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 $3,000 for their field-based experience course or independent study. 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 (see list, “Non-UM Courses” tab)
(3) Non-UM field course, not pre-approved
(4) Independent study with a U-M faculty advisor (see examples, “Independent Studies” tab)

(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 April 2015.
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 which 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 which 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 which 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 (or Nicole Berg nberg@umich.edu during interim) 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

a. Official approval for the course/experience signed by the faculty member or appropriate authority.

b. A budget which 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 (or Nicole Berg berg@umich.edu during interim) 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.

(See next page for additional FAQ)
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.

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

In most cases you will be required to refund the field experience scholarship if you subsequently drop the Graham Scholars Program and do not complete 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 $3,000 funding for separate experiences. You will NOT be given funds over $3,000 total for all field experience(s).

How is the field experience funding dispersed?

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.

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

If a Scholar wishes to pursue an independent study that individual is responsible for finding a faculty mentor. The independent study must follow the guidelines set by the faculty member’s school and/or department. The independent study must also meet the criteria for a Graham Scholars field experience to be eligible for funding (see submissions guidelines for details).

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. Faculty teaching UC 327 or UC 427 are usually unable to serve as faculty mentors for
independent studies. 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 $3000 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).
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](#).