

Attachment A

- Program Logo
- Student Recruitment Flyer
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MAKE A DIFFERENCE IN OHIO SCIENCE & TECHNOLOGY POLICY THIS SUMMER!

Join the inaugural class of STEM graduate students who will work in state of Ohio government this summer.

You will serve in a legislative or executive office and share your scientific-technical expertise for its mission.

Contribute to assignments on topics like Ohio's public health, energy, air and space industries, digital equity, innovation, and the environment!

Gain a New Appreciation of the Context surrounding Science and Technology!

Receive Special Training, Mentorship, Excellent Stipends, and an Outstanding Professional Network!

APPLY BEFORE MARCH 21!

Visit battellecenter.osu.edu/opif for more details!



APPLY BY MARCH 21, 2022

Eligibility

Open to all graduate students with a STEM background eligible to work in the U.S.

Schedule

Early April: Notification of Selection

Mid-May: Training

June-July: Full-time Host Office
Assignment

August: De-brief

For More Information

Michael Pires at Pires.5@osu.edu

To Apply

Simple on-line application requires only:
a CV or resume; one recommendation;
and a personal statement.

Scan QR code for more details!





ADD TECHNICAL KNOW-HOW TO YOUR OFFICE THIS SUMMER!

Ohio Public Interest Fellows are no-cost graduate student interns supporting your state government office's work.

Program Overview

Get help understanding and navigating complex technical subjects so you have more time for policy-making!

Fellows are graduate students in Science, Technology, Engineering, and Mathematics fields, selected from across Ohio for public service in state government.

After careful preparation and training, Fellows work in host state government offices as an extension of their staff.

*The inaugural academic partners directing the program are **The Ohio State University, Cleveland State University, and Case Western Reserve University.***



***For questions, inquiries,
or more information***

Contact Michael Pires
at pires.5@osu.edu

Important Dates

April - Host Office Selection

May - Host Office Orientation

**June & July - Full-time work by
Fellows in Host Office**

August - Host Office De-brief



Navigate state policy this summer as an Ohio Public Interest Fellow!

Join the inaugural class of STEM graduate students who will work in state of Ohio government this summer.

Apply by March 28

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MAKE POLICY THAT MATTERS

Ohio Public Interest Fellowship

Training Leaders to Make an Impact

Science, technology, and public policy play a crucial role in the future of our society.

Policy and decision makers need a better understanding of the sciences. The Ohio Public Interest Fellowship aims to train tomorrow's leaders to advocate for the responsible use of science in the decisions that have an impact on the world around us.

We recruit students who are hungry to make a real difference and have a hand in shaping science and technology policy in Ohio. **Fellows will contribute to assignments on topics like Ohio's public health, energy, air and space industries, digital equity, innovation, and the environment!**



Meet the Inaugural Ohio Public Interest Fellows



[Fellow Bios](#)

Links



[Frequently Asked Questions](#)



[Application](#)



[For More Information](#)

Eligibility, Application, and
Program Questions

[FAQs ›](#)

2023 Fellowship information
to be announced

[Apply Here ›](#)

If you have any additional
questions, reach out to
Michael Pires

[Email us ›](#)

Partner Institutions

All three institutions are members of the Public Interest Technology University
Network (PIT-UN)



[Learn more about PIT-UN](#)

THE OHIO STATE UNIVERSITY

Connect with us: [f](#) [t](#) [i](#) [in](#) [v](#) [d](#)

© 2022 The Ohio State University | John Glenn College of Public Affairs | Page Hall | 1810 College Rd | Columbus, OH 43210 | [614-292-5360](tel:614-292-5360)

Contact: [Batelle Center for Science, Engineering and Public Policy](#) | [Webmaster](#)

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Frequently Asked Questions (FAQs)

Please read the FAQs below for detailed answers to program and application questions

ELIGIBILITY QUESTIONS

Q1: Who can apply to the Ohio Public Interest Fellows program?

To be eligible for the Fellowship, applicants must possess the following minimum qualifications:

- Earned an undergraduate degree from an accredited college, university, or technical school.
- Currently enrolled in a post-baccalaureate degree program in a STEM-related field at an accredited university or college, or in a non-STEM related field provided the bachelor's degree was in a STEM field.
- Legally authorized to work in the United States.

The following are not eligible to apply:

- Individuals who are not enrolled in a post-baccalaureate degree program as of January 1, 2022.
- Individuals who have registered as lobbyists in the State of Ohio or under the federal Lobbying Disclosure Act within 6 months of the application deadline.
- Individuals who are not legally authorized to work in the United States.

Q2: What are the qualities sought in a successful Fellow?

While there is no ideal candidate for the program, there are certain traits that lead to success in the Fellowship. We are looking for applicants who have:

- A genuine interest in Ohio current events, state policy-making, and political processes;
- A capacity to be adaptable and fully engaged, as well as a high tolerance for ambiguity and uncertainty
- A willingness to work in a fast paced, high profile work environment;
- A desire to learn how policy decisions are made and to understand and appreciate the needs of decision-makers;
- A strong interest in applying scientific and technical data and skills to inform public policy-making;
- Personal integrity and self-motivation.

APPLICATION QUESTIONS

Q3: When is the application due?

All application materials must be received by 11:59pm PST on March 21, 2022.

Q4: What do I need to submit for the application?

To apply, you will need to submit:

- A personal statement that addresses: (1) why you are applying to the Ohio Public Interest Fellows program; (2) what you hope to contribute to the program, and (3) how will you leverage the experience for your career development.
- Your most recent CV or resume

- One letter of professional recommendation (for example by a professor, supervisor, mentor)

Q5: What information should I ask my reference to include in the letter of recommendation?

You should ask your reference to include the following information in their letter:

- How long they have known you and in what context.
- The skills, training, and personal strengths you would contribute to the program.
- Challenges you might face in the public-policy setting.

You may refer them to the “What are you looking for in a Fellowship?” section above to better understand what skills and characteristics are important for this Fellowship.

SELECTION PROCESS

Q6: What is the selection process after the application is submitted?

The Selection Committee will do an initial scoring of applications to select finalists for (virtual) interviews. Offers will be extended in late March. This timing provides an opportunity for Fellows to complete their current work assignments, participate in Fellow training in May and begin work at the host organization in June.

Q7: What is the timeline for this Fellowship?

- March 21 – Due date for applications
- March 23-25 – Interviews
- March 31 – Selections finalized
- Mid May – Fellow training
- June – mid-August – Fellows' service to host offices and post-program assessment

Q8: What salary and benefits are provided to Fellows?

The hourly rate is \$27.28, which is very competitive with conventional paid summer STEM internships. The Fellowship offers fringe benefits that may include paid-time off, health, dental, and vision benefits.

Q9: How are Fellows paid?

Fellows will be paid bi-weekly. Taxes will be withheld and a W-2 issued.

QUESTIONS ABOUT THE FELLOWSHIP PROGRAM

Q10: What inspired the creation of the Ohio Public Interest Fellows program?

The Ohio Public Interest Fellows program is funded by the Public Interest Technology University Network (PIT-UN). Launched in 2019 by the New American Foundation, PIT-UN is a partnership that unites colleges and universities committed to building the field of public interest technology (PIT). By developing curricula, research agendas, and experiential learning programs in the PIT space, these institutions develop graduates with skills and knowledge at the intersection of technology and policy.

This pilot program is inspired and modeled on the [Science & Technology Policy Fellows](#) program operated by the California Council on Science & Technology (CCST). The Ohio Public Interest Fellows program is a pilot program customized for state of Ohio stakeholders. To read more profiles and stories from CCST Fellowship alumni, visit the [CCST Fellowship blog](#).

Q11: Do I have to live in Ohio for the Summer?

Yes. Fellows serve as legislative or executive branch staff and are expected to be present throughout the Fellowship summer. Policy making is fast paced and relies on relationship and trust as much as it does data. Fellows will also be expected to attend regularly scheduled seminars and other activities in Ohio which will provide ongoing training and technical background. The valuable social network that will develop among the Fellows with their colleagues in the Legislature and Executive Branch can only be achieved with consistent interactions in a close working environment. Fellows are embedded in their host offices and learn by doing.

Q12: Is lodging provided?

No. Fellows are responsible for securing their own housing.

Q13: How long is the Fellowship and can I shorten or extend it?

Fellows commit to serving 12 weeks of the summer term (May 15, 2022, to August 12, 2022). At present time, there is no provision for adjusting the Fellowship dates. **NOTE:** Specific dates are subject to change.

Q14: How do Fellowship placements work?

After the initial program orientation and training are complete, Fellows are introduced to their host offices in the Ohio State Legislature or Executive Branch. Host offices will set expectations with the Fellow and orient to specific tasking. The Fellows then begin their placement assignments.

Attachment B

- Opportunity Announcement Letter: The Ohio Public Interest Fellows Program



February 7, 2022

Dr. Tanya Berger-Wolf, Faculty Director
Dr. Cathie Smith, Managing Director
Translational Data Analytics Institute (TDAI)
Bricker Hall, 190 N Oval Mall #020
Columbus, OH 43210

RE: Opportunity Announcement: The Ohio Public Interest Fellows Program

Dear Dr. Berger-Wolf and Dr. Smith,

The OSU Battelle Center for Science, Engineering, and Public Policy in the John Glenn College of Public Affairs invites TDAI to partner on our recently awarded *Ohio Public Interest Fellows Program*.

The Ohio State University, in collaboration with Cleveland State University and Case Western Reserve University, secured a private investment from the Public Interest Technology University Network (PIT-UN) in December 2021. With this seed investment, we are launching a program to train and place Ohio Public Interest Fellows in state government to grow the capacity of Ohio's public sector STEM workforce. These Fellow graduate students, drawn from scientific-technical academic backgrounds, will support their host organizations' work, develop as public-interest scientists, engineers, and analysts, and assist in critical stakeholder-discovery for the Fellow program's planning.

Our original scope aimed to select, train, and place six (6) Ohio graduate students to work directly for state government or legislative host offices during Summer 2022. The bulk of the program's funding provides market-competitive summer stipends to the Fellows in order to remove barriers to participation by STEM students, especially under-represented minorities, first-generation, and female students.

The funder reduced the proposed budget such that only five (5) Fellow stipends can currently be covered. TDAI's participation and \$25,000 contribution would enable us to implement the pilot with the six (6) graduate fellows and extensive student support originally envisioned, thereby ensuring the program's success.

We believe this opportunity is an excellent incarnation of TDAI's *Data Science for Social Good* initiative and will expand the pool of students studying graduate-level science, engineering, and math who want to have a positive impact on their communities and on the state more broadly.

Thank you for your consideration.

Sincerely,

Elizabeth K. Newton, Ph.D.
Executive Director

Michael Pires
Project Manager

Attachment C

- Orientation Schedule
- Student Work Plan
- Final Performance Evaluation Form



Welcome to the Ohio Public Interest Fellows orientation for the 2022 Inaugural Class! The Ohio State University Battelle Center program team will host and conduct orientation and training sessions prior to placing fellows at their host organization for the summer. The agenda for each day is outlined below. Training will be in-person and all six (6) fellows will participate in workshops, field trips, online assessments, and more throughout the 2-week duration.

Monday, May 16th

Location: The Ohio State University – 1810 College Rd N, Page Hall Room 240B

Facilitator: Michael Pires, Program Manager

-
- 10:00 AM** Welcome and Introduction to the Ohio Public Interest Fellows program
- Dr. Elizabeth Newton, Executive Director of the OSU Battelle Center for Science, Engineering, and Public Policy in the Glenn College of Public Affairs. Associate Professor of Practice, Department of Integrated Systems Engineering at the College of Engineering.
- Michael Pires, Program Manager
- Ethan Rivera, Senior Student Programming Specialist
- Fellow Intros and Ice Breaker
- 10:30 AM** Fellowship program overview, expectations of fellows, host assignments, and goal setting led by Michael Pires
- 11:30 AM** Public Interest Technology University Network (PIT-UN) and National Science Policy Network led by Michael Pires
- 12:00 PM** Lunch (Chipotle)
- 1:00 PM** Myers-Briggs and Gallop Strengths-Finder Assessment (*LEC Meeting Space*)
- 2:00 PM** FourSight Assessment (*LEC Meeting Space*)
- 3:00 PM** First day concludes



Tuesday, May 17th

Location: The Ohio State University – 1810 College Rd N, Page Hall Room 240B

Facilitator: Ethan Rivera, Senior Student Programming Specialist

- 10:00 AM Myers Brigg Results
- 11:00 AM Gallop Strengths Finder Results
- 11:30 AM **Picture Day: Headshots of Fellows**
- 12:00 PM Lunch (Adriatico's Pizza)
- 1:00 PM Conflict Resolution and Role Play Workshop
- 3:00 PM Second day concludes

Wednesday, May 18^h

Location: The Ohio State University – 1810 College Rd N, Page Hall Room 240B

Facilitator: Dr. Elizabeth Newton, Executive Director of the Battelle Center for Science, Engineering, and Public Policy, and Ethan Rivera, Senior Student Programming Specialist

- 10:00 AM Leadership Framework (Dr. Elizabeth Newton)
- 12:00 PM Lunch (Pot Belly)
- 1:00 PM Team Dynamics (Ethan Rivera)
- 3:00 PM Third day concludes



Thursday, May 19th

Location: The Ohio State University – 1810 College Rd N, Page Hall Room 240B

Facilitator: Ethan Rivera, Senior Student Programming Specialist

- 10:00 AM Managing Up
- 11:00 AM Professional Etiquette
- 12:00 PM Lunch (Bibibop)
- 1:00 PM Networking 101
- 1:00 PM Ohio Housing Finance Committee Steering Committee virtual meeting (Steven Muhic)
- 3:00 PM Fourth day concludes

Friday, May 20th

Location: The Ohio State University – 1810 College Rd N, Page Hall Room 240B

Facilitators: Jeff Agnoli, Senior Liaison at OSU Office of Corporate Partnerships, Brian Perera, Associate VP-State Relations, Associate Vice President for OSU Government Affairs, & Dr. Elizabeth Newton, Executive Director of the Battelle Center for Science, Engineering, and Public Policy

- 10:00 AM FourSight Assessment Results (Jeff Agnoli)
- 11:00 AM Ohio Legislature 101 (Brian Perera)
- 12:00 PM Life as Civil Servant (Dr. Elizabeth Newton)
- 1:00 PM Homework Assignment: Watch Level 1 Videos: Science and Technology Policy & Careers 101
- Fifth day concludes



Monday, May 23rd

Location: The Ohio State University – 1810 College Rd N, Page Hall Room 240B

Facilitator: [Dr. Deborah \(Debbie\) Stine](#), Founder and Chief Instructor for the [Science and Technology Policy Academy](#)

-
- 9:45 PM** **Picture Day (Take 2)**
- 10:00 AM** **Introductions, Workshop Overview, & Questions about Video Material**
- 10:15 AM** **What is Science & Technology Policy? What is Public Interest Technology?**
- Activity 1: Categorize [Obama Administration President's Council of Advisors on Science & Technology](#) (PCAST) S&T PIT report recommendations as “policy for science & technology” or “science & technology for policy.”
- 10:30 AM** **How does Congress & state legislatures REALLY work?**
- Activity 2: Use [Congress.gov](#) to identify congressional bills of interest and understand their status
 - Activity 3: Set up your [My Ohio Legislature](#) and identify legislation of interest and understand their status
- 11:00 AM** Break
- 11:15 AM** **How does the White House & governor's offices REALLY work?**
- Activity 4: Use [Whitehouse.gov](#) to identify topics of interest and understand their status
 - Activity 5: Use [Governor.Ohio.gov](#) to identify topics of interest and understand their status
- 12:00 PM** Lunch (Panera)
- 1:00 PM** **What is the relationship between U.S. and state executive branch agencies and S&T policy? How does the budget process work?**
- Activity 6: Use the website of a federal agency of interest and understand the status of your topic of interest including its budget
 - Activity 7: Use the website of a state agency of interest and understand the status of your topic of interest including its budget
- 2:00 PM** Break
- 2:15 PM** **What is the role of the Judiciary in S&T policy?**
- Activity 8: Identify a case where the judiciary is relevant to your topic of interest.



- 2:30 PM** **What S&T policy activities occur at the international level?**
- Activity 9: Identify an S&T activity at the international issue that is relevant to your topic of interest.
- 3:00PM** Sixth day plenary concludes; Fellows may sign up for private coaching sessions.
Homework: [AAAS Individual Development Plan Tool](#) (This can be done at any time.)

Tuesday, May 24th

Location: The Ohio State University – 1810 College Rd N, Page Hall Room 240B

Facilitator: Dr. Debbie Stine, Founder and Chief Instructor for the Science and Technology Policy Academy

- 10:00 AM** Overview of Day 2; Questions from Day 1
- 10:10 AM** **What is public policy analysis and why is it important?**
- Activity 10: What is your perspective on public policy?
- 10:30AM** **How do you develop your policy question?**
- Activity 11: Develop your “What actions, if any” policy question
- 11:00 AM** Break
- 11:15 AM** **How do you develop your policy option?**
- Activity 12: What is the current policy? (status quo)
 - Activity 13: Who are the stakeholders? What policy options do they propose?
 - Activity 14: What parallel policies should you consider? Visit the [National Council of State Legislators](#) and [National Governors Association](#) website for ideas.
 - Activity 15: What two policy options are you going to analyze?
- 12 PM** Lunch (Piada)
- 1:00 PM** **How do you analyze your policy options?**
- Activity 16: Do pro/con evidence-based analysis of options based on 4E criteria
 - Activity 17: Confront your Tradeoffs and develop your core message
- 1:30 PM** **How do you communicate the results of your analysis?**
- Activity 18: Prepare and present 30-second policy pitch
- 2:00 PM** Break



- 2:15 PM** **How do you communicate the results of your analysis?**
- Activity 19: Identify your unconscious biases in communicating with policymakers and the public
 - Activity 20: Role play: communicating effectively with those with whom you disagree.
- 2:45 PM** **What Role Might You Play in Science and Technology Policy?**
- Activity 21: Develop your S&T policy-related personal goals.
- 3:00 PM** Seventh day concludes
- Fellows may sign up for private coaching sessions.
 - S&T Policy Academy orientation evaluation

Wednesday, May 25th

Location: Ohio Statehouse: 1 Capitol Square, Columbus, Ohio 43215-4275. The Ohio Statehouse is located in the center of downtown Columbus, at the corner of Broad and High Streets.

Facilitator: N/A Self-guided

- 10:00 AM** Private Tour of the Statehouse
- 11:00 AM** Downtown to OSU Campus Scavenger Hunt
- 3:00 PM** Eighth day concludes

Thursday, May 26th

Location: The Ohio State University – 1810 College Rd N, Page Hall Room 240B

Facilitators: Dr. Elizabeth Newton, Executive Director of the Battelle Center for Science, Engineering, and Public Policy & Ethan Rivera, Senior Student Programming Specialist

- 10:00AM** Compelling Oral Presentations (Ethan Rivera)
- 11:00AM** Workshops (Ethan Rivera)
- 12:00 PM** Lunch (TBD)
- 1:00PM** Mindset of an Innovator (Dr. Elizabeth Newton)
- 2:00PM** Principles of Strategic Communications (Dr. Elizabeth Newton)



3:00PM Ninth Day concludes

Friday, May 27th

Location: Various Host Locations or Virtual Zoom Calls

Facilitators: Host Supervisors

End of Orientation!

Resources

Facilitator Contact Information

- Michael Pires, Program Manager - E: Pires.5@osu.edu PH: 614-390-1490
- Ethan Rivera, Senior Student Programming Specialist - E: Rivera.154@osu.edu
- Dr. Elizabeth Newton, Executive Director of the Battelle Center for Science, Engineering, and Public Policy – E: Newton.387@osu.edu
- Dr. Debbie Stine, Founder and Chief Instructor for the Science and Technology Policy Academy – E: Deborah@deborah-stine.com PH: 301-300-0638

Certificate in Science and Technology Policy, Program Evaluation, and Analysis (Optional)

The goal of these Science and Technology Policy Academy workshops is to provide Ohio Public Interest fellows with a general understanding of science and technology policy; policy analysis methods including benefit-cost analysis, cost-effectiveness analysis, cost-utility analysis, risk analysis, and program evaluation; and methods to communicate the results of their analysis to policymakers and the public. Upon completion, fellows will receive a Certificate in Science and Technology Policy, Program Evaluation, and Analysis. This certificate can be placed on their LinkedIn page, resume, and other career-related material. NOTE: Dr. Stine will walk through the process of obtaining your certificate if interested.

Orientation Preparation List

- [Level 1: Science and Technology Policy & Careers 101 Video](#)
- [National Science Policy Network Graduate Student Resources](#)



- [FourSight Assessment](#)

Suggested Pre-Fellowship Reading List

- Science and Technology: Public Attitudes, Knowledge, and Interest (May 2020)
https://nces.nsf.gov/pubs/nsb20207#WT.mc_id=USNSF_179
- Science the Endless Frontier (V Bush; 1945) <https://www.nsf.gov/od/lpa/nsf50/vbush1945.htm>
- Turmoil in American Public Policy: Science, Democracy, and the Environment (L Alm, R Burkhart, M Simon; 2010)
<https://www.amazon.com/Turmoil-American-Public-Policy-Environment/dp/031338536X>
- Navigating the Maze: How Science and Technology Policies Shape America and the World (M Lubell; 2019)
<https://www.amazon.com/Navigating-Maze-Science-Technology-Policies/dp/0128147105>
- Beyond Sputnik: U.S. Science Policy in the 21st Century (HA Neal, T Smith, J McCormick; 2008)
<https://www.amazon.com/Beyond-Sputnik-Science-Policy-Century/dp/0472033069>
- Governing Idaho: Politics, People and Power (J Weatherby and R Stapilus; 2005)
<https://www.amazon.com/Governing-Idaho-Politics-People-Power/dp/0870044478>
- Cadillac Desert (M Reisner; rev 1993) <https://www.amazon.com/Cadillac-Desert-American-Disappearing-Revised/dp/0140178244>



Ohio Public Interest Fellows (OPIF) Fellowship Work Plan Summer 2022

This fellowship agreement is designed to be a tool for the student & the supervisor to have a thoughtful and meaningful conversation to plan for a successful summer fellowship. From this work plan conversation, the student and fellowship supervisor should walk away with a clear idea of the following considerations:

- Review the fellowship description together. The student should ask clarifying questions.
- What is the communication structure? Considering the potentially virtual/hybrid environment, what is important for the student to know and understand when communicating with their supervisor and others on the team? What should the student do when they have questions?
- What is expected of the fellow and what defines 'success' as a fellow in this office? What goals and expectations does the supervisor and organization have for the student in this fellowship, and how will performance be managed?
- What skills are important to develop in this fellowship role in order to support the office fully?
- How can the student expect to receive feedback on their performance throughout the semester, and what is the structure for accountability- how often will the student check-in with the supervisor 1:1, and how formal will this be? What should the student prepare ahead of these meetings in order to make the most of them? Is there a template or preferred agenda for such meetings?
 - **Note-** OPIF requires the student to do a mid-point check-in and final evaluation meeting with program staff. This work plan should be revisited during these meetings, and 3-5 goals (see below) and objectives for the fellowship should be assessed. The supervisor will submit a form to OPIF staff (this will be emailed to the supervisors directly closer to the dates). These should be completed by the following dates:
 - Mid-point check-in: Complete and submit documents by **July 1st**
 - Final evaluation meeting: Complete and submit documents by **July 30th**
- Ahead of the fellowship agreement discussion, the student will draft 3-5 professional goals they have for the fellowship and discuss them with the fellowship supervisor. Goals can be related to professional development, skills development and/or mentorship opportunities. Students will communicate these goals to the supervisor, the supervisor will provide feedback on feasibility and steps to be taken to accomplish these goals. Supervisors should also share guidance in seeking professional development opportunities in the office and the greater Columbus area. The supervisor and student



will agree on the 3-5 goals/objectives for the work plan, document them below and revisit them throughout the semester.

- Goal/objective #1:
- Goal/objective #2:
- Goal/objective #3:

STUDENTS: PLEASE NOTE YOU ARE EXPECTED TO ASK YOUR SUPERVISOR FOR A ~30 MINUTE MEETING, AND TO PROVIDE THEM WITH THIS AGREEMENT TEMPLATE AHEAD OF THE MEETING SO THEY CAN PREPARE. YOU ARE ALSO EXPECTED TO PREPARE AHEAD OF THIS MEETING. IT IS YOUR RESPONSIBILITY TO SCHEDULE A TIME TO TALK, AND WITH ENOUGH TIME TO MEET THE DEADLINE. THIS SHOULD NOT BE A LAST-MINUTE REQUEST OF YOUR SUPERVISOR-PLAN AHEAD.

INSTRUCTIONS:

1. **In consultation with your supervisor,** Please write a concise statement of the objectives and purpose of the fellowship, specific tasks and activities, an expected end-product, and activities to be accomplished. You must list the 3-5 goals/objectives agreed upon. Please write up a summary of the items discussed in the list at the top of this document, and produce a 1-2 page document outlining these expectations, as well as a job description. You and your supervisor should attach the statement to this sheet, which is to be signed by both of you.
2. **The employer agrees to:** assist the student in the completion of an academically-relevant and meaningful experience, including providing adequate supervision and an evaluation of the student's performance. The employer agrees to discuss termination/performance situations with a John Glenn College Program Manager (Michael Pires)
3. **The student agrees to:** satisfactorily meet all requirements of both the employer and The Ohio State University John Glenn College of Public Affairs, including duties as assigned by the employer, course assignments as outlined by the course syllabus, course registration, and payment of all associated fees for all semesters of participation. Students also agree that they have read and agree to the Code of Professional and Ethical Conduct on the reverse side of this form.
4. Please have your supervisor sign below affirming the statements were agreed upon between both parties. *Please return the agreement to Michael Pires no later than 6/4/22 . Thank you!*

Supervisor's signature and date

Students' signature and date



Code of Professional and Ethical Conduct for Students Participating in a Fellowship

General Statements:

While participating in an fellowship, you are representing not just yourself, but the university and your fellow students, both current and future. Your performance at your work site may have implications far beyond your current situation.

You are governed by the employer's employment policies, practices, procedures, dress code, and/or standards of conduct. To avoid any misunderstanding, it is recommended that you obtain clarification regarding such matters from your employer when you begin your assignment.

Your performance while on assignment as an fellow may be measured by your employer's performance measurement process and/or a university-sponsored performance evaluation.

You must keep both the OSU Battelle Center Program Manager (pires.5@osu.edu) and your sponsoring employer apprised, at all times, of your current e-mail address, physical address and telephone number.

You understand that permissible work absences include illness or other serious circumstances. Keeping pace with coursework or co-curricular activities are not legitimate excuses. You are required to notify your sponsoring employer in case of absence.

Any changes in your fellowship status (layoff, cutback in hours, or dismissal) must be reported immediately to the OSU Battelle Center Program Manager (pires.5@osu.edu).

If you feel victimized by a work-related incident (e.g. job misrepresentation, unethical activities, sexual harassment, discrimination, etc.), you are to contact the OSU Battelle Center Program Manager (pires.5@osu.edu) immediately.

Due to the nature of fellowship, students are not able to drop the course. Once an offer of employment is accepted students are required to complete the semester.

Specific Statements:

While working at your fellowship, you will conduct yourself in a professional manner at all times. This includes, but is not limited to:



- Maintaining confidentiality regarding information accessed on any patients, clients, members, customers, employees, and products or services associated with the fellowship employer
- Reporting for work on-time on and on a regular basis
- Participating in any orientation or testing required by the fellowship employer
- Observing all established safety and sanitation codes as set by the employer
- Engaging in positive, good, legal behavior
- Accepting responsibility and accountability for decisions and actions taken while at work
- Ensuring that all interactions with guests, patients, clients, members, customers, the public and fellow employees are conducted with dignity and respect towards every person

COVID-19 Considerations:

Glenn College has restarted in-person and hybrid fellowships at this time, but it does not require any student to participate in an onsite, in-person experience. Students understand that participation in an on-site, in-person fellowship presents risks to them personally due to the existence of the COVID-19 pandemic, which is ongoing in the United States. These risks can include infection with the virus, illness and death. They agree that they are responsible for evaluating and understanding the risks they may face in engaging in an in-person fellowship, whether as a component of the fellowship, during travel to or from the fellowship site, or separate from it.

Should a student participate in-person at a fellowship site, then adherence to current state and local COVID-19 directives, and CDC guidelines is required. Also, should such a student elect to continue in-person at the fellowship, it is done at the student's own risk. The University has the ability to create remote and/or independent study options for students in lieu of an in-person fellowship. Therefore, given the circumstances surrounding COVID-19, if a student rejects these fellowship alternatives, the student has assumed full responsibility for his/her well-being.

Please note that if the student cannot, or is not comfortable continuing in-person (presuming the fellowship site is open), he/she should immediately speak with their fellowship supervisor and the Program Manager (Michael Pires)



Final Performance Evaluation Form

Dear Supervisor,

This form will serve as a final performance evaluation of the Ohio Public Interest Fellow interning in your office this summer. These evaluations are strictly confidential and will not be shared with the student.

Please expand on a few details of the student's performance and evaluate their progress. Instructions are below. Feel free to include any additional comments, concerns, or questions. Please return this evaluation to Michael Pires (Pires.5@osu.edu) by September 6. All of us at the Glenn College and Ohio Public Interest Fellows program team thank you very much for your time and support of the inaugural Fellows Program.

Sincerely,
Michael Pires – Program Manager

Student name:

Fellowship (organization, department):

Supervisor:

Supervisor Position:

The purpose of this evaluation is to collect qualitative and quantitative data related to the student's performance. When assessing their performance and providing feedback, please rate them relative to their peer group and where one would reasonably expect their professional capabilities to be at this time in their career trajectory. The program manager will use your assessment, feedback and recommendation to develop a summary report. If the student worked in a number of positions under the direction of more than one supervisor, this form should be

completed by the individual who had the most contact with the student. More than one evaluation may be completed if necessary.

Instructions: Please revisit the work plan you drafted with the student at the beginning of the experience and rate their level of success on the following outcomes/professional competency areas (A-F), using the following scale:

Excellent	Performance is <i>repeatedly</i> above expectations
Very Good	Performance is <i>sometimes</i> above expectations
Good	Performance <i>meets</i> expectations
Fair	Performance is <i>sometimes below</i> expectations
Poor	Performance is <i>repeatedly below</i> expectations

A. Ability to Learn

Rating: _____

- Asks pertinent and purposeful questions
- Seeks out and utilizes appropriate resources
- Accepts responsibility for mistakes and learn from experiences
- Demonstrates willingness to change and adapt

Comments:

B. Interpersonal and Teamwork

Rating: _____

- Respectful and cooperative
- Supports and contributes to positive work environment
- Handles interpersonal conflicts constructively
- Relates to co-workers/team members effectively

Comments:

C. Creative Thinking and Problem-Solving

Rating: _____

- Seeks to comprehend and understand the “Big Picture”
- Breaks down complex tasks/problems into manageable pieces
- Identifies and develops options/ideas
- Demonstrates analytical capacity

Comments:

F. Professional and Career Development Skills Rating: _____

- Demonstrates a sense of responsibility and confidentiality
- Interacts effectively and appropriately with supervisor
- Seeks to understand personal strengths and weaknesses
- Manages personal expectations consistent with work role
- Shows interest in determining career direction

Comments:

Goals and Objectives:

This part of the evaluation pertains to the workplan developed at the start of the internship in addition and overall performance. Please make your comments as complete as possible.

1. What were the main projects worked on and completed by the student?

2. Please comment on the student's punctuality, reliability, and self-presentation.

Attachment D

- Legislative Host Funding & Recruitment Brochure
- Opportunity Letter for Legislators

OPPORTUNITY

OHIO PUBLIC INTEREST FELLOWS PROGRAM

Ohio grapples with many complex technical topics

Ohio Public Interest Fellows augment Government Staff with Technical Knowledge

Grad Students Serving Summers in the Public Interest

Making Policy about Complex Scientific- Technical Topics:

- Requires a wide range of perspectives and disciplines, including science, engineering, and health fields.
- YET it's hard for government-specialist connections to get established.
- Ohio Public Interest Fellows provide a bridge!



Ohio Public Interest Fellows:

- ✓ Provide evidence-based science & technology insight to policy-makers
- ✓ Contribute on topics like Ohio's economic development, public health, energy, digital equity, innovation, and the environment
- ✓ Focus academic energy on the needs of Ohio

OHIO PUBLIC INTEREST FELLOWS

Ohio's Higher Education Partners in Problem-Solving

2022 Executive Branch Pilot

- Full-time summer fellowship (12 weeks)
- 6 graduate students with post-baccalaureate degrees in STEM-related fields

2022 Fellows' Home Universities:



Host Placements in State of Ohio Government



Ohio Housing Finance Agency



Ohio Environmental Protection Agency



Ohio Department of Natural Resources



Ohio Department of Education



DriveOhio, Ohio Department of Transportation

Hosts' Reflections on 2022 Fellows

- *"Punctual, reliable, and represented themselves, and the Ohio State University, in a professional manner."*
- *"Demonstrated a strong sense of confidentiality & professionalism"*
- *"Very focused on ensuring work is of high quality and high value to the organization"*
- *"Leadership was very impressed with how the fellow immediately contributed to our on-going projects"*
- *"Very details-oriented and did a great job explaining complex analytical concepts in a way the audience could understand"*
- *"Eager to learn about policy work and the intersection of scientific evidence and the education system"*

OHIO PUBLIC INTEREST FELLOWS

Creating Value for State of Ohio

- Whole-of-Ohio Approach and Benefit: Diverse Fellows are drawn from **any** Ohio college or university with graduate programs relevant to the host offices' agendas. Fellows subsequently return to their communities with a network and knowledge-base that reach beyond campus boundaries.
- Rigorous Preparation: Fellows undergo public policy and professional skills training to ensure their readiness to contribute to host offices' work, and they receive mentorship throughout the program.
- Strategic Consultation: Host offices define priorities and preferences, guiding program staff in their recruitment and preparation of Fellows.
- Cost-effectiveness: Fellows' stipends afford them the opportunity to explore public service careers. Lean program management by OSU maximizes the return on investment and leverages existing networks/ecosystems to achieve the optimal pipeline of candidates.
- Focus on Outcomes: Assessments of host offices' experiences and Fellows' contributions occur throughout the assignment.

Fellows' Reflections

- *"My mentor was very invested in my career goals and was very keen on connecting me with other agencies"*
- *"This experience gave me the opportunity I had been waiting for and opened the door to a career in science policy"*
- *"I learned a lot about how science policy works at a practical level during my time"*



Contact Information

Michael Pires, Program Manager
Pires.5@osu.edu / 614-688-1145

The Ohio Public Interest Fellows Program

~ Ohio Graduate Students Serving Government with their Technical Know-how ~

The state of Ohio faces many challenges to continuing and distributing its economic growth and tackling communities' complex problems – such as enabling all Ohioans to participate in the tech-economy, remedying algae in drinking water, regulating private drones in communities' airspace, or expanding broadband and telemedicine to rural Ohioans. So many of these problems involve a scientific-technical dimension to them, perhaps because technology or data contributed to the problems to begin with, or perhaps because technology or data hold part of the solution. Regardless, most states' legislatures and government offices are not staffed to deal with such subject matter.

In 2022 the Ohio State University, in collaboration with Cleveland State University and Case Western University, secured a one-year private investment to launch the *Ohio Public Interest Fellows* program which sent 6 Ohio scientific-technical graduate students from 4 Ohio universities to work directly for state government host offices after professional training. State host offices augmented their staff and acquired scientific-technical expertise for their priorities, while Ohio students gained work experience, served the public interest, and learned about public service career paths. **A definite win-win.**

Ohio has a significant pool of students studying graduate-level science, engineering, and math who want to have a positive impact on their communities and on Ohio more broadly. However, they cannot afford to take unpaid internships over the summer. *Ohio Public Interest Fellow* stipends change that calculus, enabling the graduate students to work for state government and get paid at the competitive hourly rate advised by federal standards.

Based on the excellent value created by the students for the state of Ohio, we seek funding to continue the *Ohio Public Interest Fellows* program for future summers, drawing talent from any of Ohio's colleges and universities with graduate scientific-technical programs.

The Ohio state government benefits broadly from the *Ohio Public Interest Fellows* program with its:

- **Whole-of-Ohio Approach and Benefit:** Diverse Fellows are drawn from any Ohio college or university with graduate programs relevant to the host offices' agendas.
- **Rigorous Preparation:** Fellows undergo public policy and professional skills training to ensure their readiness to contribute to host offices' work, and they receive mentorship throughout the program.
- **Strategic Consultation:** Host offices define priorities and preferences for the Fellows' work.
- **Cost-effectiveness:** Fellows' stipends afford them the opportunity to explore public service careers.
- **Focus on Outcomes:** Assessments of host offices' experiences and Fellows' contributions occur throughout the assignment.

The program cost ranges from \$20-24k per Fellow depending on whether the summer employment is 12-15 weeks. Program costs cover: recruiting and engaging state government host offices; recruiting candidate Fellows from any of Ohio's colleges and universities with graduate scientific-technical programs; training and mentoring Fellows in state government and public policy-making; coordinating and communicating with Fellows and host offices; and analyzing and evaluating program results and value-created for state government.

Contact: Program Manager Mr. Michael Pires (pires.5@osu.edu) 614-688-1145