Spoelhof Faculty Externship Program

Spoelhof Institute leaders have a passion for promoting faculty flourishing by funding opportunities for networking, skill development and on-the-job learning.

The idea: faculty who have the resources to attend non-academic conferences, build connections with leaders in their field, and spend time at organizations related to their field of study can enhance classroom learning, passing along what they have learned to their students.

Therefore, the Spoelhof Faculty Externship Program provides flexible funding to foster these connections.

OUTCOMES

The goals of Spoelhof Faculty Externships include:

- Increasing faculty members’ knowledge of current practices in the workplace in order to enhance classroom and advising experiences for students.
- Forming new relationships with organizations nationwide that will benefit the faculty member’s network and increase internship and job opportunities for Calvin students.

ELIGIBILITY

While open to faculty members who teach in business related fields, faculty from all disciplines (especially the humanities, social sciences, arts, and natural sciences) are encouraged to apply. Faculty with several profiles are eligible for Spoelhof Faculty Externship funding:

- Faculty whose careers have been primarily academic and wish to gain insights into the workplace that they can bring into the classroom.
- Faculty who have been on the academic side for several years and wish to freshen their knowledge of the current state of the workplace.
- Faculty pursuing a project that can be embedded into an organization, symbiotically enhancing the organization and the faculty member’s project.
- Faculty wishing to attend a non-academic conference that will provide new insights into their teaching and help them expand their network; preference is given to faculty who attend a conference in cross-disciplinary pairs.

EXTERNSHIP EXAMPLES

- An English professor receives funding to travel to several publishing companies around the country, building networking connections and learning about current trends in publishing. Funding covers travel, hotel, and meal expenses.
- A marketing professor and graphic design professor receives funding to attend the American Marketing Association conference, where they learn what is new in the field and develop networking contacts and internship opportunities across the country.
- A finance professor receives funding for completing an externship with an investment bank working on private equity deals related to their research stream.
- A social work professor receives funding to embed in an organization for two weeks, offering expertise to the organization as well as gaining insights for a current research project.
- A management professor receives funding for completing an externship with an organizational leadership team for a global corporation working on their global talent recruitment and development strategies.
- A chemical engineering professor receives funding for traveling to Texas to deepen connections (through job shadowing and meals) with several alumni working in oil companies that hire chemical engineering interns and entry-level candidates.

**FUNDS AVAILABLE**

The total amount available annually is $10,000. Faculty pursuing funding may receive up to $2,500 from the Spoelhof Institute for Leadership and Careers. Additional funding may be available from employers and other sources. Applicants can choose to be reimbursed for actual costs incurred or receive a stipend added to their paycheck.

Faculty can apply for the following opportunities:

- **Tier 1:** $1,500 for professional development funding to attend a non-academic conference (conference fee, meals, and travel expenses covered).
- **Tier 2:** $2,000 for funding to build connections with leaders in the field through meetings, interviews, touring facilities, and shadowing experiences (minimum of 40 hours engaging employers required).
- **Tier 3:** $2,500 stipend for partnering with an organization and completing a project (minimum of 40 hours working with employer required).

**REQUIREMENTS**

Faculty applying for an externship must meet the following externship requirements:

- Identify non-academic conference or external partners (corporate and community) to engage for externship (Faculty is responsible for coordinating travel arrangements and developing a project outline in collaboration with external partner).
- Submit a proposal outlining externship plan and anticipated costs.
- Spend a minimum of 40 hours engaging employers or partnering with employers to complete a project (only required for funding tiers 2 & 3).

Faculty members who receive funding must submit a written externship experience report detailing their activities during the externship and the actual outcomes achieved. This report must be submitted to the Career Center no later than 30 days after the conclusion of the externship.
We are seeking applicants for summer and fall 2023.

- **Spring Externships:** Applications should be submitted by March 15, 2024 and externship completed by May 31, 2024.
- **Summer Externships:** Applications should be submitted by June 1, 2024 and externship completed by August 31, 2024.
- **Fall Externships:** Applications should be submitted by September 1, 2024 and externship completed by December 15, 2024.

**TO APPLY**

Complete the interest form (https://calvin.co1.qualtrics.com/jfe/form/SV_6QiBPiEun6k0lb8) to outline your externship plan, expected outcomes, and amount of funding requested. If you have any questions, contact Courtney Banks-Tatum (courtney.banks-tatum@calvin.edu) and put Spoelhof Faculty Externship in the subject line.

Your externship plan should include the requested method of payment: either as reimbursement for actual costs incurred (receipts must be provided) or as a stipend added to your paycheck.