

**Request all your docs two weeks prior to the deadline.**

**Do Not wait until the week of the deadline, as you will not meet the deadline.**

# 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:

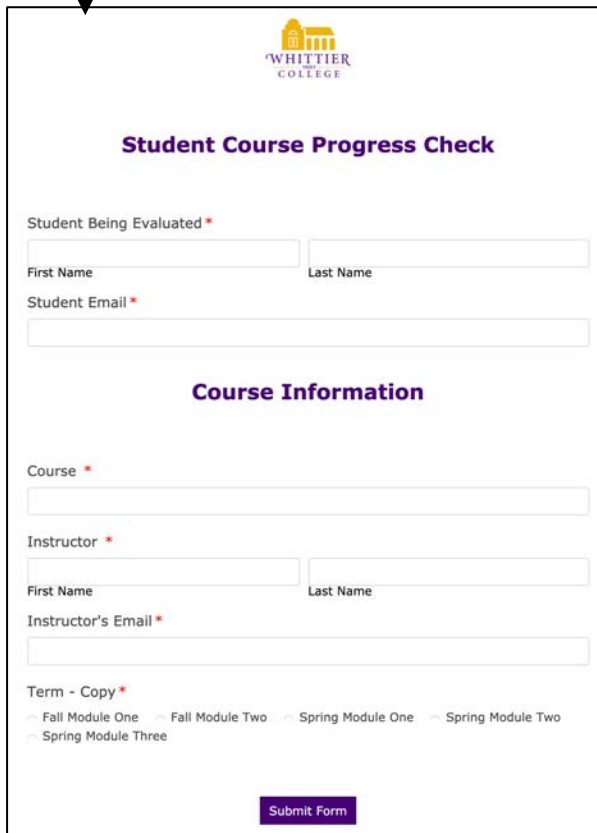
- **Option One:** You can use Adobe Acrobat. Use this Link: <https://www.adobe.com/acrobat/online/merge-pdf.html>
- **Option Two:** You can use XODO. XODO is a wonderful and FREE app that will allow you write on PDF files, to convert other files into PDFs, AND to merge multiple files into one PDF. You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

# Attaining your Academic Course Progress Reports

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

Academic Course Progress Report link: [https://whittier.formstack.com/workflows/course\\_progress\\_check](https://whittier.formstack.com/workflows/course_progress_check)

- You will need to use your poets.whittier.edu email, and your professors whittier.edu email
- If you get an error message email [svetrone@whittier.edu](mailto:svetrone@whittier.edu) and explain what happened.

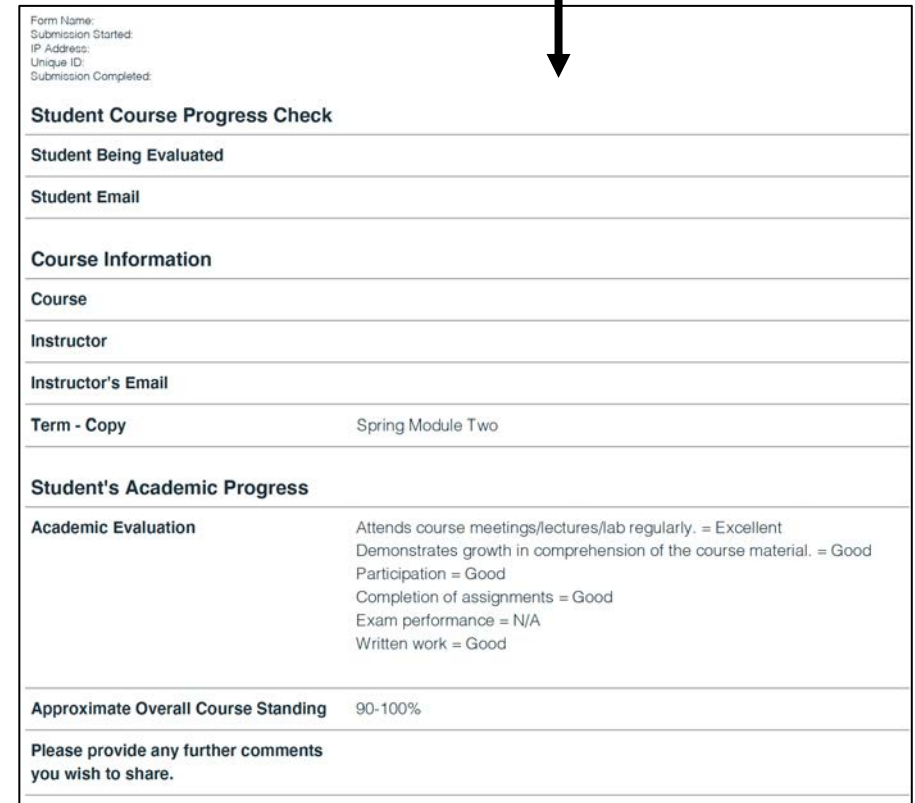


The screenshot shows the 'Student Course Progress Check' form from Whittier College. It includes fields for 'Student Being Evaluated' (First Name, Last Name, Student Email), 'Course Information' (Course), 'Instructor' (First Name, Last Name, Instructor's Email), and 'Term - Copy' (Fall Module One, Fall Module Two, Spring Module One, Spring Module Two, Spring Module Three). A 'Submit Form' button is at the bottom.

## STEP 2:

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

## Example of completed Course Progress Check



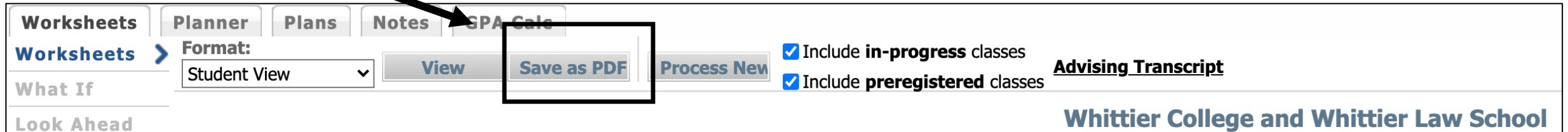
The screenshot shows a completed 'Student Course Progress Check' form. It includes fields for 'Form Name', 'Submission Started', 'IP Address', 'Unique ID', and 'Submission Completed'. The form is filled out with the following information:

<b>Student Course Progress Check</b>	
Student Being Evaluated	
Student Email	
<b>Course Information</b>	
Course	
Instructor	
Instructor's Email	
Term - Copy	Spring Module Two
<b>Student's Academic Progress</b>	
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.	

# Attaining your Unofficial Transcripts from Whittier College

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

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



The screenshot shows the top navigation bar of the Degree Works system. The 'Worksheets' tab is selected, and the 'Save as PDF' button is highlighted with a black box. An arrow points from the text above to this button. Other visible elements include the 'Planner', 'Plans', 'Notes', and 'SPA Calc' tabs, a 'Format:' dropdown menu set to 'Student View', a 'View' button, a 'Process New' button, and two checked checkboxes for 'Include in-progress classes' and 'Include preregistered classes'. The text 'Advising Transcript' and 'Whittier College and Whittier Law School' are also visible.

- **STEP 2:** When you have the rest of your application docs ready, you can then merge them all into one PDF.

# Attaining your Student Contract and Mentor Agreements

## STEP 1: Go to specific website for the fellowship you are applying to.

- Under the **Applying to the Program** section, hit on specific bolded term to download the contract or mentor agreement. Email the Mentor Agreement to the person who will serve as your fellowship mentor, and ask them to send it back to you, as you need this for your application.
- Save these documents. They are already PDFs, so you can use Adobe to sign them or XODO.
- XODO is a wonderful and FREE 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/#>

- **STEP 2:** When you have the rest of your application docs ready, you can then merge them all into one PDF.

## Applying to the Program

- The **application** will be due the second Friday in March. A complete application consists of:
- Unofficial academic transcripts
- Current semester **Academic Progress Report**.
- **Student Contract** with project mentor sign-off.
- Signed **Mentor Agreement**

WHITTIER COLLEGE  
ALIANZA DE LOS AMIGOS MARTIN ORTIZ FELLOWSHIP  
STUDENT CONTRACT

Dear Alianza Fellow:

In accepting our offer of receiving an Alianza Fellowship, you have read and agreed to abide by the below stated requirements. *If you fail to meet the requirements it will result in the possible loss of your stipend, and or possible dismissal from the fellowship.*

**Alianza Fellow Requirements:**

1. Maintain a minimum GPA of 3.0 every semester.
2. Conduct an internship or an individual guided research project under the guidance of an internship or faculty-research mentor.
3. Attend all required/mandatory meetings including but not limited to:
  - Weekly or biweekly meetings with your internship or faculty-research mentor
  - Fall term SCCUR Conference (will require travel)
  - Spring term URSCA Conference
  - Recruitment Sessions
  - Spring Scholarship and Fellowship Luncheon (when applicable)
4. Submit a complete project (written and public presentation) at the completion of your fellowship.
5. Understand that the \$4000.00 fellowship will be distributed over three (summer projects) or four (academic year projects) stipend distributions. The last stipend will be distributed at the completion of the project and its public presentation.
6. Understand that upon completion of your project you will receive a scholarship of \$500.00 towards your tuition.
7. Understand that upon completion of your project your internship or faculty-research mentor will receive a mentor stipend of \$300.00.

**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 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 agree to abide by the seven requirements and understand if I do not fulfill all requirements I could lose all or a portion of my stipend and also be dismissed from the program. I have also read and understand the Research Ethics & Safety Compliance Notice.

Fellow Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Fellow Signature: \_\_\_\_\_ Date: \_\_\_\_\_

WHITTIER COLLEGE  
ALIANZA DE LOS AMIGOS MARTIN ORTIZ FELLOWSHIP  
MENTOR AGREEMENT

Thank you for agreeing to serve as an internship or faculty-research mentor. The information below summarizes the programs' aims, goals, and the duties expected of mentors.

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

Mentoring plays a huge role in academic development. Through their guidance and example, mentors help direct students toward achieving the goal of their internship or research project, and growth as academics and professionals.

**Mentorship Overview:**  
As a mentor, you can demystify the formal and informal aspects of engaging in professional and or scholarly work. In the mentoring relationship, the sharing of personal experience and the transmission of knowledge intersect in a trusting learning environment that should provide opportunities for both you and your fellow to stretch beyond your boundaries.

**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 inform the fellow in the practices that scholars and professionals follow in a selected discipline or field. The work or project should not duplicate the work required in a course but can be the same as their senior "paper in the major." In fact, we recommend that the fellow use their fellowship work or 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 will be asked to develop a timeline for their work that ends in the completion of some deliverable(s), such as a formal paper and public presentation at a conference. They will need this timeline, signed by you, in order to receive their stipends. The expectation is that the timeline will be developed either prior to the start of the fellowship (summer fellowships only) or within the first month of the fellowship if it is to be conducted over an academic year. The timeline is a dynamic document, and it will most likely be revised as the project progresses. All revisions to the timeline **must** be made under your direction and submitted to the Alianza Fellowship Advisor.

**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 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 \_\_\_\_\_  
Please print fellow name here

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_