



Albion College

Build Albion Fellows Frequently Asked Questions 2019-2020

The heart of the Build Albion Fellows program is based upon the service and work components that allow students to give back to the Albion community and actively contribute to their education through service learning, campus involvement, and community engagement. The following information outlines how the program works and answers many of the questions Fellows and their families may have about the program. Please keep this document for your records. Questions are listed by category:

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The mission of the Build Albion Fellows is to make a positive, productive, and collaborative impact on the Albion community by dedicating their open minds and hearts to an education that exists both inside and outside the classroom and providing meaningful acts of service, big and small, to local individuals, businesses, and organizations that call Albion their home.

Created by the Build Albion Fellows, Class of 2019

IMPACT
BUILD ALBION FELLOWS



Summer

Build Albion Fellows (BAF) will serve the Albion community, succeed academically, develop leadership skills, and create meaningful change on and off campus. During the summers, Fellows will participate in assigned service, weekly meetings, leadership training, and networking with campus and community leaders. Incoming Fellows will learn, serve, have fun, and connect with current Fellows. We will explore Albion as well as other areas, seeking inspiration for ways we can contribute to the growth and betterment of our community.

When am I expected to begin participating in the program?

- ❖ Friday, June 21st : Student Orientation, Advising, and Registration (SOAR)
- ❖ Monday, June 3rd - Friday, June 7th : Summer Retreat
- ❖ Monday, June 17th - Thursday August 8th : Summer programming TBD

What is the summer retreat?

Each summer participants in the BAF program are required to attend the annual Summer Retreat. All Fellows will engage with campus, faculty and staff and be introduced to the four year arc of the program. During the retreat you will participate in community service projects, team bonding exercises, project development, leadership training as well as on-and off-campus networking.

Do I have to complete any paperwork before starting the Build Albion Fellows program?

Yes. Fellows will complete and submit “Build Albion Fellows Commitment Form” before the introductory retreat. Submitting this form is recognition that you are agreeing to be part of the BAF program and adhere to all guidelines and requirements. It is included in your acceptance packet.

Will someone help me understand the “Build Albion Fellows Commitment Form” I am signing?

Yes, the staff in the Build Albion Fellows program can review the agreement with you and ensure you understand your commitment, what Albion College will provide, and answer any other questions you may have.

What kind of service will I be doing?

Fellows service during the summer months is built to provide increased independence and autonomy to develop partnerships that benefit each student. During your first summer, you will participate as a group in an assigned community based project(s). Collaborations with local



community partners and organizations is also an option. During your second summer, Fellows will be placed with local summer programs geared toward youth development. During your third and fourth summers, you will be given increased independence in how you fulfill the requirements of the program and work in the community. The Director will work alongside you to help find opportunities that support your interests and fulfill community needs.

Who will be my supervisor(s)?

The Build Albion Fellows Director, Assistant Director, course Instructor(s), and site supervisors will supervise Fellows as they fulfill the program requirements and serve the community during the summers and academic years. Specific community projects aligned with partners in Albion will determine additional supervision during the summer.

Can I have a job in addition to the summer component of the BAF program?

Yes, you may have a part-time job on or off campus, as long as it does not interfere with the program activities and requirements. Build Albion Fellows are not eligible for work-study. On-campus employment opportunities may be available on the Human Resources website: <http://www.albion.edu/about-albion/administrative-divisions/finance-and-administration/offices-and-programs/human-resources/student-employment/job-postings>.

Do I have to complete any paperwork before starting an on-campus job?

Yes, if you have an *on-campus* position, you will need to complete a W-4 and provide proof of your ability to work (i.e. birth certificate, passport, social security card) and a picture I.D.

Can I take classes during the summer?

Students are able to take classes at Albion College, online, or other campuses as long as it does not interfere with program expectations and requirements. Pre-approval from Albion College is required for transfer classes. Please note: the Build Albion Fellows Program does not cover costs for summer courses. Contact the Director before registering for any summer or off-campus programs.

Academic Year

We are committed to helping you navigate and change the world around you. As you grow and learn over the course of 4 years, your responsibility and leadership in service will increase. During the academic year, Fellows will participate in a project-based model of service to the community, and dedicated faculty and staff will guide you and work alongside you. You will be challenged and empowered as you think about leadership and community building from different perspectives.

How does community service work during the academic year?

Community service projects are strategically built into the structure of the Build Albion Fellows



academic course, “IDY 187: Impacting Community Through Service”-- an academic course specifically designed to help you succeed in the Build Albion Fellows program. (See “Academic Expectations” on page 4 for more information). Although projects are part of the course, it is common that service will take place on weekends or in evenings.

Will I have enough time to participate in athletics?

Yes. However, it is common that BAF service projects will take place on weekends or in evenings during the same times as games or practices. **You are still expected to meet the expectations and requirements of the Build Albion Fellows program**, including service to the community and GPA. It is expected that you will work with your coach, BAF Director, and Assistant Director to discuss a plan that best fits your schedule. Please note that some athletic teams require additional courses for academic credit.

How will I get to community service projects that take place off campus?

The Director, Assistant Director, or Instructor will arrange for transportation prior to community service events.

If I participate in the Gerstacker, Ford, or Healthcare Institutes, will this work or service count toward my community service requirement?

Please let the Director know if you are participating in an institute. You will work together to discuss an appropriate plan of action.

Can I have a job during the academic year?

Yes, you can have a part-time job on or off campus, as long as it does not interfere with the program activities and requirements. Build Albion Fellows are not eligible for work-study. Campus employment opportunities may be available on the Human Resources website: <http://www.albion.edu/about-albion/administrative-divisions/finance-and-administration/offices-and-programs/human-resources/student-employment/job-postings>.

If I have a job in the community, how do I get there?

If you have an *off-campus* position you may request transportation from Campus Safety, in accordance with Campus Safety guidelines, to get to/from your job. Fellows will have access to this benefit starting in the fall semester of their first year. Please note, your job should not interfere with the expectations and requirements of the Build Albion Fellows program.

Do I get paid?

You engage in service to the community in exchange for tuition, housing, and meals at Albion College. If you have an on-campus job during the summers or academic semesters, you will receive your earnings in a paycheck. Off-campus employment is not associated with the Build Albion Fellows program or Albion College.

If I volunteer on my own or as part of a campus organization, can it count toward



my service requirement?

Participation in service as an individual or a member of campus programs/organizations is an important part of your Albion College experience. We strongly encourage on-campus engagement, but it will not count toward your BAF service requirement.

Academic Expectations

Am I expected to enroll in any specific courses?

Yes. Beginning in your first semester, you are required to take and successfully complete the quarter-unit academic course designed specifically for the Build Albion Fellows, titled “IDY 187/287: Impacting Community Through Service.” Standard classes are worth one “unit.” This course is a .25-unit class and is required for Fellows during the first four semesters.

Additionally, Sophomore Fellows are required to take and successfully complete two .25 unit classes offered by the BAF program. Junior Fellow will only have one .25 unit to complete, within the first semester of Junior year. There are no class requirements for second semester Juniors and Seniors. A total of 1.25 units are expected to be completed per BAF program requirements upon graduation.

Do I have to take a minimum number of classes?

Fellows are required to be enrolled as a full-time student, which is at least three units per semester. However, Fellows are expected to graduate within four years, which requires at least four units per semester. Including the Fellows IDY 187 and 287 courses, Fellows must take at least 4.25 units per semester for their first and second years as well as the 1st semester of their junior year. Only 4 units are required for 2nd semester third years (juniors) and fourth (senior) years. Students should work with their academic advisor to ensure they are meeting the requirements for graduation.

Can I take more than the standard four units in one semester?

The allowable units for students, without incurring extra fees, is 4.5 units a semester. For example, your first semester should include four standard classes (one unit each) and the Build Albion Fellows course (.25 unit). You could add another .25 unit course, if you wish, but it is not recommended during your first semester. If you enroll for more than 4.5 units you will be responsible for the additional tuition charges. Prior to enrolling in more than 4.5 units, Fellows should consult with their academic advisor and the Director to ensure coursework and your service commitment do not conflict. Please note: some athletic teams require additional courses for academic credit.

What if it takes me more than the expected 8 semesters to complete my degree?

Fellows are required to complete their undergraduate degree within four years (eight semesters). During your time at Albion, you will work with an academic advisor to ensure you will graduate on time. If situations arise that require you to complete additional semester(s) in order to graduate (i.e., unanticipated illness, family emergencies, student teaching, etc.) you



may be eligible to continue in the Fellows program. You will also be asked to participate in fifth summer of service to the community. If this situation arises, please consult the Director immediately. We will address these situations on a case-by-case basis.

The Fritz Shurmur Center for Teacher Development may require a 9th semester for student teaching. If I participate in this program, will the cost be covered?

Yes. You are expected to complete the program requirements while you are student teaching. You will meet with the BAF Director to create a plan of action that will allow you to complete requirements for student teaching and the Fellows requirements.

Do I have to pick a specific major?

No. You may select any major that suits your passions and career interests. All Albion College students must declare a major by junior year. You can find a full list of academic departments here: <http://www.albion.edu/academics/departments>

Do I have to maintain a minimum grade point average (GPA)?

Yes, Fellows are asked to maintain a minimum **2.0 cumulative GPA** to remain in the Build Albion Fellows program. If your GPA drops below a 2.0, you will meet with the Director, Assistant Director, and/or academic support staff to identify and overcome obstacles. Failure to meet and maintain minimum GPA or other programmatic requirements could result in termination of BAF Fellowship. It is **strongly encouraged** that you review the Albion College Student Handbook and specific policies here: <http://catalog.albion.edu/index.php?catoid=6>

Can I do an internship?

Yes, internships are a requirement. Fellows are encouraged to participate in an BAF-focused internship at a local business or organization during Summer three. Students are also encouraged to focus on internships based in areas of academic interest. Any internship, worth academic credit or not, must be approved by BAF Director/Assistant Director and completed before completion of second semester senior year. Currently, the Fellows program does not financially support summer internships.

What about the Philadelphia Center?

Albion College is allowing for interested and qualified Fellows to attend the Center for one semester, for academic credit. Please visit Student Financial Services for further financial inquiries as they may vary per student.

Can I participate in the Gerstacker, Ford, or Wilson Institutes?

Yes. You are encouraged to pursue whatever academic program you desire. With these distinct programs comes additional academic expectations, but the BAF Director will work with you and the Institute Director to be sure you can meet the requirements of both programs.



Institutes typically require an internship and/or work experience. Can those experiences count toward BAF program or service requirements?

The work you do as part of your internship may count for the BAF program. You will work with the Build Albion Fellows Director to confirm this and develop a plan to satisfy the community service expectation. The value of your BAF financial support will be adjusted accordingly if you participate in an internship during the academic year. As previously stated, the BAF program does not financially support summer internships. Please see Student Financial Services for more information.

Can I participate in an off-campus program, like Study Abroad?

Many off-campus opportunities are available to students at Albion College, but costs vary widely depending on the program. The Build Albion Fellows funding is not available for participation in an off-campus program. However, you may be eligible for other financial aid resources. Contact Student Financial Services for information about what aid may be available to you. If you are interested in off-campus programs, there may be time for this during Summer four. Please contact the Director if you are interested in learning more.

Finances

What fees/costs does Albion College cover?

As a Build Albion Fellow Albion College covers your cost of tuition, standard double-room housing, and the standard 18-meal plan. In addition, the College covers fees that are assessed to all students such as Student Activity or Matriculation fees. The BAF program and Albion College also covers the cost of program expenses, such as t-shirts, stickers, off-campus trips, service materials and other activity-related expenses.

Does the Build Albion Fellows program cover the cost of my textbooks?

A book fund has been set up to help cover the cost of textbooks. However, the Build Albion Fellows program cannot cover *all* textbook costs. You should plan on covering some of the costs for your books and all of your course materials and supplies. Fellows are encouraged to rent textbooks from the Albion College Bookstore, as it is significantly less expensive than buying them. If you rent books, the rental agreement requires that you return them at the end of the semester. However, you may choose to keep a rental book, but you may opt to purchase it at your own expense.

Are there any expenses that I am expected to pay?

Yes. You will be responsible for expenses related to your First Year Experience materials, class trips, private music lessons, lab fees, parking permits, visits to Student Health Services, and any other charge applied to your student account.

I heard I might have to pay some taxes. How can I learn more?

Albion College covers the cost of your tuition, fees, housing and meals. The IRS considers your



housing and meal plan as taxable income. You will need to plan to pay federal taxes on these amounts. The College cannot provide tax guidance, but we can assist in finding resources for you to complete your tax returns. Please let the BAF Director know if you are interested in pursuing tax guidance from campus resources or visit Student Financial Services for more information.

How can I pay for these fees?

Low interest rate student loans are available to cover your remaining textbooks, fees, or any other education-related expenses (notebooks, planners, writing tools, art supplies, etc). Unfortunately, loans are not available to cover your federal taxes. See Student Financial Services for details.

When do I have to complete a FAFSA?

You must complete a FAFSA each year you are enrolled as a Build Albion Fellow no later than **February 1st** your first year and **March 1st** for your remaining years. If you are selected for verification, you must submit any required documents by **July 1st**. All BAF applicants must meet with Student Financial Services before BAF application can be reviewed for acceptance into the program.

What happens if I have to withdraw from the semester?

You will be subject to both College and federal refund calculation for your charges. You should consult with Student Financial Services prior to withdrawing to determine how your withdrawal will impact you.

If I receive an outside scholarship, how will that affect my award?

If you receive an outside scholarship you may use that to pay for your textbooks and or educationally-related expenses identified above. If the scholarship exceeds the cost of your books and approved expenses, it will reduce your Albion grant funds. See Financial Aid Services for information about outside scholarships and how they apply to you.

Can I receive additional scholarships from the College?

You are not eligible for additional scholarships from the College. Should you be selected to receive an award during the Honors Convocation, the award may be made as *only* an honorary award.

What happens if my family circumstances change, and I am no longer considered high-need?

Student Financial Services will work with you to review your family's financial situation. The College will help you create a plan to remain in the program.

Federal and State Grants

The program is targeted toward those students who are eligible for a full Federal Pell Grant and Michigan Tuition Grant. If you are not eligible for the full amount of those awards your family



will be responsible for paying the difference as part of their Family Share. The Student Financial Services office can assist in determining that amount. For more information, please visit the Student Financial Services link: <https://www.albion.edu/admission/student-financial-services>. For additional information, contact the staff by email or phone at financialaid@albion.edu or 517/629-0440.

Campus Life

Can I participate in campus programs and organizations outside of BAF?

We strongly encourage Build Albion Fellows to participate in campus clubs, programs, and organizations as part of their Albion College experience. Fellows are also encouraged to take on leadership roles in these campus activities, so long as it does not interfere with the program requirements.

Am I required to live in on-campus housing?

Yes. The Build Albion Fellows award includes a 18 Block Meal Plan* and a standard double room in an on-campus residence hall. If you choose to live in another campus housing option (i.e., live without a roommate) or to subscribe to a different meal plan, you will need to pay the difference in cost. If you choose live in a fraternity or campus apartment without a meal plan you will be responsible for the costs of covering your own meals. If you have concerns about this requirement, contact the BAF Director.

15 Block Plan

15 meals (card swipes) per week
\$50 in Dining Dollars
Cost: \$5,650 (2 semesters)

18 Block Plan (Covered)

18 meals (card swipes) per week
\$75 in Dining Dollars
Cost: \$5,740 (2 semesters)

21 Block Plan

21 meals per week
\$150 in Dining Dollars
Cost: \$5,880 (2 semesters)

For more information about meal plans visit this link:

<https://www.albion.edu/student-life/dining-services/meal-plans>

Am I required to live on campus during the summer?

No. Although, we do require Fellows to stay on campus overnight during the introductory retreat in June.

What kind of leadership opportunities are available within the Fellows program?

Leadership is a key value of our program. Throughout the program, you will receive training and opportunities to develop as a leader, and upperclassmen Fellows will be expected to serve as peer mentors for incoming Fellows during their transition into college and the program. The BAF program is still growing and developing, and leadership opportunities will continue to come about.



Can I participate in the Smooth Transitions Mentoring Program?

It is expected that Fellows will participate in Smooth Transitions during their first semester. For more information, visit this link:

<https://albion.edu/student-life/intercultural-affairs/smooth-transitions-mentor-program>

General Questions

What if I do not complete all of my academic requirements for the BAF program?

If the academic requirements are not all met, based on cohort, registration for additional classes may be withheld. Additionally, upon graduation, the Fellows program has the ability to withhold the degree of completion from Albion College.

With the service requirement, will I have time to be involved on campus and complete my homework?

Yes. Your service requirement is built in to the Build Albion Fellows course and requires commitments outside of class. BAF service projects often occur on weekends and in evenings, but you will be aware of service projects well in advance, leaving time to plan accordingly.

What if I cannot complete my service requirement?

Our goal is to help you succeed as a Fellow and Albion College student. If you are unable to complete the service requirement by the end of the summer and/or academic semesters, you will meet with the Director and/or Assistant Director to discuss an appropriate plan of action moving forward. If you are unable to complete the service component, you may be asked to serve additional hours at a later date to meet the minimum expectations or make other arrangements in consultation with the Director. This is true for *both* the summer and academic semester requirements. **If you are unable to meet the program expectations after receiving additional support, your Build Albion Fellows award (tuition, meals, and housing) may be withdrawn. If this occurs, you will meet with Student Financial Services to discuss the possibility of continuing your attendance at Albion College with an adjusted financial aid package, given that you are in good social and academic standing.**

How will my participation in the Build Albion Fellows program be evaluated?

A Fellow's performance will be evaluated based off of his/her successful completion of the expectations and requirements listed below. Successful Fellows will...

- Actively engage in community service throughout the summer months (~25 hrs/week);
- Adequately complete all Fellows course work **and** community service requirements during the academic year as determined by the Instructor and BAF Committee;
- Actively engage in all days of the Summer Retreat;
- Enroll in the preferred four units per semester--but no less than three--at Albion College;
- Remain in good social and academic standing as defined by the Albion College Student Handbook;



- Attend Fellows meetings during the summer and academic year (outside of the classroom).

What does it mean to be in good academic standing?

According to the Albion College Student Handbook: *Good Standing*—A student whose semester and cumulative grade point averages are 2.0 or above is considered to be in good standing.

For more information about good academic standing and other details regarding academic status visit the following link: <http://catalog.albion.edu/index.php?catoid=6>

What does it mean to be in good social standing?

The Build Albion Fellows Program follows the guidelines from the Albion College Student Handbook. Reference the “Basic Principles of Responsibility” section found on page 79. Link to PDF file: <https://www.albion.edu/student-life/student-affairs/current-students/student-handbook>

What happens if I decide to no longer participate in the BAF program?

Although we provide Fellows as much support as possible, we understand that our program may not be the best fit for every student. If, for any reason, you choose not to continue participating in the program, your financial aid will be re-evaluated. No other programs on campus include housing and meals as part of the award, but there are other opportunities for you to remain a student at Albion College. Please consult with the Director and Student Financial Services before choosing not to continue with the Build Albion Fellows program.

What will my next four years in this program look like?

A full outline of the BAF program is provided upon acceptance to the program, during the first/introductory retreat. Contact the Build Albion Fellows Director or Assistant Director with any questions or concerns.

As a Build Albion Fellow, you are being asked to serve the Albion community, succeed academically, develop yourself and your leadership skills, and create meaningful change.

If you have any questions that were not covered in this document, please contact the Build Albion Fellows Director or Assistant Director, using the contact information listed below:

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