

## dPS Fellowship Program: Student Agreement

1. Contact info
  - a. Name:
  - b. Phone number:
  - c. Email:
  - d. Graduation year:
  - e. NetID:
2. What nonprofit organization will you be joining this semester?
3. What is your role and what are your responsibilities with this organization?
4. What time commitment are you making to the organization throughout the year? Which days of the week will you contribute and for how long? How will you prioritize your commitment to the organization?
5. What will you do to prioritize your commitment to the Fellowship cohort? How will you balance this program and your other commitments (academic and non-academic)?
6. What do you hope to achieve or contribute to your community partner and the Fellowship cohort over the course of the year?
7. What would you like to learn through this experience?

8. Is there anything else you would like dPS to know in order to best support you?
9. dPS seeks to support all students while also holding them to high standards. To that end, we hope that fellows are able to participate in the following ways. Please consider if this feels Fellowship like the right fit for you at this time, and let us know if you have any questions about these expectations:
- a. Attendance: dPS fellows agree to attend all biweekly cohort meetings and all other Fellowship enrichment programs including monthly mentor coffee chats and off-campus engagement activities. Students will be allowed one *unexcused* absence per semester for a cohort meeting and one *unexcused* absence per semester for an off-campus engagement activity. **Exceeding these allowed unexcused absences will result in a corrective conversation with the fellowship director as well as Isabella Dearing (at the office of Duke Community Affairs), and may result in removal from the program if unexcused absences continue to accrue.** *Excused* absences will be permitted at the discretion of the dPS Fellowship administration team and include illness, school-related travel, and conflicts with class meetings. Coursework, upcoming exams, and other extracurricular activities do not constitute an excused absence. All absences must be communicated to the dPS Fellowship administration team at least 24 hours in advance of the meeting/event for it to be excused. Please note that, while the dPS fellowship team recognizes that you may have other commitments outside of the fellowship, fellowship programming should remain one of your top priorities. **Continued, constant requests for excused absences may result in corrective conversations with the fellowship director and Isabella Dearing about the nature of your commitment to the program.**
  - b. Engagement: dPS fellows agree to fully engage in the work of their community partners and honor the needs of their partners first. **Poor engagement with community partners (such as not showing up to volunteer weekly) may result in removal from the program.** dPS fellows also agree to participate actively and honestly in Fellowship activities/discussions in an effort to build a supportive and vibrant community of service at Duke.
  - c. Communication: dPS fellows agree to communicate respectfully and promptly (24-48 hours) with mentors, community partners and the dPS Fellowship administration team. **Failure to communicate efficiently and effectively with community partners, mentors, Isabella Dearing, and/or the fellowship directors (i.e. not responding to repeated contact attempts) may result in removal from the program.** Communication is also a two way street. Fellowship directors will strive for transparency in their

operations and procedures and encourage fellows to reach out at any time with suggestions, questions, or concerns.

- d. Time Commitment: dPS fellows agree to commit approximately 4-5 hours/week to this program and make it a high priority activity (~1hr/week of Fellowship activities and ~2-4hr/week of partner volunteering). The dPS Fellowship is intended to be an inclusive community of critical thinkers and service-loving students. **Thus, it is expected that dPS fellows will honor their commitment to the cohort and, more importantly, their partners above other extracurricular activities. Please remember your actions as a volunteer reflect both dPS and the Duke community at large!**
  - e. Accountability: to reinforce accountability with regards to regular volunteering with your partner, the fellowship will have two requirements you must fill in order to continue on with the program. **Failure to meet these requirements will result in removal from the program.**
    - i. Fellows will be expected to be part of a brief group presentation (groups will be based on partner organization), approximately 5-7 minutes long, where they present what they have learned over the semester from their volunteering experience. This will be called their “semester portfolio”, and will be presented on November 17, 2025. **Fellows who do not attend this meeting must provide the fellowship director with a brief 1-2 minute presentation over Zoom to fulfill this requirement.**
    - ii. Once a semester, fellows will be expected to be part of a 15-20 minute 1:1 Zoom call with Isabella Dearing, a Program Coordinator for Campus Engagement at the Duke Community Affairs office, in order to check-in about how volunteering has been going. **Fellows who do not conduct this meeting, or miss a scheduled meeting without prior communication will be removed from the program.**
10. Agreement to Community Partner and dPS
- a. “I agree to abide by the Duke Code of Conduct while representing the university and Duke Partnership for Service (dPS). I understand the time commitment required of me and will dedicate myself accordingly. I will be respectful and responsive to community partners and engage fully in the activities of the dPS Fellowship. In the case of repeated offenses, complaints from community partners, or grievances from mentors, I understand I may be suspended or removed entirely from the dPS Fellowship program.”
  - b. “I understand that if I fail to abide by any of the commitments I am making in this document, I will be subject to removal from the program or otherwise referred to the dPS Fellowship administration team for future action. Responses to violations of the expectations document will be under the discretion of community partners, mentors, and dPS Fellowship administration team.”
    - i. Violations of accountability to the Fellowship cohort will be addressed firstly via a one-on-one check-in from a Fellowship administration team member. If accountability issues persist, the larger Fellowship administration team will convene with the fellow to determine further action.
    - ii. Violations of accountability to community partners will be addressed firstly via a one-on-one check-in from a Fellowship administration team member. If

accountability issues persist, the larger Fellowship administration team and a community partner representative will convene within 2 weeks of the reported offense with the fellow to determine further action. Community partners are welcome to become involved in disciplinary actions at any point during this process.

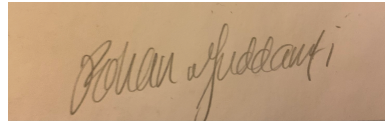
11. Non-Discrimination Statement

- a. "Duke Partnership for Service (dPS) adheres to the policy of non-discrimination and harassment as set forth in Duke's Policy on Prohibited Discrimination, Harassment, and Related Misconduct. Discrimination and/or harassment based upon race, color, national origin, sex (including pregnancy), gender, gender identity, gender expression, sexual orientation, religion, genetic information, age, disability, or veteran status is prohibited."
- b. Violation of this statement is subject to referral to Rohan Guddanti, dPS Director of Fellowship Programming, for further action and potential dismissal from the program.

12. Please sign indicating your understanding and commitment.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

A rectangular box containing a handwritten signature in cursive script that reads "Rohan Guddanti".

Rohan Guddanti  
Printed Name of dPS Representative

Signature