

Earn-Learn and Discovery Learning Apprenticeships
Sponsored by the Mortenson Center in Engineering for Developing Communities

December 31, 2015

This process is managed by Sharon Anderson, Extracurricular Programs Manager (Sharon.E.Anderson@colorado.edu) on behalf of the College of Engineering and Applied Science. Robyn Sandekian, Managing Director of the Mortenson Center, coordinates submission of candidates.

In accordance with the Mortenson Center in Engineering for Developing Communities Pure Endowment Fund Agreement, section 2.E., a portion of the distributions shall be used to provide student support through Mortenson Earn-Learn Apprenticeships and Mortenson Discovery Learning Apprenticeships in accordance with program guidelines. The initial allocation (as shown in section 7.E.) is eight percent of the annual distribution, which currently equates to \$16,000 per year, and the fund agreement stated an initial intent of eight apprenticeships should be offered per year.

Mortenson Earn-Learn Apprenticeships (ELAs). Students who are assisting with Mortenson Center projects, activities, or courses are eligible to receive Mortenson ELAs. Apprenticeships are renewable based on mutual agreement of the supervisor and the apprentice. Funding for the Earn-Learn Apprenticeship Program is typically provided by both the sponsoring unit and individual/corporate donors or the dean of the college. The Mortenson Fund agreement states that the College of Engineering and Applied Science Dean's Office will match the donors' funding for two ELA positions. Remaining ELA positions must be matched by the Mortenson Center (using funds other than those generated by the endowment). In 2014-15, Dean Robert H. Davis agreed to pay the "organizational" portion of the funding for Earn Learns in consideration of the fact that the Mortenson Center has limited funding beyond what is currently provided in the Mortenson Fund Agreement. Additional ELA program information is available at <http://www.colorado.edu/engineering/activelearning/service/earn-learn>.

The process and timeline is as follows:

At the beginning of each fall and spring semester in which an ELA position is available, faculty/staff from the Mortenson Center are responsible for recruiting, screening, interviewing, and hiring their Earn-Learn apprentices. If desired, positions can be posted on the College's Earn-learn jobs website at <http://www.colorado.edu/engineering/activelearning/service/earn-learn/positions>. Robyn Sandekian submits the names and email addresses of selected candidates (via the online submission form at https://cuboulder.qualtrics.com/SE/?SID=SV_7ZOaWNR7Js37et) to the Dean's Office for final review and approval within approximately 2-3 weeks of the beginning of the semester. After submission, the student is asked to complete the application process via an online link.

The ELA's direct supervisor is responsible for providing both initial and on-going support appropriate to the tasks assigned. Apprentices complete and submit time sheets to their supervisor, and the supervisor signs the time sheets and submits them to Wayne Morrison, CEAE Accountant, for entry into the payroll system.

The Dean's Office coordinates meetings, trainings and possibly background checks that apprentices are required to attend/complete as part of their program participation/employment.

At the end of each semester, apprentices are required and supervisors are strongly encouraged to complete an online survey regarding their Earn-Learn program experiences.

Mortenson Discovery-learning Apprenticeships (DLAs). Students interested in conducting research through the DLA program apply for positions that Mortenson Center affiliated faculty have posted. Students are matched (by program director Sharon E. Anderson) with research positions based upon their qualifications and available funding, and must be approved by the faculty member conducting the research. DLAs are hired for one semester or one academic year, with full year projects being strongly encouraged. Apprenticeships are not renewable beyond one academic year. Typically, the donors' funding for the Mortenson DLAs would be matched 1:1 by faculty research funds, however Dean Davis has agreed to fund the full positions due to the lack of faculty research funding available. Additional DLA program information is available at <http://engineering.colorado.edu/activelearning/discovery.htm>.

The process and timeline is as follows:

In mid- to late-February, Sharon Anderson emails faculty in the College of Engineering and Applied Science and solicits submission of project descriptions for the following academic year.

By the last week of March, faculty submit their proposed project descriptions online at <http://engineering.colorado.edu/surveys/dla/submission.aspx>. Each faculty member may submit 1-3 projects.

Starting April 1st, all new DLA positions for the following academic year will be posted online and students are encouraged (via signage, email, etc.) to apply for positions that interest them. Students have approximately one month to apply for positions.

In May, Sharon Anderson proposes an assignment of students based on faculty requirements and the characteristics of the students who apply. (Faculty may select a particular student as long as s/he meets the requirements of the program, which includes undergraduate status in the College of Engineering and Applied Science and a cumulative GPA of 3.0 or higher.)

In early June, Sharon Anderson notifies student applicants of their assignments. She re-connects with students at the end of the summer to ensure that they still intend to participate.

Sharon Anderson notifies participating students and faculty of program requirements and specific deadlines throughout the year, which include attendance at three of several offered seminars, completion of a 2-3 page written project summary, and participation in the Discovery Learning Research Symposium, which is held in mid-April.

The DLA's direct supervisor is responsible for providing both initial and on-going support appropriate to the tasks assigned. Apprentices complete and submit time sheets to their supervisor, and the supervisor signs the time sheets and submits them to Araceli Warren, CEAE Office Manager, for entry into the payroll system.

The Dean's Office coordinates meetings, trainings and background checks that apprentices are required to attend/complete as part of their program participation/employment.

At the end of the academic year, apprentices are required and supervisors are strongly encouraged to complete an online survey regarding their Discovery Learning program experiences.