AAAS Science & Technology Policy Fellowships (STPF) staff conduct the following activities annually: review and establishment of fellowship policies and procedures; promotion of the Science & Technology Policy Fellowships and the fellows; recruitment of candidates; management of the application, selection and placement processes; administration of fellowship grants and contracts and payments of direct fellowship support; planning and implementation of a year-long professional development program; monitoring and evaluation of fellowship assignments and activities and learning goals; support and coordination of the network of current and alumni fellows; and ongoing outreach and collaboration with partner agencies, federal and congressional host offices, and partner scientific and engineering societies.

**Support:**
- Establish, distribute and implement fellowships 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 timely direct fellowship stipend payments and prompt reimbursement of approved expenses for relocation, health insurance, and fellowship-related travel/training.

**Professional Development:**
- Conduct a two-week orientation in September at the start of the fellowship year 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 seminars and other events designed to expose fellows to a range of issues related to science and policy.
- Organize skill-building workshops to expand fellows’ professional capacity in three tracks: policy, communications, and leadership.
- Provide a midyear career conference featuring sessions covering a range of issues, including developing achievement statements, and exploring opportunities in the academic, government, non-profit, and private sectors.
- Implement a year-end summit for fellows to reconnect with the full class, reflect on the fellowship 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 a FellowsCentral web portal as the location of an online fellows’ directory and as a primary venue for communication and connection for current and alumni fellows.
- Manage the listservs for current, alumni, and DC-area fellows and the careers listserv to maintain ongoing communication within the network.

**Monitoring & Evaluation:**
- Implement learning surveys at four points during the fellowship year and summarize collective annual results.
- Conduct an annual site visit with the fellow and his/her host office point of contact and advisor (as feasible with the host office POC and advisor).
- Provide instructions for progress/final reports; collect and collate input.
- Submit an annual summary narrative report to hosting agencies and/or other funders that summarizes
activities of the fellowship year.

EXPECTATIONS OF SCIENCE & TECHNOLOGY POLICY FELLOWS

The success of the S&T Policy Fellowships (STPF) is due in large part to the dedication and commitment of the fellows who have contributed their scientific and analytical skills, fresh perspectives, networks, energy and initiative in public service to the U.S. government for more than 40 years. Following is an outline of responsibilities that S&T Policy Fellows undertake to ensure a successful year, both for the fellow and host office, and for the vitality of the STPF overall.

Before beginning the fellowship:

- Provide requested information and documentation to AAAS and the host agency in a timely manner.
- Attend the full orientation program in September to learn essential information about the executive, judicial and legislative branches of 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, update STPF staff and the host office point of contact with the new address and contact info.

In the fellowship assignment:

- Honor the commitment to the 12-month initial fellowship year, and any renewal period agreed to.
- If moving for the fellowship ensure that activities related to relocation are completed outside of fellowship hours.
- Develop realistic and reasonable expectations; learn by observing, listening and applying knowledge and skills; maintain a flexible attitude.
- Negotiate, write and submit a Fellowship Impact Plan for the fellowship year within 45 days of the start of the fellowship assignment (or by October 1 for renewal fellows).
- Perform professionally, demonstrate integrity and good judgment, and complete projects in a timely manner.
- Meet and 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.
- Take initiative to obtain information to accomplish tasks and achieve fellowship goals.
- Submit reports and documents requested by AAAS 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.

Beyond the 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 resources and cultivate collaborative networks for increased effect.
- Participate in the yearend summit and report on activities via a poster and/or a verbal presentation.
- Provide input and feedback via requested evaluations of activities, and the four-segment assessment of knowledge, skill development, attitudes, and satisfaction.
- Enhance leadership abilities to heighten effectiveness and impact.
- Ensure a smooth and professional transition at the end of the fellowship.

After the fellowship, alumni S&T Policy fellows are expected to:

- Provide updated contact information for the fellowship alumni directory.
- Respond to requests for input and feedback in evaluations of the fellowships.
- 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, if possible, in fellowship events and affinity groups.
- Help distribute the annual call for applications to individuals, organizations, and networks.
- Participate, when able, as a reviewer of fellowship applications.
• Participate, when able, as a recruitment presenter, or on fellowships advisory panels and/or Selection Committees as requested.
EXPECTATIONS OF HOST OFFICE POINTS OF CONTACT AND ADVISORS

The success of the AAAS S&T Policy Fellowships (STPF) is due in large part to the dedication and support of the Points of Contact (POCs) and advisors in the executive, judicial and legislative branch host offices, who provide meaningful learning opportunities for the S&T Policy fellows. By facilitating productive professional development experiences, host offices optimize fellows’ contributions of scientific and analytical skills in public service to the U.S. government.

A Host Office Point of Contact (POC) is the designated individual in the host office who keeps track of the fellow’s assignments, oversees the fellow’s progress on activities undertaken on behalf of the office, and provides feedback on the fellow’s efforts, noting accomplishments and offering suggestions for improvement. The fellow meets regularly with the POC and collaborates with the POC to develop the Fellowship Impact Plan, which delineates the projects and other learning activities the fellow will be engaged with during the year. The fellow’s advisor functions in a more informal capacity, answering questions, providing advice and encouragement, and guiding the fellow to function effectively in the executive, legislative or judicial branch environment.

Following is an outline of responsibilities that POCs and advisors undertake to ensure a successful fellowship experience both for S&T Policy Fellows and for the host office. It is important to ensure that fellows receive the direction, feedback, and support needed to be efficient and effective both in learning from the fellowship assignment and contributing to the mission of the host office.

Before Finalist Interview Week (mid-late March):

- Provide a signed hosting agreement and a fellowship assignment description.
- Review the placement process guidelines.
- Review candidate materials and schedule interviews via the STPF online placement portal.

Finalist Interview Week (early-mid April):

- Participate in placement interviews throughout the week; include other appropriate agency or office staff to ensure a thorough interview process.
- Within four business days of the completion of interviews, provide a ranked list of STPF finalists whom the office would be willing to host.

Before the start of the fellowship year (June-August):

- Meet with the STPF program manager (in person or by phone) to discuss fellowship goals, parameters and benchmarks for success.

Coordinate with appropriate agency/office staff to:

- Assure timely processing of a funding mechanism to cover the cost of the fellowship.
- Locate and outfit a work space, including a computer, phone, and office supplies.
- Set up e-mail and voice mail accounts, and arrange for the fellow to be listed in office directories.
- Schedule any mandatory training or security briefings.
- Notify staff of the fellow’s impending arrival and share the fellow’s bio and the fellowship assignment description to assure all understand the fellowship project and professional development aims.
- Obtain necessary identification cards and building passes.
• Clarify and arrange any necessary support or resources: clerical, budget access or authorization, etc.

**Contact the fellow in the month before they report to the office to discuss:**

• Useful reading material and online resources about office programs and projects.
• Updates on the fellowship assignment, changes in personnel, etc.
• Accommodations for the fellow: e.g. cubicle or office
• Office culture: schedule, communication, dress code, etc.
• When and where to report following orientation, and how to get into the building.

**Upon the fellow’s arrival in the office:**

• Greet the fellow on the first day and introduce to host office staff, including the office director if possible.
• Provide an organizational chart of the unit/office and a directory of office staff.
• Conduct an orientation to the organization/unit/office or arrange for other staff to do so.
• Discuss resources for projects: funding, clerical support, equipment, staff and interagency experts, consultants, etc.
• Review any restrictions or limitations on the fellow’s ability to represent the office or agency.
• Set up a formal meeting schedule for the first month.
• Provide input on the Fellowship Impact Plan, which must be created by the fellow, in collaboration with the advisor/point of contact and submitted within 45 days of the start of the assignment.

**During the fellowship year (September through August):**

• Maintain support for the fellow for the full 12-month fellowship period.
• Create opportunities for engaging work that takes appropriate advantage of the doctoral-level experience, career-stage, and skills of the fellow.
• Meet with the fellow regularly (ideally no less than ½ hour every other week) to provide direction, guidance and input on projects and performance, and to provide resources and contacts to enrich the fellowship educational and career development experience.
• Brainstorm solutions to problems and explore opportunities in projects and assignments.
• Introduce or direct the fellow to key people in the office, agency, and their area of focus.
• Encourage and provide time to attend meetings within and outside the department/agency.
• Provide constructive feedback on fellow’s activities and products.
• Support the fellow to take advantage of the AAAS-conducted professional development program.
• Guide the fellow in determining realistic, reasonable expectations and serve as a sounding board.
• Help the fellow to find a balance between office activities and external learning opportunities.
• Meet with the STPF staff during the annual site visit.
• Attend the STPF yearend summit if possible (typically July).

**At the end of the fellowship (August-September):**

• Serve as a reference for the fellow and/or write letters of recommendation.
• Respond to the online host office point of contact/advisor survey of the fellowship year.