

IMPORTANT

Request all required documents at least two weeks prior to the fellowship application deadline.

Course Progress Reports

STEP 1: Submit a Course Progress Report request for each 3-4 credit course you are currently enrolled in as indicated in the application instructions:

Course Progress Report link: https://whittier.formstack.com/forms/course_progress_report

- You will need to use your poets.whittier.edu email and your professor's whittier.edu email
- If you get an error message email esanche1@whittier.edu and explain what happened.

Example of completed Course Progress Report

WHITTIER COLLEGE FELLOWSHIP PROGRAMS

Course Progress Report

Student Being Evaluated*

First Name Last Name

Student Email (@poets.whittier.edu only)*

Course Information

Course *

Instructor *

First Name Last Name

Instructor's Email (@whittier.edu only)*

Term *

 Fall Spring

STEP 2:

- Once your instructor has completed the form you will receive a copy via your poets email.
- Save each individual course progress report.
- When the rest of your application docs are ready, merge them all into one PDF.

Form Name:
Submission Started:
IP Address:
Unique ID:
Submission Completed:

Student Course Progress Report

Student Being Evaluated

Student Email

Course Information

Course

Instructor

Instructor's Email

Term

Spring

Student's Academic Progress

Academic Evaluation

Attends course meetings/lectures/lab regularly. = Excellent
Demonstrates growth in comprehension of the course material. = Good
Participation = Good
Completion of assignments = Good
Exam performance = N/A
Written work = Good

Approximate Overall Course Standing

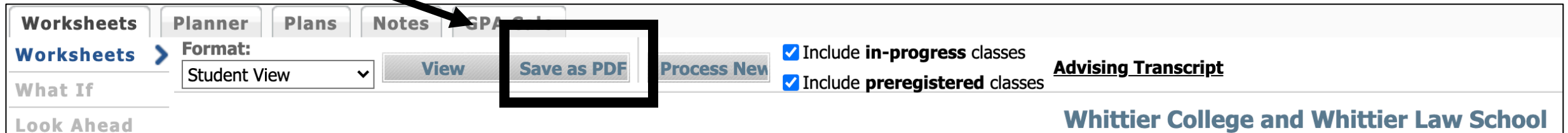
90-100%

Please provide any further comments
you wish to share.

Unofficial Transcripts from Whittier College

STEP 1: Log into your Degree Works via my.whittier.edu

- At the top click the **Save as PDF** tab
- When the small window opens, select the printer icon on the top right of the window screen, which should give you the option to save as PDF.
- This will serve as your unofficial transcript for Whittier College



Worksheets | Planner | Plans | Notes | SPA

Worksheets > Format: Student View [v] [View] **Save as PDF** [Process New]

Include **in-progress** classes
 Include **preregistered** classes

[Advising Transcript](#)

Whittier College and Whittier Law School

- **STEP 2:** When the rest of your application docs are complete, merge them all into one PDF.

Student Contract and Mentor Agreement

STEP 1: Go to specific web page for the fellowship you are applying to.

- Under the **Applying to the Program** section, click on the bolded links to download the student contract and mentor agreement (see below)
- Sign and save the Sample Student Contract with Adobe or XODO. If you are selected for the fellowship, you will be asked to sign the formal Student Contract to indicate your acceptance of the award.
- Email the Sample Mentor Agreement to the person who agreed to serve as your fellowship mentor and ask them to sign and send it back to you as you need to include it with your application.

STEP 2: When the rest of your application docs are complete, merge them all into one PDF.

Applying to the Program

The application is due the first Monday in March and consists of:

- Unofficial academic transcript (PDF from DegreeWorks)
- Current **Course Progress Report** for each 3-4 credit course you are enrolled in
- Signed **Sample Student Contract**
- Signed **Mentor Agreement**



ALIANZA DE LOS AMIGOS MARTIN ORTIZ FELLOWSHIP STUDENT CONTRACT

Dear Fellow:

To accept the Alianza de los Amigos Martin Ortiz Fellowship, please review the expected deliverables and requirements detailed below. Your signature confirms acceptance of these terms and conditions.

1. Conduct a research project or internship, if applicable, under the guidance of a Whittier College faculty mentor.
2. Attend all mandatory meetings including but not limited to:
 - Weekly or biweekly meetings with your faculty mentor
 - Conference presentation (e.g. Fall Term SCCUR, URSCA, or professional conference in your discipline. Note that conferences may require travel).
 - Recruitment Sessions
 - Spring Scholarship and Fellowship Luncheon (when applicable)
3. Alert the Fellowships Coordinator to any changes in the approved fellowship project prior to proceeding with those changes.
4. Submit your research paper AND the conference presentation version (e.g. PowerPoint slides, poster proof) at the completion of your fellowship to the Fellowships Coordinator.
5. Complete the exit and mentorship experience surveys distributed by Research, Sponsored Programs & Fellowships.
6. Understand that the \$4,000 fellowship stipend will be distributed in three installments (summer projects) or four installments (academic year projects). The last installment will be released after satisfactory completion and submission of all project deliverables.
7. Understand that upon completion of your project you will receive a \$500 scholarship for tuition.

Research Ethics & Safety Compliance Notice: Your project must adhere to Whittier College research ethics and safety compliance policies. If your project involves human subjects, vertebrate animals, hazardous materials, infectious agents, recombinant DNA, or genetically altered organisms, it may require institutional approval before fellowship funds can be disbursed. Please familiarize yourself in advance with the policies and procedures (website: <https://www.whittier.edu/academics/researchethics>). Pay special attention to compliance committee deadlines and be prepared with an alternate approach to completing the project in the event the project is not approved by the respective compliance committee.

I agree to fulfill the Fellowship requirements and understand that failure to comply may result in forfeiting all or a portion of the award and dismissal from the program. I have also read and understand the Research Ethics & Safety Compliance Notice.

Fellow Signature: _____ Date: _____



ALIANZA DE LOS AMIGOS MARTIN ORTIZ FELLOWSHIP MENTOR AGREEMENT

Thank you for agreeing to serve as a fellowship mentor. The information below summarizes the fellowship's goals and the duties expected of mentors.

The fundamental objective of the Alianza Fellowship is to complete a research project or internship related to economic development and the general improvement of the human condition. The fellowship is particularly directed to students of Latin heritage from any major who have a firm career interest in public service and who will complete a research project or internship in the US or abroad.

Mentorship Overview: Mentoring plays a vital role in academic development. Through their guidance and example, mentors help students achieve their fellowship project goals and grow as academics and professionals. As a mentor, you can demystify the formal and informal aspects of engaging in professional and/or scholarly work. In the mentoring relationship, sharing personal experience and knowledge/transmission interest in a trusting learning environment that should benefit both you and your fellow.

The Responsibilities of the Mentor: As a mentor you are responsible for overseeing your fellow's internship or research project. The work conducted throughout the fellowship should educate the fellow in the practices that scholars and professionals follow in a selected discipline or field. The project should not duplicate the work required in a course, but it can be the same as their senior "paper in the major." In fact, we recommend that the fellow use their fellowship project as part of their "paper in the major" if possible. The fellow's work should not interfere with their academic progress but should complement and reinforce it. Your fellow is required to fulfill the commitments outlined in the Student Contract submitted with their application. Their fellowship payments are tied to the timely submission of these deliverables completed under your guidance. The Fellowships Coordinator will communicate with you for updates on the fellow's progress. Please report any concerns to the Fellowships Coordinator.

Research Ethics & Safety Compliance Notice: Please be aware that your mentee's proposed project must adhere to Whittier College policies addressing research ethics and safety compliance. If the student's project is awarded and involves human subjects, vertebrate animals, hazardous materials, infectious agents, recombinant DNA, or genetically altered organisms, it may require institutional approval before fellowship funds can be disbursed. Please familiarize yourself in advance with the relevant policies and procedures so that you can guide your mentee accordingly (website: <https://www.whittier.edu/academics/researchethics>). Pay special attention to compliance committee deadlines and assist your mentee in planning an alternate approach in the event the project is not approved.

I have read the Mentor Agreement and Research Ethics & Safety Compliance Notice, and I agree to serve as the mentor for _____

Mentor Name: _____ Date: _____

Signature: _____

How to Merge all your Application Docs into ONE PDF

STEP 1: Make sure all your documents are converted into PDFs.

- **Option One:** You can use Adobe Acrobat. Use this link:
<https://www.adobe.com/acrobat/online/convert-pdf.html>
- **Option Two:** You can use your phone.
 - If you have an iPhone, your Notes app will allow you to scan your work into a PDF. Here is a video on how to use it: <https://www.youtube.com/watch?v=16nwB3P78GQ>
 - If you have an Android phone here is a video on how to use the Google Drive app to do it:
<https://www.youtube.com/watch?v=WUz7R3luoes>

STEP2: Merging Files in one PDF:

- **Option One:** You can use Adobe Acrobat. Use this Link: <https://www.adobe.com/acrobat/online/merge-pdf.html>
- **Option Two:** You can use XODO. XODO is an app that will allow you write on PDF files, to convert other files into PDFs, AND to merge multiple files into one PDF. You can use it from your phone, tablet, or computer. Here is the link: <https://www.xodo.com/#>