

## **Agility Graduate Fellowship**

### **Purpose of an Agility Graduate Fellowship:**

An Agility Graduate Fellowship is awarded to a highly-motivated individual who wants to directly impact their fellow students at the University of Lethbridge and/or the greater Lethbridge and surrounding community. Under the supervision of the Agility Program Coordinator, Director of Agility, and/or a Faculty Supervisor, an Agility Graduate Fellow will design, plan, and deliver hands-on learning experiences for K – 12, undergraduate, and graduate students. Throughout the year, an Agility Graduate Fellow will take the principles from his/her liberal education and apply them through programming relevant to Agility's mission and vision to bring experiential learning to the forefront of the student experience at the University of Lethbridge.

### **Term of Appointment:**

Agility Graduate Fellows will have a term appointment of one-year (12-months). Start dates are dependent upon terms, and will typically commence at the beginning of each term per the academic calendar. A Fellow must report to the Coordinator to begin duties by the dates listed below, unless otherwise agreed upon:

- September start for Fall Term
- January start for Spring Term
- May start for Summer Sessions

Failure to meet at the commencement of an appointment may result in termination from the Fellowship Program.

The term of appointment will require the Agility Graduate Fellow to be present at the Agility Advisory Council meetings. Most of a Fellow's time will be dedicated to performing duties that support initiatives developed by the Fellow and/or Agility. These initiatives may require training, which will be provided within the program. An appointment as an Agility Graduate Fellow is intended to be completed alongside your course-load to enhance your university experience.

### **Renewable or Non-Renewable:**

Agility Graduate Fellows are eligible to renew their term of appointment by one-year. This results in a maximum of two-years served as an Agility Graduate Fellow.

### **Value:**

Agility Graduate Fellows will receive a rate of pay at \$18/hour. The average number of hours to be served for the Fellowship is normally 120-hours and does not exceed 204-hours. All rate of pay, leaves, vacation pay, etc. will follow the regulations set forth by Revenue Canada.

### **Number:**

The number of appointments are dependent upon funding and left to the discretion of the Director of Agility.

### **Roles and Responsibilities may include:**

Agility Graduate Fellows will contribute directly to the achievement of the Agility Program's primary objectives to:

- Support hands-on learning experiences;
- Inspire innovative practices in Southern Alberta communities;
- Bring meaningful change to the local communities; and
- Support creative projects that are impactful to the U of L and/or Southern Alberta Community.

In reaching these objectives, Agility Graduate Fellows are expected to be involved in some or all of Agility initiatives. Fellowships can involve:

- Workshop creation, implementation, and organization
- On/Off-campus experience creation, implementation, and organization of:
  - Local business tours
  - Local farm tours
  - Local community-based project tours
  - Others as identified by Agility
- Participation in Agility initiatives such as;
  - Agriculture & Agribusiness
  - Social Innovation
  - Entrepreneurship
  - Emerging Technologies
- Presentations regarding your Fellowship and/or studies at local, provincial, national, and/or international events
- Other activities, as agreed upon in negotiation with the Director and/or Coordinator of Agility.
- Mentorship and leadership of Undergraduate Fellows & student participants.

**Average number of hours per week, total number of hours per semester/summer session:**

Depending on the duties and responsibilities the Agility Graduate Fellow is interested in, the hours per week will vary. As a general rule, Fellows will spend a maximum of 10 hours a week towards their appointment. Normally, hours should be utilized throughout each full-term semester as equally as possible. Please note, while there are some opportunities for Fellows to participate in summer session activities, there are limited outreach positions available. As such, any Fellow wishing to use hours in the summer sessions must indicate so to the Agility Staff for availability.

**Graduate Fellow Coordinator:**

Agility Program Coordinator and Agility Director and/or Faculty/Community Supervisors.

**Application Procedures:**

Applications for the Agility Graduate Fellowship may be made up to one year in advance of the proposed term of appointment. Applications are left open; therefore, the desired date of commencement and length of appointment must be indicated on the application. The application dates will normally adhere to the following schedule:

- For a September start for *Fall Term*:
  - Application deadline: March 1<sup>st</sup>
  - Application selection: April 15<sup>th</sup>
- For a January start for *Spring Term*:
  - Application deadline: November 1<sup>st</sup>
  - Application selection: December 15<sup>th</sup>
- For a May start for *Summer Sessions*:
  - Application deadline: February 1<sup>st</sup>
  - Application selection: March 15<sup>th</sup>

### **Application Dossier:**

Candidates for an Agility Graduate Fellowship must be a full-time graduate student with good academic standing and submit a completed application form. The application process includes the following components:

1. Resume
2. Proof of full-time graduate studies
3. Completed application form (see below)
4. Entrance interview to discussing initiatives the applicant is interested in

### **Agility Advisory Council Decision Strategies:**

Upon final review of applications, the review committee may recommend the applicant be:

1. Approved for the period requested;
2. Approved with a recommendation for an alternative term;
3. Asked to resubmit in a subsequent competition; or
4. Denied an Agility Graduate Fellowship position.

*NOTE to previous Agility Graduate Fellows:* New applicants may be granted first consideration for available positions.

Please note that a Fellowship is not intended to cover the full cost of living, including but not limited to housing costs, and the student is responsible for paying his/her tuition and fees.

Furthermore, income from Agility Fellowships are in accordance with Canada Revenue Agency legislation and will be treated accordingly by Human Resources. Agility will provide all Fellows with facilities and support services, including resources and training. Upon completion of a Fellowship, a Fellow will be required to complete an exit interview with Agility Staff, whereby the Fellow will discuss his/her experience and complete a written reflection regarding their takeaways from the Fellowship.

### **Agility Graduate Fellowship Application**

Agility invites all students to apply for Fellowship opportunities to **enhance their learning experience**. Fellowships will reflect Agility’s mission to expose all students to meaningful, hands-on learning experiences.

**IMPORTANT!** Once you have completed the application, be sure to email the completed application to Agility ([agility@uleth.ca](mailto:agility@uleth.ca)).

**Applicants**

*Applicants who qualify for a Fellowship will meet the qualifications outlined in the call. Applicants must be a registered Graduate Student in good academic standing to qualify.*

During the application review process, you may be contacted by Agility for clarification on aspects of your application, as well as to arrange an entrance interview.

If you have any questions or concerns with this form, please call 403.332.4034 or email [agility@uleth.ca](mailto:agility@uleth.ca)

**IMPORTANT!**

- This is a competitive process with limited funds, and not all applications will receive funding, even if they meet the criteria above.
- Agility will be available to assist with your application submission up to three days prior to the submission deadline.
- Applications must be submitted using the application template provided. Applications that do not meet the criteria specified in the application template *will not be considered*. Only complete applications will be considered.

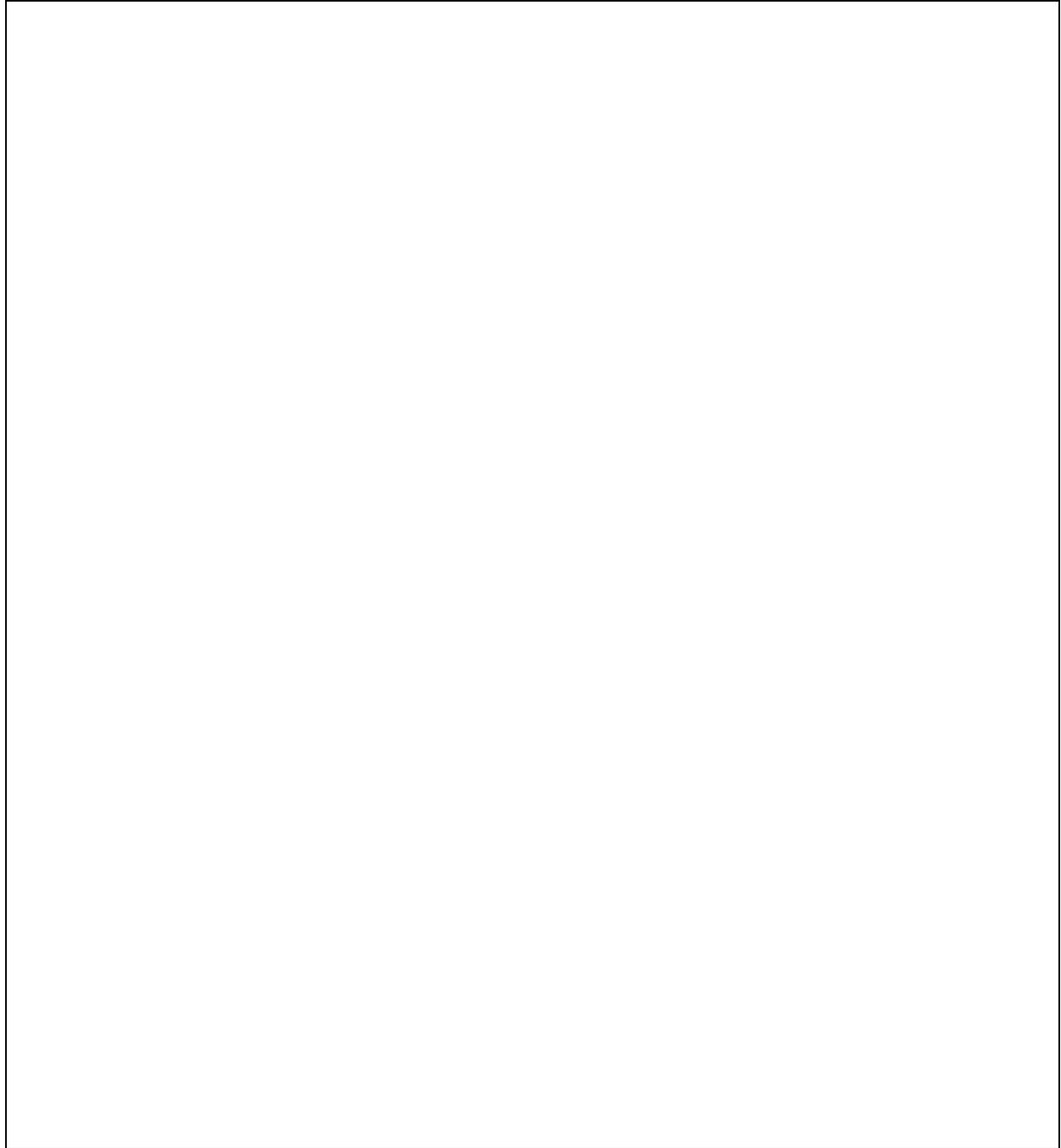
**Application Form:**

<b>Personal Information</b>
FULL NAME:
STUDENT ID #:

DATE OF BIRTH:
MAILING ADDRESS:
EMAIL ADDRESS:
PHONE #:
YEAR OF STUDY:
FIELD OF STUDY:

<b>Required Documentation</b>
Proof of registration in graduate studies at the University of Lethbridge. (i.e., Verification of enrolment letter). <a href="#">Need help?</a>
Resume (to be attached as a .pdf file)
Please identify the following:
The date you would like to commence your Fellowship: <ul style="list-style-type: none"> <li><input type="checkbox"/> Fall 20_____</li> <li><input type="checkbox"/> Spring 20_____</li> <li><input type="checkbox"/> Summer 20_____</li> </ul>
<input type="checkbox"/> I certify that I am a graduate student at the U of L and I meet the Qualifications for the Agility Graduate Fellowship. By checking the box, I agree to all of the above statement and give my consent to the University of Lethbridge's terms and conditions.

In the space provided, please provide a <b>maximum 500-word</b> summary identifying why you are interested in becoming an Agility Graduate Fellow. How will an Agility Graduate Fellowship fit within your graduate program? How will the fellowship improve your capacity to effect change? How will your project be innovative and how will it impact the University of Lethbridge, the surrounding community, and/or other students?



**IMPORTANT!** Once you have completed the application, email the completed application to Agility ([agility@uleth.ca](mailto:agility@uleth.ca)).

Please note that Agility will contact you to conduct a brief entrance interview if your application is recommended by the Agility Advisory Council. The entrance interview will last no longer than 30 minutes and can be conducted in person or via videoconference or phone. You will be required to discuss which Agility initiatives you are interested in, why you are interested in said initiatives, and what qualifications you would bring to the Agility team

**Terms & Conditions:**

Please note that a Fellowship is not intended to cover the full cost of living, including but not limited to housing costs, and the student is responsible for paying his/her tuition and fees.

Furthermore, income from Agility Fellowships are in accordance with Canada Revenue Agency legislation and will be treated accordingly by Human Resources. Agility will provide all Fellows with facilities and support services, including resources and training.

Signed:

\_\_\_\_\_  
Director of Agility

\_\_\_\_\_  
Graduate Student

\_\_\_\_\_  
Coordinator of Fellowship

**A copy of offer of appointment will be provided to the graduate student and his/her employment file, as well as the appropriate instructor of record or administrator.**

**A written reflection by the Fellow must be completed within two weeks of a Fellowship completion. Fellows will be required to share their experience with Agility Staff in an exit interview. A copy of the reflection will be provided to both the student and the Director of Agility.**