

King's Undergraduate Fellowships in Public Humanities

Frequently Asked Questions for Students and Employers & Application and Program Timeline

For Students

What is the selection process for students? How will I be paired with an employment opportunity if I'm successful?

Students apply to the fellowships program by submitting the online application. Successful students will be invited into a pool of individuals who can apply directly to hiring managers for the fellowship opportunities that interest them. The application to hiring managers will consist of a cover letter, resumé, and the composition you have written for the first stage of the application. You are welcome to edit and tailor these documents for each application. Hiring managers conduct interviews and rank their candidates. Individuals who have received more than one offer will have the opportunity to take the fellowship of their choice.

How does the faculty reference work?

Students need to obtain permission to put the faculty referee on their application. The reference will be collected after the fact by the coordinator of the program. You can let your faculty referee know that they will not have to produce a formal letter but simply give their stamp of approval that you would represent King's well in the community in a workplace setting. This is not a traditional academic reference as the objective is to offer work experience to students.

What are the opportunities this year?

The specific opportunities this year are not yet known as employers apply during the same cycle as students. We strive to offer a selection of placements that includes a variety of types of role and organizations. On the main page you can see a list of past placements. Students who are admitted to the applicant pool will receive a PDF detailing the opportunities to which they can apply.

Do I need to be able to relocate in order to participate?

It is *not* an expectation of the program that you relocate to another city. Typically, placements

can be conducted remotely. Occasionally a student's summer location happens to align with their employer's, making on-site work a possibility.

Questions not answered above? Please email Joanna.sheridan@ukings.ca.

For Employers

Must the applicant/supervisor be a King's alumni?

Although one of the aims of the program is to engage alumni in the life of the College and help students grow their networks through meaningful contact with alumni, it is not a requirement that the applicant/supervisor is an alum. In some cases, one or more colleagues at an organization may be King's alumni, but it makes most sense for another colleague to supervise the fellow. Other times, an individual or organization may have a different kind of connection to King's.

How will I be paired with a student?

Hiring managers decide which students they want to work with through a standard job application process. Students will apply directly to hiring managers. Hiring managers will rank their candidates and submit the list to their program contact at King's. The applications will come from pool of students who have already passed through a competitive process so the number of applications will not be overwhelming and the students will be of a high calibre. Students will send you a cover letter, resumé, and a composition they have written on the connection between their education and what they hope to get out of the fellowship program. Past experience has shown us that it is most efficient for hiring managers to interview at least four candidates. Students may receive multiple offers, and a ranked list of four candidates allows us to quickly ensure the best possible matches for both parties.

If successful, when will I receive funds to pay my students? Are there any special financial requirements of a fellowship?

Employers will receive full funds up front after signing an agreement. As students typically need funds on an ongoing basis, we ask that you disburse their fellowship to them in increments in a way that suits your organizational practices (for example, every two weeks or in alignment with another pay run schedule). A fellowship is non-taxable T4A income.

Are there exact dates and hours that are required of the placement?

The placement must be full-time for eight to 10 weeks. Full-time can be interpreted according to the standard at your organization, typically in the vicinity of 35 to 40 hours per week. The placement can be conducted anytime during the summer, and should be concluded prior to Labour Day as students will be returning to school in the fall. Exact dates can be determined between the employer and incumbent. It is permissible to pause the placement for an unpaid week of vacation, if that is desirable for both parties.

My organization has hosted a fellow before. Am I eligible to apply again?

You are eligible to apply again, and we would welcome that. Depending on the number of applications we receive, we may need to cycle previously funded organizations off in a given year in order to offer variety and engage a wider circle of employer partners. However, it is useful to have your expression of interest in working with a King’s student, as we may be able to find other avenues for working together.

Questions not answered above? Please email Joanna.sheridan@ukings.ca.

Application and Program Timeline

Phase	General Schedule	2022 Schedule
Student and employer applications due	Week 1 of process	April 8
Student and employer applications adjudicated; successful employers contacted	Weeks 2-3 of process	April 11-22
Successful students invited to the pool; students have two weeks to apply to opportunities	Weeks 3-4 of process	April 25-May 6
Interviews conducted; rankings submitted	Weeks 5-6 of process	May 9-20
Matching based on rankings and acceptance of offers	Week 7 of process	May 23-27
Employers sign agreement. Funds will be transferred shortly after agreement is signed.	Week 8 of process	May 30 - June 3
Placements can begin as soon as agreement is signed	Week 9 on	June 6 - Sept 2 (13 weeks in which to schedule an 8-10 week placement)