University of Calgary, Fall 2021 and/or Winter 2022

University of Calgary Scholars Academy – Service Project

Instructor/Coordinator: Dr. Jared Secord

The Project

The Scholars Academy provides unique programming and individualized support for the university’s best and brightest undergraduate students. These University of Calgary students are outstanding academics and leaders in their community. Students from all disciplines, faculties and years participate in the program. In the 2021-22 year, there will be roughly 90 members of the Academy.

One of the opportunities within the Scholars Academy is the Service Project. The Service Project is meant to give each student in the Academy the chance to be a part of a semester or year-long project and collaborate with an existing not-for-profit organization. In addition, students are already very active in the volunteer sector and with leadership and community efforts, so these projects have a team-building, community engagement aim.

Students have capacity to undertake work in areas such as:

* Evaluation (including the development of measuring tools; crafting messages and choosing tactics to reach targets most effectively)
* Research (assessments, questionnaire, interviews, focus groups, literature reviews)
* Presentations and workshops
* Brochures, written material such as articles, web content, social-media campaigns

In previous years, Scholars Academy has worked with Propellus and offered the following projects:

* Partnered with *Cerebral Palsy Kids & Families* to create a project to recycle old bikes and parts to generate funds for their adapted bike program.
* Worked with *Youths Can Fish 2* to help them raise awareness about youths living in poverty in Calgary and their summer camp program. It asked students to build pamphlets, social media, and visual aids for their fundraiser.
* Teamed with the *Arthritis Society, Alberta and Northwest Territories* to design, evaluate and administer an evaluation form for their JIA family Mentor Program.
* Collaboration with the *Kids Cancer Care Foundation* where the students created art with young cancer patients and then auctioned the art at a gala to raise money for the KCC.
* Work with the *University of Calgary’s Office of Sustainability* to gather campus community stakeholder perspectives on sustainability issues. It required a systematic review and presentation.

The Project Proposal

We are seeking projects that can utilize the skills scholars possess and assist local organizations with various tasks. Successful proposals will demonstrate that organizations can commit to the project in the following manner:

* A clearly identified project from a local or community organization
* The scope of this project must be able to be completed either in 10 – 12 weeks (September – December or January – April) or over the course of 1 academic year (September – April).
* The project needs to be suitable for a group of 6-8 students to work on as a team.
* Project ideas include development issues (such as poverty, social justice, migration, food security, environment, among others), strategic communications, or presentations to benefit the organization and build the reputation with specific stakeholders.
* Depending on the project, students should be expected to engage in research and project design; use critical and problem-solving skills, learn about local issues and civic awareness, and create effective change.
* Must demonstrate the project has the support of relevant organizational leadership.
* A key organizational contact who is available throughout the entire project who is both keen to work with students and is knowledgeable about the work to be undertaken (and a backup contact in case of illness). This contact needs to provide clear guidance, timelines, and expectations.
* A commitment that the key contact is available to work with students, communicate promptly over the phone, email or in-person, furnish needed materials and appointments, maintain the project scope and clarity and respond to students’ need for information or direction in a timely manner.
* Access to and permission to share documents and materials identifying information requirements that will be necessary to complete the project.
* Access to organizational leaders and selected key stakeholders prior to the project to confer briefly with the course instructor.

Students are in contact with the Scholars Academy Coordinator and Program Assistant to ensure that the project is accomplished in the proposed timeline and that all resources are adequately utilized. Students will also have access to university resources (ex: library).

Tentative Timeline:

* Application deadline: August 1, 2021
* Application Status Notification: August 30, 2021

For those accepted proposals (to take place via Zoom or email until further notice):

* Discussion with Scholars, including discussion of learning outcomes for project: Early September 2022
* Mid-term check-in: Early November
* Short term fall project deadline only: December 8, 2021
* Discussion with Scholars: January 2022 (Winter Retreat)
* Mid-term check-in: Mid-February 2022
* Project completion: April 15, 2022

What makes a successful project?

* Clear deliverables, expectations and timeline
  + Being very clear about what success for the project looks like
  + What are the steps for completing the project?
  + When should each step be complete in order to achieve the timeline?
  + The organizational contact needs to be adept at identifying tasks to be completed and ensuring that project steps are well understood and manageable
* Focused scope
  + Narrowly scoped projects are generally more impactful and easier to manage
  + Scholars are student volunteers with full course loads and other commitments.
* Coaching
  + These are student volunteers who are practicing their professional skillset. They are first and foremost learners, who will need guidance, feedback and coaching.
  + Student may need assistance with task delegation
* Flexibility and Regular Communication
  + Given various scheduling constraints, students may only be able to meet on weekends, evenings or via teleconference.
  + Frequent check ins and follow up are required.

In your project application, please provide as much information about the project as possible and feel free to use several pages.

**SCHOLARS ACADEMY SERVICE PROJECT APPLICATION**

\*= Required Information

Deadline for Submission:  **August 1, 2021**

Please submit all questions and application to: [**sap@ucalgary.ca**](mailto:sap@ucalgary.ca)

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| **Organization Name\*** |  |
| **Website** |  |
| **Key Contact Person\* and Title** |  |
| **Email and Phone Number\*** |  |
| **Will this key contact person be supervising the students directly?\*** |  |
| **If no, who will be supervising the students directly?** |  |
| **Mission/Purpose of organization\*** |  |
| **Number of Staff/Volunteers\*** |  |
| **Project Description (Please be specific.)\*** |  |
| **Proposed Learning Outcomes for the Students (discuss and come to agreement on these in first meeting with students) \*** |  |
| **Describe the community & organization impact of this project\*** |  |
| **Explain what resources will be available to the students\*** |  |
| **Expected outcome and deliverable\*** |  |
| **Steps students will need to take to complete the deliverable\*** |  |
| **Give an estimate of timelines\*** |  |
| **Will a portion or all components of this service project be conducted online? If so, please elaborate. \*** |  |
| **Is student access to a vehicle essential?\*** |  |

**Please acknowledge:**

I have named a willing, able and knowledgeable staff person who is available to supervise the project from start to finish, and who is keen to work on the project with students.\* \_\_\_\_\_

The supervisor has experience with the relevant project topic and related challenges (this is preferably a key PR or lead employee)\* ­­­­\_\_\_\_\_

**Thank you for submitting your application.**