5 elementary schools.

**Student’s Fellowship**

Title: Clean Energy Elementary Education Program

In 300 words or less describe the focus of work to be completed in 10 weeks. Describe how the focus relates to agency goals:

The Tisch Fellow will work with the Director to identify educational tools and outreach opportunities to educate Medford school children about clean energy including renewable energy, energy efficiency and recycling. The goal is to develop one or more short presentations and activities that can be given to classes and assemblies in the Medford schools, throughout the school year.

The intern will meet with current Medford elementary teachers to understand the educational level of the targeted age group and what level of language is appropriate to educating children of that age. The Medford Energy Committee is forming an education subcommittee to look at ways to educate students in Medford about energy and the environment. The intern would likely work closely with this committee as well, preparing materials that they can also use through the year.

Subsequently, the intern will work with the staff of the Office of Energy and Environment to determine the nature of the presentation, such as a hands-on 1 hour session, or an interactive 20 minute presentation. The intern would identify short videos, books and graphics to use appropriate to the age groups. The intern will work with staff from E&E to learn about Medford’s initiatives and the impact of clean energy on health and on the planet. The intern will develop presentations over the course of the summer.

Arrangements can be made for the intern to preview or test out presentation ideas at local summer camps, such as the Medford Schools Columbus Summer Fun Camp, the Boys and Girls Club Camp and others.

At the end of the program the student will have created a package of information that may include posterboards, a script, an overhead presentation, follow up activities and a parental information sheet, all of which can and will be used by others to further the clean energy educational goals of the City of Medford.

**Required Skills and Experience**

List specific skills: Excellent interpersonal communication skills, ability to communicate with children; presentation skills, ability to teach new things to others

List specific language skills: none

List specific experience: experience working with elementary school age children a plus

**New Skills and Experience**

List 2-3 specific skills the student will gain through this fellowship:

1. Understanding of how different language is needed to communicate with different groups of people.

2. Ability to interview someone and gather specific information

3. Learn about clean energy and impacts of Green House Gasses on our environment.

List 2-3 specific experiences the student will gain through this fellowship:

1. Experience working with children

2. Meeting with teachers and understanding their needs

3. Develop a new program

**Interview Questions**

List 2-3 interview questions that will help us identify the strongest candidates for your agency and the fellowship.

1. Are you interested in energy and environmental initiatives and if so, why?

2. Do you have experience working with youth? If yes, please describe a situation where you had to explain a new concept to a child or children.

3. Tell me about the most interesting presentation you have given. Why was it interesting? What did you learn from the experience?

**Direct Supervisor Overview**

Name: Alicia Hunt Title: Director, Energy & Environment

Email: ahunt@medford.org Phone: 781-393-2137

Include the direct supervisor in program communication. Select: Yes

**Supervisor Description**

Briefly describe the position of the fellow’s direct supervisor:

The Director of Energy & Environment supervises this office and reports directly to the Mayor. The office is responsible for the development of energy and environment initiatives, finding funding for them and educating the public. The City’s Conservation Commission, Energy Committee and the Medford Garden Committee all work directly with this office. In addition to running projects the Director organizes the annual Harvest Your Energy Festival and educates people about energy and the environment through writing for print and online, speaking engagements to local clubs and schools and through social media.

**Supervisor Experience and Style**

What experience does the supervisor have managing staff - and specifically student interns?

At the City of Medford, Alicia has managed many interns working on a variety projects. She prefers that each student have their own project or topic area that they are responsible for to provide focus to their work. The Office also maintains a list of small projects and tasks for interns to do as time allows. Due to the nature of an office that serves the public, frequently unforeseen tasks and needs arise that Alicia then asks interns to take on.

Alicia prefers that when there are multiple students working in the office that they take the opportunity to get to know each other and work with each other, feeling free to ask each other for advice and help, as well as looking to the full time staff. The Office is designed with an open floor plan to allow easy communication between the interns, staff & the Director.

Prior to working at the City, Alicia worked for MIT in several capacities and has 13 prior years of experience supervising staff and students. Alicia managed several offices and teams including the Office of Graduate Housing and the Network Installations & Troubleshooting Team. While Alicia prefers to work with students in small groups, at one time she directly supervised 40 college student consultants on the Computing Help Desk. Additionally, Alicia served as both a “faculty advisor” to MIT freshmen and as an advisor to an MIT sorority.

How will the supervisor support both the fellow’s work and professional development experience?

Alicia has found that the best results come from providing the intern with goals and guidance and empowering him or her to lay out a work plan and make decisions throughout with guidance. Tufts students are very intelligent; both the students and Medford will benefit from having a Tisch Fellow understand the needs of the City of Medford and Medford teachers and then work in partnership with Alicia to develop a plan and project that best meets those needs.

**Supervision Capacity**

How much time will the supervisor have to devote to the fellow each week?

It is expected that the student would have 2 weekly scheduled meetings with Alicia. The Office has an open seating plan which allows all staff to talk throughout the day. Additionally, Alicia is always available via phone or email.

Will the supervisor be able to meet with the fellow daily? Select: **Yes**

**Manager Overview (complete if different from direct supervisor)**

Name: Michael J. McGlynn Title:  Mayor

Email: mayor@medford.org Phone: 781-393-2409

Include the manager in program communication. Select: No

**Manager Description**

Briefly describe the position of the fellow’s manager:

The fellow may also work with Mayor McGlynn during the course of the project to better understand the City’s long and short term goals. Mayor McGlynn oversees all operations of the City of Medford and is very involved in projects throughout the City. Mayor McGlynn strongly prefers to meet with all staff & volunteers, including interns, before they begin work at the City.