

**University of Wisconsin–Madison Center for the Humanities
Undergraduate Humanities Exchange Program (HEX-U)
Scholar Handbook**

HEX-U is a high-impact program for undergraduate students at UW-Madison who wish to make meaningful connections between their humanities scholarship and the needs of the local community through new models of social engagement. The program provides training in community partnership and mentoring during project design and implementation.

The HEX-U Coordinator, Danielle Weindling, weindling@wisc.edu, will assist in the professional polishing of your proposal and mentor you through planning and implementation. The coordinator will provide guidance and oversight to help undergraduates design and implement community projects that draw upon humanities scholarship and methods. This includes working with HEX-U scholars to develop local partnerships, advising them on how to successfully translate their humanities education to the public sphere, and providing training in all aspects of non-profit partnership, including budgeting and scheduling, team management, communication, assessment, and evaluation.

This handbook is part checklist, part information to help you manage your project responsibilities. It is by no means exhaustive. However, the general guidelines, requirements and required forms are available within this single document. We encourage you to read this document thoroughly and develop questions for the HEX-U coordinator ahead of your onboarding meeting.



*Photos Courtesy of UW Photo Library: FH King Harvest, CUSA Dance Show, State Street Murals

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Onboarding

Submit the following to the HEX-U Coordinator

- Two potential dates and times for a regular one-on-one monthly meeting
 - For example, the 2nd Wed of each month at 2pm
- Headshot
 - Jpeg format
 - High resolution
 - Can be a really good selfie or professional headshot if you have one
 - For group projects include a photo of each individual.
- Biographical Statement
 - 150-200 words
 - Include your base information, name, hometown, year, program, professional/career goals.
 - Include brief description of project and project goals, include partner information/embed links if you have them.
 - For group projects, include brief individual bios and a single project description.

Planning & Implementation

- Document labeling
Label ALL of your documents as follows:
first name_last name_document name_Year OR
Group name_document name_Year
Example: Bucky_Badger_FebruaryProgressForm_2021
- Monthly Progress Form & Agenda
As a HEX-U Scholar you will be expected to regularly report on your progress during monthly check-ins and participate in professional development activities. Each month, two business days before your scheduled progress meeting, send your monthly progress form and agenda to the HEX-U Coordinator.

In addition to using these meetings as an opportunity to build rapport, we also cover substantive topics such as:

- reporting on progress with project milestones/tasks
- sharing successes
- sharing changes to timeline or plans
- ensuring community partner relations are proceeding satisfactorily; troubleshooting and advising about next steps, as needed
- troubleshooting other challenges
- learning how to build and maintain a budget
- preparing for approval of budget & logistics of fund disbursement
- planning for documentation of project and/or a project tangible
- providing feedback on performance / meeting HEX-U expectations
- receiving feedback from students about the program, what does/does not work
- See Page 7 for the “Monthly Progress” form.
- See Page 8 for the “Agenda” template

Scholar Expectations Agreement

This agreement outlines the general HEX-U guidelines, project, and program expectations, as well as your conduct as a scholar.

- See Page 10 for the “Scholar Expectations Form”

Memorandum of Understanding (MOU)

- Identify community needs & a partner organization. Obtain verbal approval from the partner organization and complete any necessary paperwork/processes required by the partner organization.
- Coordinate regular meeting dates and times with your community partner.
- Fill out the Memorandum of Understanding (MOU) and have it signed by your community partner(s). Set up an appointment to discuss the MOU with the Program Coordinator immediately after. NOTE: Once the MOU and budget are signed and approved, project expenses will begin to be processed for disbursement.
- Coordinating with the HEX-U Coordinator, a date and time are chosen for the Coordinator to be “on site” in the community during some community-oriented activity of each project. The purpose of the site visit is to make an in-person connection between the HEX-U Program and the community partners, to observe and assess the progress of each project, to provide an opportunity for meaningful advice/feedback/commendation of/for the HEX-U scholars, and to assist with any troubleshooting as necessary. Each project is unique in its needs for a site visit, and some visits have been more simplistic, with just the presence of the Program Coordinator at a culminating event of the project and a corresponding “debrief” meeting after the event.
 - *This requirement is currently subject to reevaluation due to Covid-19 safety protocols in accordance with UW-Madison guidelines*
- See Pages 11-12 for the “MOU” form

Disbursement Assessment Form

This form is for UW processes and procedures, and must be filled out for your project funds to be processed by the Bursars Office.

- See Page 13 for the “Disbursement Assessment Form”

Project funds disbursement and management

Project Funds disbursement

- Funds will be disbursed to you when and only when:
 - You sign and submit your scholars’ expectations form
 - Your budget has final approval from the HEX-U Coordinator
 - Your disbursement assessment has been submitted
 - You have a signed MOU from your community partner
- Funds will be disbursed via the Bursars office directly to your student account, and processed the same way financial aid/tuition credits are processed.

University procedures and regulations require that we distribute money to students through particular routes, typically through a **disbursed “scholarship” to their bursar accounts**, after which the excess is “refunded” to you, the student.

Disbursements through the Bursars office can have a potential impact on your **taxes** (due to the money being received as a “scholarship”) or your **financial aid award** (the marking of this money as “scholarship” through their bursar account triggers the Financial Aid Office to reconfigure financial aid awards in some cases, and this could negatively impact a student’s ability to pay their college expenses). Consult a tax consultant (privately, or through public assistance if qualified) and/or financial aid consultant (30-minute appointments available by calling the UW-Madison Financial Aid Office) prior to moving forward if you would like more information about individual tax or financial aid situations. Students with unique circumstances or concerns about the impact on their personal taxes or financial aid are encouraged to discuss these with the HEX-U Coordinator.

In some cases, the timing of the distribution of money to your bursar account can be of concern. If you have a balance owed (e.g., for tuition that has yet to be paid), the bursar will apply the funds we distribute to your account to the balance owed and thus you could lose access to your project funds. Please ensure that you check on the particulars of your bursar account setup prior to disbursing funds. More information about the refund process can be found here: <https://bursar.wisc.edu/>

Funds usually take 1 week to be processed, however they can take up to 4 weeks to be disbursed. Please plan accordingly.

- ❑ You/your team will manage the project funds
 - Remember to separate project funds from your personal fund.
 - Track your project funds using a word or excel document.
 - You may be asked to submit an accounting of funds, so keep detailed records and receipts.

Closing Paperwork and Exit Interview

Once all project milestones have been reached, the implementation phase has wrapped up, and the project has been satisfactorily documented, each HEX-U scholar (or team) will set up a closing meeting with the HEX-U Coordinator to reflect on the experience and give/receive feedback.

Submit the following paperwork and project items to close your project.

- ❑ End of Project Self Evaluation
 - This form is for you to 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-U Program, its future participants, and your learning experience.
 - See Pages 14-15

- ❑ End of Project Partner Evaluation
 - This should be from your partner listed on your project MOU. If you have more than one partner, you may either chose a partner or ask several of them to submit their evaluation. Send the End of Project Partner Evaluation to your community partner, they are responsible for sending the completed document to the HEXU coordinator. You should follow up to ensure this is completed and returned ahead of your exit interview. Please discuss your options with the HEX-U Coordinator.
 - See Page 16

- ❑ Tangible Product
 - This should be a physical/visual representation of your project. This can be artwork, web pages, photos of your work or partners, a zine, etc. Think about how you would like your project to be presented to future HEX-U Scholars, community, UW entities, and for historical record keeping. Discuss your idea with the HEX-U Coordinator if you're unsure.
 - A brief, no more than 1 page, description of your work and tangible product should also be included.

- ❑ Reformat website biographical statement
 - Edit your biographical statement
 - Use past tense to describe what you did for your project

❑ **Exit Interview**

Once you have completed this checklist and submitted all of your paperwork, request an exit interview time with the HEX-U Coordinator.

Your project is finished! Now what?

- ❑ Letters of recommendation
 - Each Coordinator will have guidelines. Discuss with your coordinator during your exit interview.
 - A good practice would be to write a draft statement with bullet points to save in your scholar folder. Submit this to your coordinator and ask for it to be saved with your materials. You should also hold onto a copy for your own record keeping.
- ❑ Add your project/work to your resume, work history, CV for your personal files.
- ❑ Get help with using your project as a springboard for career success.
 - Contact College of L&S [Successworks](#), where advisors will be able to assist in helping you re-frame your HEX-U project in the context of your future job search and the narrative you're telling about your professional experiences.
 - Find out more here: <https://successworks.wisc.edu/>
- ❑ You may be contacted for a "Year in Review" process, where we ask for you to comment on your project, it's highlights and successes, as well as your experience as a scholar. We appreciate the additional feedback. This process helps keep HEX-U funded for future students.

HEX-U Monthly Progress Check Form

This form should be used to conduct your monthly check-in with the HEX-U Coordinator. Please consider the following questions. You can use the following agenda template to plan for your meeting.

Things that are **going well** with the project:

Hurdles or challenges that have come up:

Changes to your project since we last spoke (as applicable):

How are things going with your **community partner**?

Anything else you want to make sure to discuss with the Program Coordinator?

Agenda

HEX-U Monthly Check In

Date

Time duration

Location

Attendees:

Your Name (s)

Coordinator Name

Time Topic – Lead by

- Bullet points
- Sub points

Time Topic

- Bullet points
- Sub points

Time Topic

- Bullet points
- Sub points

Example

1:00pm Check In – How are you? – S. Smith

- One fun thing from the past week
- One neat thing about you

1:05 Project Update – S. Smith

- Summarize monthly progress form
- problem solve through communication issues with community partner

HEX-U Scholar Expectations

Planning and Implementation Expectations

1. Follow and adhere to the planning and implementation guidelines set forth in the HEX-U Scholar Handbook.
2. Meet once per month with the Program Coordinator, scheduling appointments in advance.
3. Attend all HEX-U Workshops.
4. Schedule an initial site visit (as applicable) with the Program Coordinator at the beginning of implementation.
5. Conduct your project: Coordinate purchases of materials, organize reservations of spaces, recruit participants, implement activities, etc.
6. Communicate any changes to the initial project timeline or plans to the Program Coordinator.
7. Document your project via a blog, photo essay, video clip, website, etc., and share that documentation with the Program Coordinator. Consider also attracting additional publicity for your project.
8. Complete closing evaluation process: Self-evaluation, Community Partner evaluation and tangible product.

Conduct Expectations

Working in the community makes you a representative of the university. By way of courtesy, please always

- Arrive 10 minutes early
- Send thank you cards whenever appropriate
- Respond to emails within 1-2 days
- Bring extra materials to sessions
- If you need to cancel a session, use all means possible for communicating this (phone, email, posting signs, etc.)
- Follow through on your commitments, and be in advanced communication about any changes with your community partner & the HEX-U Program Coordinator

Agreement

By signing and returning this page to the HEX-U Program Coordinator, you are indicating that you are aware of, understand, and will follow the expectations of the HEX-U Program.

Printed name: _____

Signature: _____

Date: _____

Undergraduate Public Humanities Exchange (HEX-U) Community Partnership Memorandum of Understanding (MOU)

The purpose of this memorandum is to ensure clear expectations between both the Undergraduate Public Humanities Exchange (HEX-U) 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-U Scholar(s): _____

Project Title: _____

Community Partner: _____

Community Partner Lead Contact: _____

Lead Contact Email: _____

(Please make sure to provide an **accurate** email address for the main contact person with your community partner.)

Project Planning Dates: _____

Start Date: _____

End Date: _____

Project Implementation Dates: _____

Start Date: _____

End Date: _____

Schedule (Frequency of meetings or sessions, e.g.: every Tuesday afternoon):

Participants (High school students, members of center, etc.):

Please describe existing institutional support available to you through your community partner (recruitment ability, publicity, coordination, privacy issues, etc.):

If working with children under 18 or vulnerable communities, have you considered issues like parental approval, privacy, and safety concerns, etc.?

Will you be working with a pre-existing class or group? If not, how will you plan to recruit, establish a core group of members, maintain attendance, etc.? *If you plan to work in an MMSD school, please be aware of any additional approvals or forms. Please consult with the HEX-U Coordinator.*

Will your project occur during the regular program hours of your partner? If not, how will you account for logistical challenges that may arise?

Are there projects or leaders within your partnering organization that can assist you with advice and instruction? Are there particularly successful programs there that you can visit and observe as a part of your planning process?

	Details:	Provided by:
Space		
Materials		
Volunteers		
Equipment/ Technical Support		
Other		

Project Goals:

Scholar:

Community Partner:

Signatures:

Scholar: _____ Date: _____

Community Partner: _____ Date: _____

HEX-U Disbursement Assessment 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? _____

End of Project Self-Reflection

Congratulations! You have almost completed your HEX-U 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-U Program, its future participants, and your own learning experience. Once you have completed this form, please return it to the Program Coordinator and ask to schedule your closing/exit meeting.

1. What does it mean to be engaged in the public humanities? There is no right or wrong answer. Please respond with your own personal reflections, from your HEX-U experience & beyond.
2. Reflecting on your experience implementing this project, what, if anything, feels unfinished or in need of further attention or addressing? This does not necessarily have to be directly related to your project, as you may have stumbled upon a new unmet or under-met need in the community while conducting your project (just as one example).
3. Describe a surprising or exciting moment from your project.
4. Describe a challenging moment from your project.
5. In what way(s) did your project change? Why, and what was the outcome of this/these change(s) for you and/or your project?
6. What advice would you give to future HEX-U scholars?

7. What did you like about the HEX-U Program?

8. What changes would you make to the HEX-U Program? Please provide specific suggestions.

9. (*Optional*) Is there anything else you would like to share that we haven't captured elsewhere?

Undergraduate Humanities Exchange (HEX-U)

End of Project Partner Organization Reflection

Congratulations on the completion or near completion of your collaboration with a Humanities Exchange Undergraduate (HEX-U) 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-U 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 HEX-U coordinator, Danielle Weindling, weindling@wisc.edu. Thank you for your trust in our HEX-U scholar and your work in collaborating in this project!

1. What were the initial goals of your HEX-U scholar's project? What changes occurred during the implementation of this project?
2. What were the final activities and benefits that the HEX-U 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-U scholar to collaborate with your organization?
4. What will be the lasting impact of your HEX-U 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-U scholar has started?
6. What future HEX-U scholar projects (if any) could you envision for the future?