

City College of San Francisco



Grow Your Own

The Intern/Mentor Program for City College Students

Overview, Instructions and Application



" The Grow Your Own program gives me the opportunity to reciprocate to the community the support I had as an undergraduate. I have always wanted to teach and I'll be able to teach at CCSF. Ideally, The GYO program will encourage alumni to return to work with a former teacher as a mentor in the CCSF environment. "

◀ **Edissa Nicolas, GYO Intern, English Department.**



" City College has been an integral part of my life since I first enrolled as a student. At CCSF, I developed a community that grew into a family and led me on a career path that I could have never dreamed was attainable. I applied to the Grow Your Own program during my last year of graduate school, and began my formal mentoring in Fall 2005. As a graduate student, I had the opportunity to teach Algebra as a TA. Participating in GYO gave me the opportunity to lecture in Intermediate and Advanced Algebra classes. The experience was invaluable to me as a new teacher. "

▲ **Mary T. Bravewoman, Mathematics Department.**



" The Grow Your Own Program at City College allowed me the opportunity to fulfill my long-time professional goal of becoming a community college teacher. I began my teaching career as a Professor of History at City College of San Francisco over a decade ago and I have progressed along a course more rewarding and enriching than I ever imagined. I'm proud of my work at City College and I encourage all who have a similar passion to serve the community to pursue a teaching career at a school like City College of San Francisco. The reward is very much in the journey. "

◀ **Edward Moreno, Social Sciences Department.**



" It is here at CCSF where I realized my dream in full- to write and to teach. Coming back to CCSF through the GYO program, this time, not as a student but as a teaching intern, I see a reflection of myself in students who are struggling hard with their reading and writing classes. I am deeply delighted when I see student's progress sometimes inch by inch, other times by a breakthrough. I know that they are striving for a higher plane in life. It takes a lot of care, love and dedication to have a program like GYO, which is local and organic. I am very lucky and proud to be a part of it. "

◀ **Hui Lee, English Department.**

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GROW YOUR OWN (GYO) FACULTY INTERNSHIP PROGRAM: FROM CCSF STUDENT TO FACULTY MEMBER

Purpose: To encourage and help prepare City College of San Francisco (CCSF) graduates to return as teaching, counseling or library faculty at CCSF after they have completed their upper division and graduate education. This program was structured to cultivate talented students who graduate from CCSF and who understand the unique educational needs of our students, and to acknowledge the difficulty that these graduates face in the completion of their education given the high cost of living in the San Francisco Bay Area. The purpose of the program is 1) to encourage our students to return to CCSF as faculty and commit themselves to a career in education so as to serve their communities for the long-term, and 2) provide them with financial assistance while they complete the educational and employment requirements that they will need to serve as faculty, counselors or librarians at CCSF. The GYO Program gives today's students the opportunity to give something back to future generations of college students.

Target Population: Current or former CCSF students who are ready to graduate/transfer or who have graduated/transferred from CCSF and who will go on to complete a Master's degree from an accredited college or university, and who have made a commitment to return as faculty to CCSF. Note: Students who are graduating or transferring from CCSF must be enrolled in an accredited four-year college or university in order to be accepted into the GYO Program.

Description of Program: The GYO Program operates at three levels: **undergraduate studies, graduate/intern,** and **part-time** faculty.

Students completing undergraduate coursework and those working towards Master's degrees will receive incentives, such as financial assistance and professional support, to pursue a graduate degree in a CCSF discipline (especially in fields where there is a demand for new faculty and/or a need for underrepresented faculty in a particular discipline).

When a student has completed her/his Master's degree requirement (or are nearly half way toward completing the Master's degree requirement), s/he will be eligible to participate in a structured faculty mentoring program and will receive training and experience under the supervision of a CCSF faculty member in the intern's respective discipline.

Candidates who have successfully completed their internships may be given an opportunity to teach on a part-time basis their own classes (subject to the discretion of the Department Chair in their respective discipline and availability of course offerings). In return, after interns have completed the GYO program, they will be expected to commit to teaching at CCSF for a specific period of time.

Program Stages: Specific activities accompany the three stages of the GYO Program:

- 1) During the **Undergraduate** stage, a GYO intern will receive financial assistance, sign a contract indicating her/his commitment to the program terms, and receive assistance with graduate school applications, and be notified of scholarship opportunities.
- 2) During the **Graduate** stage, GYO interns will receive financial assistance and learn about scholarship opportunities. When substantial progress has been made toward the MA/MS degree, GYO interns will be paired with a CCSF faculty mentor. Mentors will assist interns with understanding community college teaching and all related responsibilities. They will intern in the classroom for one to two semesters with a faculty mentor who will serve as the instructor of record.
- 3) After GYO interns have earned their Master's degrees, they may be assigned to **teach a class** in their discipline (or serve as a librarian/counselor), with the recommendation of the faculty mentor and/or the Department Chair (please note: this decision is subject to the discretion of the Chair and based upon course/hour availability, departmental impact, etc.). Interns will have the opportunity to participate in .2, .4, and .6, teaching/counseling/librarian assignments at the College. These assignments may also be made available from a pool of hours established by the GYO program if the department does not have any available teaching hours. During this third stage, the GYO interns will have completed the program and with continued and successful experience, may be eligible to apply for full-time positions at CCSF in their respective areas.

Application Requirements: The purpose of the application process is to identify students who are best suited to serve as teachers, counselors, or librarians, who are interested in a future faculty position at CCSF and who have demonstrated a commitment to a career in the field of education. GYO Program applicants will be identified by the GYO Selection Committee, under the direction of Professor Glenn Nance, and in consultation with Department Chairs and faculty, based on the following criteria:

- **2.5 Minimum GPA**
- **45 units completed from CCSF before transferring**
- **Acceptance at a four-year institution in an undergraduate or a graduate program (confirmation required before the award is granted), preferably in a subject area of need at CCSF (either because of a strong demand or anticipated need for future faculty, or because of a need for underrepresented applicants)**

- **Demonstrated successful experience working with underrepresented groups, either on the campus or in the community**
- **Active involvement in the college community and/or local communities**
- **Financial need**
- **Be a U.S. citizen, or have permanent U.S. Resident status**
- **No controlled substance abuse or sex offences which may prohibit employment in accordance with state law.**

In order for the GYO Program Coordinator or Mentor to provide needed support and monitor GYO Intern progress in the program, GYO Interns will be expected to:

- Maintain ongoing contact with the GYO Program Coordinator
- Maintain a good academic standing (2.5 GPA) and regular attendance
- Provide a copy of current transcripts to verify academic standing at the completion of each semester
- Notify the GYO Program Coordinator of any change in area of study, or any other significant programmatic changes

Applicants who are accepted to the GYO Program will be expected to make a commitment to teach part-time at CCSF for a period of time after completion of the GYO Program. This commitment is subject to the availability of funds and departmental discretion.

It is important to note that award or receipt of financial assistance is contingent upon students completing their coursework and degree requirements (up to and including the achievement of the MA/MS degree) and returning to teach at CCSF. For those GYO Interns who fail to complete their educational programs or choose not to return to teach at CCSF, they will be obligated to repay all funds received from CCSF on behalf of the GYO Program.

Submit Applications:

Professor Glenn Nance
City College of San Francisco
50 Phelan Avenue, Box #25
San Francisco, CA 94112
gnance@ccsf.edu

INSTRUCTIONS FOR COMPLETING YOUR APPLICATION

NOTE: Be sure your application is computer generated or typed. Handwritten materials will not be accepted.

- 1) Contact the Business Department Chair, Cloud Hall,

Room105, (415-239-3203) for access to a typewriter.

- 2) Several typewriters are available for student use in the Rosenberg Library. Call (415) 452-5433 to reserve a typewriter or sign up at the Circulation Desk on the 4th floor. There is a one-hour time limit.

Please ensure that you have taken the appropriate steps to complete the application;

OBTAIN TWO LETTERS OF RECOMMENDATION

Please submit two current letters of recommendation from those who are familiar with your academic work and/or school and community activities. One letter must be from a faculty or staff member at CCSF. Letters should include information that will give the GYO Selection Committee insight into your personal qualities, character, special talents, academic attributes, and potential for serving as a teacher, counselor or librarian at CCSF. Do not submit more than two letters of recommendation. Letters are to be on official letterhead, and must have original signatures.

PREPARE A PERSONAL STATEMENT

Your statement must be typed with standard margins; your name and student ID number must be provided on the top right-hand corner of each page and the statement can be no more than two pages in length.

Be sure to address all of the following items in your statement:

- 1) Share information about yourself, your family and background, your current community activities, interests, employment experiences, educational achievements, special needs, and financial circumstances.
- 2) Describe any experience you have had working with underrepresented groups, either on the campus or in the local community.
- 3) Explain, in depth, why you are interested in a teaching, counseling, or library services career at CCSF.
- 4) Provide evidence of financial need (e.g., a Financial Aid award letter from the institution you currently attend, or expect to attend, or the equivalent documentation).
- 5) Submit one unofficial CCSF transcript and documentation of your current "courses-in-progress" (Visit the Transcript Office, Conlan Hall, Room 107. Bring this application with you when making your request and be sure to allow 7 days for processing your request). You may also choose to print these forms via the CCSF web site (www.ccsf.edu) and select "Admissions and Records"). If you are attending or have graduated from a 4-year university, you must also provide an unofficial transcript and if relevant, documentation of "courses-in-progress."

ACTIVITIES:

LIST ORGANIZATIONS, CLUBS AND EXTRA-CURRICULAR ACTIVITIES IN WHICH YOU HAVE BEEN ACTIVE AT CCSF:

LIST COMMUNITY AND VOLUNTEER SERVICE:

LIST COLLEGE, COMMUNITY AND HIGH SCHOOL AWARDS OR COMMENDATIONS YOU HAVE EARNED:

EMPLOYMENT:

ARE YOU CURRENTLY EMPLOYED? Yes ____ No ____

WHAT WORK EXPERIENCE HAVE YOU HAD? (LIST MOST RECENT JOB FIRST)

I HEREBY CERTIFY THAT THE INFORMATION PROVIDED IN THIS APPLICATION IS GIVEN FREELY BY ME AND IS ACCURATE TO THE BEST OF MY KNOWLEDGE. I GIVE PERMISSION TO RELEASE THIS INFORMATION TO THE “*GROW YOUR OWN*”(GYO) SELECTION COMMITTEE.

SIGNATURE: _____ DATE _____

RETURN APPLICATIONS TO: **Professor Glenn Nance**
City College of San Francisco
50 Phelan Avenue, Box #25
San Francisco, CA 94112

PLEASE NOTE: All decisions of the GYO Selection Committee are final.