



Public Humanities Exchange (HEX)
Program Handbook
2023-2024

Table of Contents

<i>HEX Mission Statement</i>	3
<i>Directory</i>	4
<i>Mandatory and Optional Meetings and Events</i>	5
<i>Budget and Funding</i>	8
<i>Final Project</i>	9
<i>Conduct and Talking Points</i>	10
<i>HEX Scholar Skills</i>	11
<i>Memorandum of Understanding</i>	12
<i>Grant Disbursement Schedule and Form</i>	14
<i>Center for the Humanities Logos</i>	15
<i>Questions for Self-Reflection</i>	16
<i>End of Project Self-Reflection</i>	17
<i>End of Project Partner Organization Reflection</i>	18

HEX Mission Statement

The Graduate Public Humanities Exchange (HEX-G) program is a long-running and dynamic program that funds innovative public humanities projects that forge partnerships between community organizations and graduate students.

HEX was created as a part of the Center for the Humanities in 2004. The program supports creative, participatory relationships between a dynamic range of community groups, nonprofit organizations, and humanities students and scholars. As a vibrant community engagement program, HEX is on the forefront of implementing programs that are now at the center of nationwide discussions about the humanities as a new model of social engagement. The HEX program provides financial support in the form of one to two semester grants to graduate scholars. We also provide resources and institutional support in the form of workshops, information, networks, and expertise to students and our community partners. HEX scholars represent a cross-section of disciplines and methodologies, and they use their research to engage diverse members of the public in related kinds of creative exploration and critical discussion.

Our participating academic departments are ever-expanding and include, but are not limited to, humanities departments and affiliated programs at the University of Wisconsin-Madison. Our partners include area libraries, community centers, well-established nonprofits, emerging nonprofits, hospitals, museums, schools, and also many underrepresented corners of our community. Our projects can produce humanities-based artifacts such as oral histories, anthologies, websites, artwork, and dramatic performances. Along the way, these projects provoke a deeper engagement between participants that leave both with better resources, training, networks, curriculum, and materials.

By supporting and promoting student engagement with community partners, the HEX program seeks to highlight the long-standing tradition of collaborations across educational, political, social, and environmental lines, as well as increase access to humanities resources and skills for all.

Directory

HEX Scholars

Consult the Public Humanities Program Coordinator and the HEX website to identify previous HEX scholars with interests similar to your own and who may be willing to advise you.

Center for the Humanities Staff

Danielle Weindling, Public Humanities Program Coordinator, weindling@wisc.edu, (608) 263-4783

Marrion Ladd, Administrator, mmladd@wisc.edu, (608) 263-3412

Megan Massino, Associate Director, massino@wisc.edu

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Mandatory and Optional Meetings and Events

Project Meetings

Meeting #1, upon acceptance	HEX Welcome and Best Practices with Public Humanities Program Coordinator
Meeting #2, pre-implementation:	Optional project presentation with Center for the Humanities staff, community partners, HEX scholars, and public audience
Meeting #3, mid-implementation:	Site visit or meeting with Public Humanities Program Coordinator, both with and without community partner(s)
Meeting #4, mid-evaluation:	Final Reflection Public Humanities and Community Partners

Center Events

Mid-Semester:	At least one Public Works Workshop (see web site for upcoming offerings). You may attend this before, during, or after your project.
Mid-Semester:	As a part of the publicity plan for your project, you should give a campus presentation on your project after implementation and evaluation is over. We recommend presenting (1) in your department, (2) at a relevant graduate course, or (3) with the Association of Graduate Engaged Scholars (AGES) Bagels and Research, a monthly event where community engaged graduate scholars present their projects. Another easy and rewarding way to fulfill this requirement would also be (4) to partner with us and present your project at a relevant class along with the Public Humanities Program Coordinator in order to advertise the HEX program to future participants.

Meeting Requirements

By Meeting #1:

- Submit a high-resolution headshot of yourself, your project title and community partner(s), and a 100-word description of your project. See [previous project summaries](#) on the web site for examples.

For Meeting #2:

- An 15-30 minute discussion about your project.
- Questions to address in this meeting:
 - What are the activities and expected outcomes of your project?
 - Who are the constituents of this project and how will the essence of your project be sustained beyond the lifespan of your personal involvement?
 - Who will be involved from the community partner and what resources are they providing?
 - What are the best practices for your type of community engagement project?
 - What are similar projects, here in Dane County? Nationally? Internationally?
 - What is your publicity plan?
 - What is your evaluation plan?

For Meeting #3:

- Schedule this site visit with the Public Humanities Program Coordinator as early as possible.
- Be prepared to discuss your project-in-progress along with your community partner, and also find a space/time for you to speak one-on-one with the assistant director.

For Meeting #4:

- Schedule and meet with the Public Humanities Program Coordinator and your community partner(s).
- Complete the self-reflection form and also have your community partner(s) complete their respective self-reflection form as well.

Center for the Humanities Events

We encourage you to attend the Center's other lectures and events. The public humanities program coordinator will reach out to you when we believe a particular event strongly applies to your project and/or learning as a HEX scholar. For a full listing of events, see the [website](#).

HEX projects are generally broken into three phases: Planning & MOU, Implementation, and Evaluation. Projects run for either one or two academic semesters. You will have already completed some or perhaps most of the planning phase at this point. This general timeline will give you a broad sense of your responsibilities to the project, your community partners and participants, and the Center for the Humanities.

Planning & MOU Phase

1. MEETING #1: Schedule this "HEX Welcome and Best Practices" meeting with the Public Humanities Program Coordinator (see previous section for instructions)
2. Develop MOU: Collaborate with community partner on identifying project deliverables, activities, outcomes, timeline, publicity, and evaluation strategy. Organize this information using the MOU template and sign with your community partner. Each community partner must have its own MOU. You will a template for the MOU below.
3. MEETING #2: Project Check-in

4. Finalize MOU: Agree upon the MOU and associated plans for project logistics, marketing, volunteer recruitment, publicity, capstone, and evaluation.
5. Submit your MOU and HEX Disbursement Form to the public humanities program coordinator and set up a date for his site visit.

Implementation Phase

6. Meet with Public Humanities Program Coordinator as needed. They will check in with you approximately once a month if they haven't heard from you. Consider the questions listed on "Questions for Self-Reflection" sheet, located near the end of this handbook.
7. MEETING #3: Site visit (see previous section for instructions)
8. Execute project plan, including plans for finalizing the project's capstone. Contact the program coordinator when once the shape and any associated date(s) of the capstone are agreed upon with the community partner so that he may attend. This capstone visit can be the site visit, or in addition, depending on what makes sense given the project's scope, contents, and timeline.
9. Execute publicity plans, including how the story of your project will be shared on campus and in the community.

Evaluation Phase

10. Execute evaluation plan with your participants.
11. MEETING #4: Final reflection meeting with Program Coordinator and community partner(s). (see previous section for instructions.)

Budget and Funding

The MOU includes a section for you and your community partner to describe the project's budget. Whether you are receiving a one or two semester grant, it is ultimately up to you on how much of your funds to spend on project resources, and how much is appropriate to keep as a stipend for your time and efforts. The Public Humanities Program Coordinator will guide you on this issue. After you submit the MOU and Disbursement Form, you will receive the funds in one lump sum in the bursar account, and the management of the funds will then be in your hands. In some cases, it is wise to be completely transparent with your community partner about the amount of your grant, and in other cases, you may find it prudent to only disclose the part of the budget pertinent to the activities of the project. Again, the Program Coordinator can and will help guide you through this issue.

Final Project

The final project deliverable is a representation of the culmination of your project. For many, this deliverable will be built into the fabric of the project itself. If not, consider the following possibilities:

- ❖ Publishing an anthology of student or community writing.
- ❖ Publishing an article in a local newspaper.
- ❖ Hosting a podcast.
- ❖ Hosting a reading or talk.
- ❖ Having a party.
- ❖ Creating a video.

The activities of your final deliverable project may require additional funds. Consider applying to:

- ❖ [The Dane County Youth Commission](#)
- ❖ [Madison Arts Commission](#)
- ❖ [The Wisconsin Arts Board](#)
- ❖ [The Wisconsin Humanities Council](#)
- ❖ [The Dane County Cultural Affairs Commission](#)
- ❖ [Evjue Foundation](#)
- ❖ [UW-Madison Lectures Committee](#)
- ❖ [Kemper K. Knapp Bequest](#)
- ❖ Your department
- ❖ Local businesses

Conduct and Talking Points

Working in the community makes you a representative of the university and of your discipline.

We expect HEX scholars to feel comfortable defining and explaining their role as the director of a HEX project, as a public scholar, and as an advocate for the humanities beyond the boundaries of the university. We expect that you familiarize yourself with the mission of HEX, as well as that of the Center for the Humanities, and be able to explain the HEX program to community partners, participants, and volunteers.

A few common points of courtesy:

- ❖ Have a positive, open attitude.
- ❖ Arrive ten minutes early.
- ❖ Send follow-up emails and thank you notes.
- ❖ Respond to e-mails within 48 hours.
- ❖ Bring extra materials to sessions.
- ❖ Leave both phone and email messages if you need to cancel or reschedule a meeting.
- ❖ Follow through on what you say you will do.

Some talking points about your project and the HEX program may include how:

- ❖ Your project develops connections between UW-Madison and the greater Madison community
- ❖ The project places your academic research and scholarly interests in a public context
- ❖ The project raises the academic interest or achievement level of low-income students, and/or the project serves an underserved community
- ❖ The project encourages increased public appreciation of the value of research in the humanities
- ❖ The project's agenda and objectives are the result of collaboration and consultation between you and your community partner

HEX Scholar Skills

As a HEX scholar, you will be working consciously to improve your skills as a public scholar and partner of the community, including:

Research Skills

- Understanding the principles and methods of participatory action research
- Appreciation of where knowledge is located, for example, in document archives, organizational records, census data, published scholarship, web resources, personal and group memory, museums, and within and among K-12 students, teachers, and members of the community

Intercultural Skills

- Ability to reflect openly on and work across social and cultural differences, including those of race, ethnicity, nationality, age, sexual orientation, language, region, and gender

Theoretical Skills

- Ability to read and understand theoretical and philosophical reflections relevant to your project
- Capacity to think and talk about concepts and ideas, and why they matter
- Ability to revise theoretical frameworks on the basis of experience

Political Skills

- Ability to define the public good, the public domain, “the commons” in the context of your project
- Ability to reflect on and raise questions about what democracy, citizenship, ‘publicness,’ and agency mean in and for one’s work
- Ability to claim legitimacy for the project and public agency for oneself
- Capacity to change minds, other people’s and one’s own, and to disagree
- Ability to build alliances among people and groups with diverse interests

Skills Relating to Groups and Community Partners

- Capacity to form purposeful relationships and networks; to sustain them through inclusive and democratic planning; to negotiate differences with transparency in meetings, over the phone, and by email; to reflect together on the importance of your project; and to assess its successes and failures
- Understanding of the organizational character of your community partner, such as public schools, public cultural institutions, nonprofits, community centers, etc
- Ability to write accessible prose in multiple genres for various audiences, including personal reflection, proposals, fact sheets, accurate summaries, life stories, and pedagogical materials

Technical Skills

- Public speaking
- Publication design and production
- Event organization and promotion
- Needs assessment
- Volunteer recruitment and retention
- Ability to talk to people about money and resources
- Website design and creation
- Meeting facilitation
- Time management

Memorandum of Understanding



The purpose of this memorandum is to ensure clear expectations between both the Public Humanities Exchange (HEX-G) scholar and community partner. A separate form should be filled out for each partner organization. Once the form is filled out, both parties should sign and date to indicate they are in agreement with the terms and expectations.

HEX-G Scholar(s): _____

Project Title: _____

Community Partner: _____

Community Partner Lead Contact: _____

Community Partner Lead Contact Email: _____

Project Goals (narrative):

Community Partner (include outcomes and impacts):

Scholar (include professional skills you hope to develop):

Deliverables:

Budget:

Marketing Strategy:

Publicity Strategy:

How will you share your project with interested parties in the community, scholars in your field, and across the UW?

How will the Center for the Humanities be recognized as a sponsor and partner?

Participants:

Who are the participants of this project and what is their stake in the matter?

If working with underage children, with at-risk communities, or with personal information, how is the project addressing parental approval, privacy, and safety concerns?

Will you be working with a pre-existing group of individuals? If not, how will you plan to recruit, establish a core group of members, and maintain attendance? This is an adjacent issue to your marketing strategy. *If you plan to work in an MMSD school, please be aware of any additional approvals or forms. Please consult with the public humanities program coordinator.*

Resources:

Describe existing institutional support available to you through your community partner and others, including space, materials, personnel, equipment, and technical support. How will you acquire additional needed resources?

What are the projects and who are leaders within your partnering organization that can assist you with advice and instruction? Which of their programs will you visit and observe as a part of your planning process?

What are the logistical challenges that you can anticipate for implementation of your project?

Evaluation Strategy (e.g., survey of participants, interviews):

Signatures:

Scholar: _____

Date: _____

Community Partner: _____

Date: _____

Grant Disbursement Schedule and Form

Please submit this form along with your MOU. These funds usually take one week to process. The funds will displace any amount owed in your bursar account. HEX scholars should wait until their bursar account is clear before requesting disbursement.

Funding is disbursed in full at the end of the Planning Phase and the confirmation of the MOU.

The funds will be disbursed through a deposit to your university bursar account as a "scholarship." Taxes are not taken out by UW-Madison, so you may owe taxes on this at the end of the year. See a tax consultant about your situation.

Name: _____

Student ID #: _____

UW-Madison Employee ID# (if applicable): _____

(Can be found at the top of your paystub, available in MyUW.)

Are you a U.S. citizen? Yes No

Are you currently an employee of UW-Madison? Yes No

If yes, what is the expected end date for your current position(s): _____

Do you have a balance remaining (money still owed) on your bursar account? Yes No

If yes, do you need us to wait until a particular date has passed before disbursing funds to your bursar account? _____

Center for the Humanities Logos



Questions for Self-Reflection

Please consider these questions in advance of your scheduled meetings with staff

- Has your plan or project changed significantly since the last time we spoke? If so, how?
- What is the breakdown for your use of time on this project?
- What challenges have you faced within the past few weeks?
- What elements of your project have been particularly successful or enjoyable?
- If you were a community partner in your project, what would you find successful or enjoyable? What would you find challenging? How could you help to address their concerns?
- If you were a participant in your project, what would you be enjoying and what would you find challenging? How could you help to address their concerns?
- Is your agreed upon schedule and MOU working for both you and your partner? What perhaps needs to change?

End of Project Self-Reflection

Congratulations on the near completion of your HEX Project. Take a moment to reflect on the highs and lows of your experience, and the lessons learned from this project. This information is helpful for the HEX Program, its future participants, and your learning experience. Once you have completed this form, please return it to the Program Coordinator and schedule your closing meeting.

1. How were your project goals met as outlined on your MOU? What changes occurred during the implementation phase?
2. What benefits, opportunities, or experiences were you able to bring to your community partner, and in turn what did they provide for you? Was your relationship as equally partnered as you had hoped?
3. What, if anything, feels unfinished or in need of further attention?
4. Please re-write your project summary from the HEX web site to reflect the final activities and impacts of your project on your community partner (300 words or less). Retain/include information about yourself, your degree, and department(s).
5. What advice would you give to future HEX scholars?
6. Would you recommend that future HEX scholars work with this community partner?
7. What does it mean to be engaged in the public humanities?
8. How do you see yourself continuing to work within the public humanities?
9. Please provide any comments or critiques about HEX and the Center for the Humanities:
 - a. Did you receive appropriate support from Center staff?
 - b. Was the stipend adequate given the scope of your project?
 - c. What would you change, if anything, about the structure of the program?

Name:

Date:

End of Project Partner Organization Reflection



Congratulations on the completion or near completion of your collaboration with a Humanities Exchange (HEX) scholar. Please take a moment to reflect on the highs and lows of your experience, the impacts of the project, and the lessons learned from this project. This information is helpful for the HEX Program, our students, and future partner organizations. We may use a portion of your response in marketing and publicity for our programs. Once you have completed this form, please return it to the public humanities program coordinator, Danielle Weindling, weindling@wsic.edu. Thank you for your trust in our HEX scholar and your work in collaborating in this project!

1. What were the initial goals of the project? What changes occurred during the implementation of this project?
2. What were the final activities and benefits that the HEX scholar was able to bring to your organization? Was your relationship with the scholar as you had hoped?
3. Was there anything Center for the Humanities staff could have done to better prepare the HEX scholar to collaborate with your organization?
4. What will be the lasting impact of your HEX scholar's project on your organization's staff, programs, constituents, and future?
5. What, if anything, feels unfinished or in need of further attention? How will your organization work to continue what the HEX scholar has started?
6. What future HEX scholar projects (if any) could you envision for the future?

Name/Title:

Organization:

Email:

Date: