

Chaffey College UndocuSuccess Fellowship Agreement

Both student Fellow and mentor will review and complete the following information during their first meeting after the pairing has occurred. Once completed the student will submit the form to the Undocumented Student Liaison.

Host: Please ensure that the following expectations are or can be met by the time your student begins their fellowship.

- An adequate workspace for the Fellow during the hours they are scheduled to fulfill their fellowship hours
- Developing a work schedule with the student that will support the Fellow and fulfill the needs of your area
- Accurately reporting the hours to the office of Student Life, Equity, and Engagement via this [Form](#)
- Ensuring the Fellow has an accurate workstation with access to the technology they will need to complete their assignments
- Completion of Undocumented Students Ally training, trainings will be hosted by the CCSJ in collaboration with a community-based organization

Submission of all progress documents will be required to ensure payment in a timely manner to the Fellow, please work together so that everything is completed.

Survey: A post survey will be sent to both the Fellow and the mentor. Please complete the survey within one business week of the fellowship's completion. The survey will be used to assess the program to continuously improve the experience of all involved.

Attendance: Fellows will receive feedback and guidance on their projects from their mentors. Therefore, to have a meaningful professional relationship, students must maintain a fixed schedule. Students are expected to be reliable and punctual. Flexibility for emergencies and important life events is available with sufficient notice. Frequent absences or lateness and failure to give proper notice of absence(s), may result in a release from fellowship.

Schedule: The service hours schedule will be developed between the mentor and Fellow. The schedule should support the goals of the fellowship and the Fellow's professional and academic goals. This schedule should remain consistent through the semester, with minor to no changes.

Requesting Change of Schedule: Any changes to the schedule shall be agreed upon by both parties and should be discussed with sufficient time for both Fellow and mentor.

Dress Code

Chaffey College does not maintain a formal dress code. However, please refrain from wearing pajamas, gym clothes, or inappropriate clothing in the office.

If the Fellow or host/mentor wishes to end the fellowship opportunity, please contact the Director of Student Life, Equity, and Engagement (albert.rodriquez@chaffey) for guidance and support on how to move forward. We ask both mentors and Fellows not to terminate their commitments without first communicating with the Director.

Weekly Schedule

Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total

Fellow Name: _____

Fellow Signature: _____

Date: _____

Mentor Name: _____

Mentor Signature: _____

Date: _____