

**Jean O'Connor-Snyder Internship Program (JOIP)**  
**A signature program of the David Mathews Center for Civic Life**

**Request for Proposals**

**DEADLINE: May 3rd, 2024 11:59PM CST**

**About the Program**

The Jean O'Connor-Snyder Internship Program (JOIP) provides experiential learning opportunities for Alabama undergraduates. Through JOIP, college students learn about and apply deliberative practices and asset-based approaches while working alongside Alabama communities in capacity building projects. DMC administers the JOIP program, collaborating with faculty mentors to recruit students from colleges and universities across the state.

The internship is open to students in all disciplines, with past interns representing majors in many fields including economics, finance, history, filmmaking, social work, medicine, political science, peace studies, journalism and foreign languages. Past internship projects have explored the potential for deliberative practices in the fields of education, economic development, public health, arts and humanities, community media and religious communities.

Through immersive civic learning opportunities that are community-based and citizen-focused, interns learn what it takes to make democracy work. Never has this work been more necessary or important. It is our hope that the JOIP will equip the next generation of active citizens and engaged civic leaders to address the challenges facing our democracy.

The Jean O'Connor Snyder Internship Program (JOIP) is lovingly named in honor of Jean O'Connor-Snyder, or "Mrs. O'C", to the Capstone Men and Women at the University of Alabama who were directed by Jean from 1969 – 1975. Beginning in the 1970s, Jean O'Connor-Snyder was a cherished mentor to undergraduates both in school and in their subsequent careers. The JOIP program is an effort to extend her legacy and provide experiences similar to those of UA student interns in the 1970s who served under the direction of David Mathews, then president of the University.

## **JOIP Direct Goals**

Through JOIP, the Mathews Center seeks to:

- Increase immersive civic learning\* in Alabama communities.
- Encourage the development of civic skills, particularly democratic practices for community building and decision making.
- Strengthen young people's sense of civic efficacy.
- Provide professional development for college students, particularly in community-based collaboration and communication skills.
- Support asset-based approaches to capacity building and community development.

### ***\*What do we mean by “immersive” civic learning?***

*Immersive civic learning is characterized by active, continuous participation in both formal and informal civic and community experiences in a particular place and/or with a particular group or organization. Many JOIP internship experiences involve students living and working for several weeks in a partnering Alabama community. Other JOIP interns work on year-long, intensive assignments with a partner organization, or in support of DMC program implementation and evaluation across the state.*

## **Indirect Goals**

The Mathews Center hopes that our efforts in JOIP will ultimately:

- Further develop and support a sustainable and positive culture of civic engagement in Alabama communities.
- Enhance the preparation of Alabama's future community leaders.
- Inspire and reinforce the development of civic infrastructure for young adult civic engagement and leadership.

Former interns whose performance was exceptional may be given preference if they apply for the Mathews Center's year-long McKenzie Fellows program after graduation. The McKenzie Fellows program seeks to equip recent graduates with tools and skills for effective deliberative practices in their future careers.

## **2024 – 2025 Call for Proposals**

For the 2024 – 2025 academic year of JOIP, faculty and staff members from universities and colleges across the state are invited to submit proposals to participate. A core belief behind the JOIP is that institutions of higher education can and should play a role in producing active citizens. While student-learning and community-based research are important aspects of these projects, projects should also be community-oriented. *Faculty who submit a proposal are encouraged to seek out and involve community partners early in the writing of the proposal as well as throughout the proposed project.* Likewise, community organizations who wish to submit a proposal are encouraged to seek out and partner with a faculty mentor at an institution of higher learning throughout the proposed project.

### **Eligibility**

- Applicants must represent an institution of higher learning within the state of Alabama.
- Proposed projects must support the signature programs and initiatives of the David Mathews Center for Civic Life (DMC). For more information about these and other initiatives, please contact DMC Education Coordinator Lauren Lockhart.
- Preference will be given to projects that focus on intensive student learning experiences that are embedded within local communities, where students live and learn for a set time period. Proposals that include such embedded living and learning experiences may be eligible for a grant of up to \$10,000. Proposals without the embedded living and learning component may be eligible for grants of up to \$5,000.
- Eligibility for project renewal is contingent upon new proposals demonstrating strong elements of immersive civic learning, continued positive community impact, and evidence of project evaluation.

### **Project Guidelines**

- Projects must be feasible to complete within one academic year with a maximum budget of either \$5,000 or \$10,000 (see eligibility).
- All projects must support student learning around deliberative, democratic practices.
- All projects must demonstrate strong elements of immersive civic learning.
- All interns are expected to participate in one semester of academic coursework related to civic engagement.
- All projects must include an element of community journalism by participating students, with support from the DMC. This may take the form of written blogs, mini documentaries, a brief podcast, or other media. The DMC can offer training and some access to equipment.\*
- Project directors are responsible for ensuring that their interns complete and submit DMC pre-surveys, post-surveys, and a final written report to [lockhart@mathewscenter.org](mailto:lockhart@mathewscenter.org).
- All interns **must** participate in an intern retreat with the David Mathews Center for Civic Life, which will likely be scheduled during a Friday & Saturday in January 2025. Interns

are also highly encouraged to attend the DMC Civic Institute at the American Village in Montevallo, which will be scheduled for February 2025. (The DMC will reimburse for mileage to and from the intern retreat.)

- Project directors must submit brief midterm and final reports\*\* on project progress and outcomes to the JOIP Coordinator. They should be sent to [lockhart@mathewscenter.org](mailto:lockhart@mathewscenter.org) by an agreed-upon deadline.
- Project directors will be responsible for working with their institution's office of sponsored programs to negotiate contracts with the David Mathews Center.
- Project directors must build in at least one visit from DMC staff into their proposal timeline.
- Project directors must participate in a planning meeting on zoom scheduled for September/October 2024. Exact date to be determined.
- Project implementation must include at least three community meetings: at least two (2) during project conceptualization and at least (1) for delivery of research process and findings.

\*We encourage faculty mentors to explore what support their universities can offer with regard to any video or audio equipment and software, as DMC resources are in high use and are not always available.

## **Proposal Requirements Checklist**

- Proposal narrative should include the following:
  - How the proposed project will strengthen and support the community
  - A description of how the proposed project demonstrates immersive civic learning for the students
  - An explanation of how the proposed project will engage community residents during project planning and implementation and/or how the program will incorporate embedded community learning experiences for students using deliberative, democratic practices
  - A list of anticipated outcomes for the proposed project
  - The role of students and the project director in implementing program goals and objectives
  - A list of learning objectives and outcomes for student interns
  - An evaluation plan for student learning and project outcomes
  - How the proposed project relates to a DMC signature program or initiative and will incorporate embedded community learning experiences for students
  - Previous civic engagement efforts within the community (if applicable)
- The submitted budget may not exceed the \$5,000 or \$10,000 limit (see eligibility).
- There must be a timeline with concrete goals for the project, including evaluation and proposed due dates for midterm and final reports.
- See below for a list of allowable expenses.

## **\*\*Midterm and Final Report Guidelines**

All project directors are required to complete a brief midterm report and a brief final report. They are expected to reflect a project's ongoing impact on student(s), faculty, and particularly on the community. Depending on each project's evaluation plan, that data may comprise a portion of these reports.

- Within reason, due dates may vary depending on the schedule for each college or university.

### **Allowable Expenses:**

*Please Note:* This is not a comprehensive listing of allowable expenses. Should you have a specific item in question, please contact Lauren Lockhart, DMC Education Coordinator, at [llockhart@mathewscenter.org](mailto:llockhart@mathewscenter.org).

- **Books** - Books ordered for students as part of the project.
- **Travel Expenses** – Related to JOIP project or presentation of JOIP project at a conference. Travel expenses, including airfare, lodging, gas mileage, food, rentals, and similar incidentals upon approval from JOIP Coordinator.
- **Conference Registration Fees** - Fees required for University employees and JOIP interns to register for conferences related to JOIP projects.
- **Printing/Copying/Duplicating** – For materials related to JOIP projects.
- **Lodging for Speakers, Guests, and Lecturers** – Related to civic engagement and/or JOIP projects with prior approval from JOIP Coordinator.
- **Mailing Services** - USPS, FedEx, UPS, etc. fees related to JOIP projects.
- **Office Supplies** - Must be purchased from the institution's current contract vendor and be explicitly related to JOIP projects.
- **Event Catering** – Food necessary for the execution of JOIP projects or to recruit new interns

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**APPLICATION PACKET**

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Application Cover Page

ORGANIZATION INFORMATION		
<b>Project Title:</b>		
<b>Organization:</b>		
<b>Mailing Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Phone:</b>		
PRIMARY CONTACT		
<b>Name:</b>		
<b>Phone:</b>		
<b>Email:</b>		
FINANCIAL/SPONSORED PROGRAM CONTACT		
<b>Name:</b>		
<b>Phone:</b>		
<b>Email:</b>		
<b>Mailing Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
AUTHORIZATION		
<b>Organization Director:</b>		
<b>Director's Authorizing Signature:</b>		
INSTRUCTIONS FOR SUBMISSION		

**Materials for Submission:**

1. Application Cover Page
2. Proposal Narrative
3. Budget and Justification

*\*\*Please specify address where contracts should be sent\*\**

**Send the completed application to:**

Lauren Lockhart

P.O. Box 136

Montevallo, AL 35115

[lockhart@mathewscenter.org](mailto:lockhart@mathewscenter.org)