

GRAHAM SCHOLARS FIELD EXPERIENCE FUNDING GUIDE

Sustainability Scholars are eligible for a scholarship (administered as a financial credit in the student's account) of up to \$3,500 for their field-based experience course or independent study (conducted during or after the Spring/Summer 2016 term). This scholarship can be applied to course fees or related direct expenses (e.g. travel, food, and lodging) for one or more of the [approved courses](#). Or, Scholars may follow the appropriate process to petition the Education Director to apply this scholarship and fulfill this requirement through an alternative off-site, field-based experience.

Four Options

- (1) UM Pre-approved course (see [website](#))
- (2) Non-UM field course previously approved*
- (3) Non-UM field course, not pre-approved
- (4) Independent study with a U-M faculty advisor

*See list of previously approved non-UM field courses and all other past experiences on the shared google spreadsheet "[Graham Scholars Field Experiences – Previously Completed](#)". You must access with your umich login.

(See next page for how to request funding based on which option you pursue. All submission pieces should be sent to Nicole Berg, nberg@umich.edu)



Requirements are subject to change via program discretion. Last updated June 2016.

Request for Funding:

All submission pieces should be sent to Nicole Berg (nberg@umich.edu)

(1) Submission for a UM Pre-approved course:

- a. Evidence of enrollment
- b. A budget that details how the financial credit would be applied for direct expenses (e.g. travel, food, lodging, can include tuition for spring or summer terms).
- c. Written commitment to write a summary of the experience within one month via the [linked google form](#).

(2) Submission for a non-UM course, previously approved:

- a. Evidence of enrollment or official approval for entry into the course
- b. A budget that details how the financial credit would be applied for direct expenses (e.g. travel, food, lodging, can include tuition for spring or summer terms). Must include UM Travel Abroad Health Insurance if traveling internationally.
- c. A written agreement to purchase UM travel insurance (if studying internationally) and register with the [UM travel registry](#).
- d. Written commitment to write a summary of the experience within one month via the [linked google form](#).

(3) Submission for a non-UM course, not previously approved:

- a. Evidence of enrollment or official approval for entry into the course
- b. A budget that details how the financial credit would be applied for direct expenses (e.g. travel, food, lodging, can include tuition for spring or summer terms). Must include UM Travel Abroad Health Insurance if traveling internationally.
- c. A letter to the Graham Institute's Education Director (Andrew Hoffman, ajhoff@umich.edu) and Education Programs Specialist (Nicole Berg, nberg@umich.edu) citing reasons for opting out of the approved options and outlining how the alternatives meet the field experience criteria of:
 - i. Course will generate 3 credits that appear on your transcript at U-M (independent study and internship credit can count). (ex – transfer credit equivalency pre-evaluation form for LSA)
 - ii. The course or experience provides an opportunity to investigate natural, social, economic, political, and technological aspects of a sustainability problem in a site-specific context.

- iii. The course or experience engenders an in-depth analysis of potential approaches to the resolution of the sustainability problem.
- d. A syllabus or the equivalent information that provides the full details about the proposed course or experience.
- e. A written agreement to purchase UM travel insurance (if studying internationally) and register with the [UM travel registry](#).
- f. Written commitment to write a summary of the experience within one month via the [linked google form](#).

(4) Submission for an independent study with a UM faculty mentor

Graham faculty/staff do not advise, sponsor or develop curriculum for independent studies. You may use your field experience funding for a 3-credit independent study that meets all the criteria in option (3).

- a. Official approval for the course/experience signed by the sponsoring U-M faculty member or appropriate authority as designated by the home academic unit.
- b. A budget that details how the financial credit would be applied for direct expenses (e.g. travel, food, lodging, can include tuition for spring or summer terms). Must include UM Travel Abroad Health Insurance if traveling internationally.
- c. A letter to the Graham Institute's Education Director (Andrew Hoffman, ajhoff@umich.edu) and Education Programs Specialist (Nicole Berg, nberg@umich.edu) citing reasons for opting out of the approved options and outlining how the alternatives meet the field experience criteria of:
 - i. Course will generate 3 credits that appear on your transcript at UM (independent study and internship credit can count).
 - ii. The course or experience provides an opportunity to investigate natural, social, economic, political, and technological aspects of a sustainability problem in a site-specific context.
 - iii. The course or experience engenders an in-depth analysis of potential approaches to the resolution of the sustainability problem.
- d. A syllabus or the equivalent information that provides the full details about the proposed course or experience.
- e. A written agreement to purchase UM travel insurance (if studying internationally) and register with the [UM travel registry](#).
- f. Written commitment to write a summary of the experience within one month via the [linked google form](#).

FAQ

What if I completed one of the pre-approved UM courses prior to the official start of my Graham Scholars participation? Can I use the field experience funding as reimbursement for that course?

Yes. You must submit evidence of enrollment and retroactive budget of how the funds were used. Please note, that if the experience started prior to the Spring/Summer 2016 term, it is only eligible for \$3,000 in funding.

What if I receive the field experience money and then drop the program?

You will be required to refund the field experience scholarship if you subsequently drop the Graham Scholars Program and do not complete all required program elements. Funding is granted on the condition of being committed to completing the Graham Scholars Program.

Can I use part of the funding for one approved field experience and use the rest for a second if I only need partial funding for the first?

Yes. As long as both field experiences meet the criteria for the Graham Scholars Field Experience, you can split the \$3,500 funding for separate experiences. You will NOT be given funds over \$3,500 total for all field experience(s).

How is the field experience funding dispersed?

In most cases, your field experience funding will be deposited as a refundable scholarship into your student account. After approval it takes about 2-4 weeks to appear via direct deposit to account assigned in Wolverine Access. If you chose to have all of your funding go towards U-M tuition costs, it will be directly applied to that account (a non-refundable scholarship).

I would like to complete an independent study. How do I set this up?

If you wish to pursue an independent study then you are responsible for finding a U-M faculty member to sponsor the experience and for developing the curriculum with that faculty advisor. An independent study qualifies for field experience funding like any other course, as long as it meets all the funding criteria

Can Graham help me find a faculty mentor for an independent study?

We encourage students to approach faculty members who have taught courses you have previously taken related to the topic and/or speak with an academic advisor. In some cases Graham staff will be able to give suggestions of faculty to approach. Graham faculty/staff are unable to serve as faculty advisors for independent studies that count toward the field experience requirement. Ultimately, students are responsible for finding a faculty mentor and making sure the independent study meets all criteria for a Graham Scholars field experience (see submission guidelines for details) before applying for funding.

Can an internship qualify for funding?

Yes, as long as it meets the Graham Scholars' Field Experience Criteria:

- Course will generate 3 credits that appear on your transcript at UM (independent study and internship credit can count).
- The course or experience provides an opportunity to investigate natural, social, economic, political, and technological aspects of a sustainability problem in a site specific context.
- The course or experience engenders an in-depth analysis of potential approaches to the resolution of the sustainability problem.

You will need to submit the same submission materials as if you were applying to fund an independent study. You must follow your school and/or department's guidelines for receiving credit for an internship (must be worth at least 3-credits to qualify for funding).

What qualifies as a “field-experience”?

The course or experience must provide an opportunity to investigate natural, social, economic, political, and technological aspects of a sustainability problem in a site-specific context and outside of the classroom. The course or experience must engender an in-depth analysis of potential approaches to the resolution of the sustainability problem.

If a program involves studying at another institution (studying-abroad), but is mostly classroom-based, it does not meet the criteria for a field experience.

If you have a volunteer or work experience, but does not provide opportunity for analysis and reflection, it does not meet the criteria for a field experience.

What expenses associated with a field experience are covered by the \$3500 Scholars Field Experience scholarship?

This scholarship can be applied to course fees or related direct expenses (e.g. travel, food, and lodging; Tuition in Spring/Summer only). It may not be applied to indirect expenses (e.g., equipment or stipend/salary). Expenses should not already be covered by other grants or scholarships.

Eligible Expenses	Ineligible Expenses
Tuition (Spring/Summer Terms)	Personal care products
Program Fees	Outdoor equipment (sleeping bags, backpacks, hiking boots, etc.)
Travel (flights, trains, local travel, etc.)	Laptops/electronics
Lodging/Housing	Salaries/stipends
Food	Clothing
Textbooks	

How do I know if a non-UM course will transfer as at least 3 credits to be eligible for funding?

Most 3-credit programs will transfer as an equivalent 3 credits. Check with your academic advisor if unsure. LSA also offers a [database of transfer credit equivalencies](#).

May I use this funding on a field experience in a location on U-M's "Travel Warning" or "Travel Restrictions" lists?

If you are unsure if your proposed field experience is on one of these lists, please check at: <http://global.umich.edu/travel-resources/warnings-restrictions/>. In nearly all cases, undergraduate students are not allowed to travel to locations on the "restricted" list while supported by U-M funds. Final decisions on U-M sponsored travel come from the Provost's office. If your previously approved course is denied due to travel restrictions, funds will be recalled to the Graham Institute and may be reissued for a different experience.