



<b>What is Pace’s Fellowship Program?</b>	<b>1</b>
<b>Purpose of the Fellowship Program</b>	<b>1</b>
<b>Fellowship Details</b>	<b>1</b>
<b>Fellowship Time Requirements:</b>	<b>2</b>
<b>Fellowship as Community:</b>	<b>3</b>
<b>Absence Policy</b>	<b>3</b>
<b>Work From Home Policy</b>	<b>3</b>
<b>Federal Work Study</b>	<b>3</b>

## What is Pace’s Fellowship Program?

Pace’s Fellowship program is a holistic semester-long program designed to foster student/ community leaders as they pursue personal and professional growth. Not only will Fellows get hands-on leadership training, they will learn to balance their work, school, and personal lives and will build supportive relationships with their cohort of fellows.

## Purpose of the Fellowship Program

Pace’s Fellowship program is offered to VCU students and is designed to help you:

- Identify and nurture your unique gifts to serve your community.
- Become a servant leader/community leader who successfully identifies and brings to life the gifts of others in your community.
- Gain experiences that will prepare you to successfully transition into the professional workforce and expand your professional resume skills including: communication, time management, organization, team visioning, and project management skills.
- Create a work-life balance that allows you to thrive.

## Fellowship Details

Teams: Fellows will be placed on teams based on their interest and abilities (Ex. Community Cafe, Marketing, etc). These teams will work together to establish a team vision, discover and utilize the gifts of team members and participants both in and outside of the Fellowship program, and accomplish goals based on the vision of the team.

Ideal Candidate: The ideal candidate will be enthusiastic about Pace's values: that every individual has infinite value; that individuals live more fully when they are empowered to use their gifts to help their communities thrive; that all are created to live in deep relationships with one another, not in isolation.

## Fellowship Time Requirements:

Time Management: Pace recognizes that VCU students are busy people with various other commitments. Therefore, Pace is committed to helping Fellows learn to manage their time and commitments in a way that will enable them to reduce stress and ultimately thrive.

Each Fellow will be required to participate an estimated minimum of 5 hours per week. This time will consist of:

### 2 hours: Monday Fellowship Meeting

- These holistic meetings will constitute the core of the Fellowship program. During our Fellowship Meetings, Fellows will learn leadership techniques, develop community with other Fellows, reflect on and troubleshoot their programs, communicate team goals, learn asset-based community development principles, and learn reflection and time management techniques.
- Fellowship Meetings will take place in-person on Monday afternoons from 3-5 pm (Fall 2021 semester). Fellows are asked to reserve these two hours for Monday meetings, though we do not expect every meeting to last for two hours. If this is not feasible given your schedule, note that Pace will have a new Fellowship cohort every semester.

### 1 hour: Team meeting

- Fellows should estimate 1 hour per week to meet with each team they are on.

### 1 hour: Independent work/ project follow up.

- Fellows should estimate a minimum of 1 hour per week of independent work to complete assignments outlined in weekly team meetings.

### 1 hour: Team leaders work

- Team leaders should estimate an additional hour per team to manage projects and team members.

### Event hours

- Fellows must attend at least 1 Pace event each semester. This could be an event for a team they are on or another team's event. This will help Fellows gain a greater understanding of Pace's programs, see asset-based community development principles in practice, and support other Fellows.
- If a Fellow is on a team that hosts events, that fellow should estimate additional hours to attend their team's events. Estimated time will vary depending on the specific event and the interval at which the event occurs (ie- weekly, monthly, once a semester, etc.).

### 1 hour / month - Check-Ins

- Check Ins with Pace staff, including reviewing your learning plan at the beginning of the semester, mid-semester check-ins, and end of the semester review.

## Fellowship as Community:

Pace Fellows will practice being in community with each other throughout the fellowship. An important part of being in community is valuing others and their time, and being fully present when working with others. Therefore, we ask that fellows:

- Arrive on time and prepared to participate.
- Put your cell phone away during times when we're gathered as a group and in team meetings.
- Not wear headphones when they are participating in group work or in a position where they are greeting people or are expected to be a reference for visitors.

We will work together to establish other guidelines for being in community together during the first few weeks of the fellowship.

## Absence Policy

- Pace's Fall 2021 Fellowship program will run August 23 - November 29 (13 weeks), with an end of the semester celebration in December.
- Fellows are expected to attend all 13 Monday meetings and Weekly Team Meetings (each team will have a designated meeting time determined by team members' schedules). After missing two Monday and/or Weekly Team Meetings, the fellow will need to meet with the Pace Staff to determine if they are still able to commit to the fellowship program and develop an action plan if they wish to remain in the program.
- Fellows are responsible for information missed in staff meetings. When absent, schedule time to talk with the Pace Staff or reach out to other Fellows to receive missed information.

## Work From Home Policy

Because Fellows are expected to practice being in community with one another, meeting in person is encouraged for Team Meetings and required for Monday Fellowship Meeting.

## Federal Work Study

For those students who are interested in Pace's Fellowship program and qualify for federal work study, additional work study hours can be achieved with designated study hall program hours or designated administrative hours. Please fill out the [Fellowship Interest Form](#). Please indicate in the form if you qualify for federal work study. We will send you a confirmation email with next steps.