EXPECTATIONS OF STPF STAFF AND FELLOWS

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AAAS Science & Technology Policy Fellowships (STPF) staff conduct the following activities annually: establish and review fellowship policies and procedures; promote the Science & Technology Policy Fellowships and the fellows; recruit candidates; manage the application, selection, and placement processes; administer grants, contracts, and payments of direct fellowship support; plan and implement a year-long professional development program; monitor and evaluate fellowship assignments and activities and learning goals; support and coordinate the network of current and alumni fellows; and, collaborate with executive, judicial and legislative branch host offices, partner scientific and engineering societies, and other stakeholders.

Support
- Establish, distribute, and implement fellowship guidelines and policies.
- Provide ongoing support to fellows and host offices throughout the year, including troubleshooting problems; providing advice; guiding creation of a Fellowship Impact Plan; facilitating communication between fellows, host office points of contact (POCs), advisors, and agency liaisons; and assisting fellows to take advantage of opportunities.
- Coordinate reimbursement of approved expenses for relocation and travel/training based on fellows’ submission of required documentation by stated deadlines.

Professional Development
- Conduct an intensive orientation in September that provides information regarding executive, judicial, and legislative branch operations, helps define the roles of fellows, and offers useful contacts and resources for fellowship assignments.
- Facilitate the planning, logistics, and implementation of educational events designed to expose fellows to a range of issues related to science and policy.
- Organize skill-building workshops to expand fellows’ professional capacity.
- Provide a mid-year career summit featuring sessions on a range of issues and opportunities in the academic, government, nonprofit, and private sectors.
- Implement a year-end summit for fellows to reconnect with their full class, reflect on the year, report on activities, discuss and share resources for future career plans, and provide feedback on the fellowship experience.

Collaboration & Partnerships
- Organize an annual outreach event in collaboration with the AAAS Committee on Science, Engineering & Public Policy to foster interactions between fellows across cohorts and with national science policy professionals.
- Maintain the FellowsCentral web portal as the location of an online fellows’ directory and as a venue for communication and connection for current and alumni fellows.
- Manage listservs for current, alumni, and DC-area fellows and a careers listserv to maintain communication within the network.
Monitoring & Evaluation

- Implement learning surveys during the fellowship year and summarize results annually.
- Conduct an annual site visit with fellows and their host office point of contact/advisor.
- Submit an annual report to hosting agencies and/or other funders that summarizes activities of the fellowship year.

EXPECTATIONS OF FELLOWS

The success of the S&T Policy Fellowships is due in large part to the dedication and commitment of the fellows who contribute their scientific and analytical skills, fresh perspectives, networks, energy and initiative in public service to the U.S. government. Following is an outline of responsibilities that fellows are expected to undertake to ensure a successful year.

In advance or at the beginning of the fellowship:

- Provide requested information and documentation to AAAS (and/or the sponsoring society) and the host office in a timely manner.
- Attend the entire orientation program in September to learn essential information about the executive, judicial and legislative branches of the federal government, gain useful resources and contacts, and establish ties with other fellows in the class.
- Read materials provided before arrival at orientation.
- If moving before the start of the fellowships, advise STPF staff and the host office point of contact with updated address and contact info.
- If moving after the start of the fellowship, ensure that activities related to relocation are completed outside of fellowship hours.

During the fellowship:

- Honor the commitment to a 12-month-long initial fellowship year, and any renewal period agreed to.
- Take initiative to find an auxiliary mentor(s) who can help you optimize your success in your fellowship.
- Learn by observing, listening and applying knowledge and skills; maintain a flexible attitude and align expectations to the realities of the host assignment.
- Negotiate, write, and submit a Fellowship Impact Plan within 45 days of the start of your assignment.
- Perform professionally, demonstrate integrity and good judgment, and complete projects in a timely manner.
- Interact with staff in the host office and agency – be proactive, ask questions, offer help, and demonstrate interest.
- Articulate needs constructively, monitor progress, and address challenges in a timely manner.
- Submit reports and documents requested by STPF by the stated deadlines.
- Abide by both the AAAS and agency/host office policies on ethics and conflict of interest, and abide by the AAAS policies and procedures for the fellowship as outlined in the Terms of Agreement/Employment.
In addition to participation in your host office assignment:

- Participate in the STPF professional development activities, including seminars, career enhancement sessions, skill-building workshops, and other events.
- Participate in gatherings for current fellows and alumni to build contacts and cultivate collaborative networks.
- Participate in the year-end summit and send-off.
- Provide input and feedback via required reports, including an assessment of knowledge, skill development, attitudes, and satisfaction.
- Ensure a smooth and professional transition at the end of the fellowship.

After the fellowship:

- Maintain up-to-date contact information and professional profile on FellowsCentral.
- Respond to requests for feedback and evaluation of the STPF program.
- Serve as a resource for finalists and new fellows and provide advice on placements, tips for success during the fellowship year, and input on challenges as well as opportunities.
- Participate in fellowship events and affinity groups.
- Distribute the annual call for applications to individuals, organizations, and networks.
- Participate as a reviewer of fellowship applications.
- Participate as a recruitment presenter, or on fellowships advisory panels and/or selection committees as requested.
- Maintain active AAAS membership.