



**Agreement between the University of Montana and \_\_\_\_\_**  
**Print Name**

**This statement confirms the understanding between the University of Montana (herein called UM) and PhD Fellows selected to participate in the ECOS Program.**

**1. *Scope of Work and Period of Program.*** Duties and responsibilities of PhD Fellows, as outlined in the grant funded by the National Science Foundation, are attached. The period of work covered by this agreement shall begin on June 1, 2006 and shall terminate on May 31, 2007.

**2. *Fiscal Arrangements.*** UM agrees to pay the PhD Fellow \$27,500 for 12 months, divided into 12 equal payments, provided that the Fellow has completed the work requirements and required hours for the month. Checks will be mailed to the fellow’s mailing address. UM also agrees to pay tuition and fees for the PhD Fellow of *up to* \$10,500 for the academic year (no allowance for summer session). In the unusual circumstance that a fellow cannot continue participation, monthly payments will be prorated to cover only such time as the Fellow met the ECOS Program requirements.

**3. *Meeting Obligations of the Fellowship.*** If the ECOS staff or partner teachers have concerns that a Fellow is not fulfilling the required obligations, the ECOS Director, Dr. Carol Brewer, will be notified. She, or her designee, will work with the fellow to clarify expectations and develop a plan for remediation. If the problem is not corrected, the Fellow’s academic advisor will be contacted for a conference with the director and Fellow to determine an appropriate course of action. If the Fellow still cannot meet program obligations, their fellowship may be terminated.

**4. *Conditions That May Lead to Early Termination.*** This agreement can be terminated upon two weeks written notice by the Director if a Fellow fails to comply with program requirements. Failure to make adequate progress in the graduate program also may lead to termination of the fellowship. Fellows may be terminated immediately for illegal activities conducted at a school site or that involve minors. Fellows may terminate participation in the ECOS Program with two weeks written notice to the Director. However, payment of the stipend will terminate at that time.

**NOTE:** Montana law requires that all regular volunteers and teachers undergo and successfully complete a criminal background check before they can work in academic institutions. The ECOS program will coordinate this background check. Fellows also are required by law to be tested for tuberculosis. There will likely be fees for these services.

**I have read about and agree to the duties and responsibilities listed in these documents:**

ECOS PhD Fellow Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PhD Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ECOS Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## ECOS Program PhD Fellows Duties and Responsibilities

The duties and responsibilities of ECOS PhD Fellows are summarized below. Support of the PhD advisor and Committee is required for the listed duties (advisors and fellows sign the attached agreement and initial each page).

1. Fellows are ambassadors of the University of Montana. As such, fellows are expected to dress in accordance with professional standards at the school, and interact in a respectful manner with partner teachers, school staff, and students.
2. Fellows are expected to meet all deadlines for project and information gathering activities. When delays cannot be avoided, Fellows are expected to notify the ECOS staff and negotiate a new deadline.
3. Program activities begin on June 1, 2006. Fellows agree to attend the training seminars and institutes scheduled for June 5 - 7, June 19 – 23 and August 14 - 18, 2006. The daily meeting time will be 8 a.m. to 5 p.m. in Missoula and surrounding school and field locations.
4. For all non-Institute weeks during June, July and August 2006, Fellows will work on average 20 hours per week. Public schools begin between August 22 to August 31 (depending on the school), at which time Fellows will begin the school-year schedule specified in the ECOS Team plans developed during the institutes.
5. PhD Fellows are required to enroll in the 2-credit *Conservation Education Seminar* (Bio 595) in the Fall Semester and *Ecology Education Workshop* in the Spring Semester.
6. The PhD Fellow is required to write a chapter in their Dissertation about the ECOS Fellowship outcomes and experience. To facilitate the completion of the dissertation chapter related to the fellowship experience, an ECOS PI/coPI may be added to the Fellow's graduate committee.
7. Each fellow will be a member of a team at a selected school that includes two teachers, two PhD Fellow and (possibly) one Undergraduate Fellow. Fellows are expected to work on ECOS activities for 20 hours per week during the school year. These 20 hours are mandated by NSF and must be fulfilled to receive fellowship funding. This obligation is met with 5 – 10 hours of preparation time and 10 - 15 hours per week (not to exceed 20 hours) working in partner schools, workshops, and/or ECOS Program activities. The ECOS fellowship funding cannot be used in combination with a UM TA.

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8. The Fellows must meet weekly, and meet with teachers AT LEAST once per month, to plan classroom activities. Fellows should arrange a fixed meeting time with their teacher partners for ECOS planning.
9. The Teachers and Fellows will work in partnership in the schools. During the school year, the Fellows may rotate their activities between different classrooms at the school, according to plans and needs they identify in their teams.
10. According to Montana law, a Teacher must be present in the classroom whenever the Fellow is in the classroom. The Teacher will guide the Fellow's interactions with students in the classroom, and provide them constructive and timely feedback. Teachers are responsible for all classroom discipline.
11. The Fellow must provide one reliable form of contact that they will check on a daily basis (email, home phone number, school phone number, cell phone number) to the ECOS Director, Teachers, and Team Fellows.
12. The Teacher can expect the Fellow to assist with science activities such as science fairs, science Olympiad, field trips and coordinating guest speakers.
13. The Fellows will serve as "ecologists in residence" and be a resource for other staff and teachers at the school.
14. The Fellow will work with other ECOS Teachers and Fellows to present workshops for scientists and/or teachers at meetings and conferences as appropriate (e.g., ESA, MSTA, etc.).
15. The Fellow will attend monthly meetings with the Teachers, Fellows, Program Coordinator, and the Principal Investigators after school and on workshop days.
16. The Fellow will complete and deliver assessment instruments and/or participate in interviews as part of project evaluation.
17. Selected Fellows and Teachers may be invited to assist in the following year's summer Institute workshops to introduce and train the next cohort of ECOS fellows and teachers.

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