Yale University President’s Public Service Fellowship

Proposal for In-Person Fellowship Placement • Summer 2022

If conditions allow, PPSF will offer in-person fellowships in the summer of 2022. In the event that in-person summer placements are not approved by Yale University, prospective sites will be notified and asked to modify proposals to reflect remote work.

- Organization:
  Saint Martin de Porres Academy

- Organization’s street address:
  208 Columbus Avenue
  New Haven, CT 06519

- Website:
  https://www.saintmartinacademy.org/

- Name and title of person who will be the Fellow’s direct supervisor (the supervisor must be available to supervise Fellow on a daily basis):
  Chris Harvey: Director of Graduate Support and NEASC Chairman
  Mary Ellen Ryder: Curriculum Coordinator

- Phone number and e-mail address of proposed direct supervisor (please note: during the application process, we encourage prospective Fellows to contact organizations directly with any questions about organization placements or projects):
  (203) 772-2424
  charvey@saintmartinacademy.org

- Placement dates (8-11 weeks between Tuesday, May 31 and Friday, August 12, 2022):
  Approximately 9 weeks: Monday June 7 to Friday August 13, 2021.

- Are placement dates flexible? If so, please describe:
  The placement dates are somewhat flexible. They can start later or be adjusted through the end of August if the intern desires. We are proposing projects that can be done virtually and in-person depending on the status of the Pandemic; working in a different time zone is no problem.
• Proposed work schedule (*placements should be equivalent to full-time and not more than 37.5 hours/week*):

Proposed 37.5 hour per week work schedule: Monday to Friday, 8AM to 4PM

Placement Description

• Organization description (*mission statement, population served. 150 words or less.*):

Intentionally named after St. Martin de Porres, the first black saint and the patron saint of social justice, our mission is one of social justice: to break the generational cycle of poverty through education and opportunity. We are a faith-based, NativityMiguel model 5th-8th grade middle school located in the Hill section of New Haven. We provide a tuition-free, extended day education for under-served girls and boys from low-income families in the greater New Haven area. An independent Catholic school, we are committed to a belief in the dignity and worth of every person. We welcome children of all faiths, races and cultures. We make a 12-year-commitment to support our students from middle school through high school and college. SMPA strives to provide each child with a promising start in life and to equip them to fulfill their academic potential while achieving spiritual and social maturity.

• Write a 1-2 sentence summary of the proposed work for a summer 2022 Fellow:

To support the Curriculum Coordinator and NEASC Chair as we prepare for our 10-year accreditation.

• Write a more complete description of the specific project you propose and list the duties/outcomes expected of the Fellow. (*Suggested length: one to two pages.*)

Five-year Curriculum Revisions

- Review our project-based history curriculum to ensure that all hyperlinks are current; if they are outdated or no longer exist, Fellow would conduct search for appropriate replacement. This could include designing new projects in some cases.
- Update religion curriculum to reflect changes in overall design (use of technology) ensure that all hyperlinks are still usable.
- Revise science curriculum to reflect updated Foss Science System purchases.
- Update ELA and math curricula as needed.
- Incorporate several years of specific lesson plans into overall curriculum.

Support the school’s NEASC chair as we prepare for the upcoming ten-year accreditation. Specific tasks/projects would include, but not be limited to the following:

- Conduct surveys among key constituent groups including staff, students, Board of Trustees, parents; tabulate results and write a short summary of findings.
- Review Emergency Procedures Guide and amend as necessary
- Update organizational chart for school
- Update staff bios
- Assist NEASC chair in organizing one-year timetable to administer school self-study
• List specific skills/experience required for the project:

A desire to help transform the lives of children in poverty  
A belief that systems can be changed  
Desire to produce quality projects and outcomes  
Attention to detail  
Willingness to be flexible  
Excellent research and network tracking skills  
Organization/project management  
Ability to use Microsoft Office, Google Office  
Excellent grammar and writing

• Additional requirements (e.g. a car or weekend working hours). If a car is required, include information regarding parking arrangements and mileage reimbursement):

A desktop or laptop computer  
Access to our Dropbox system  
SMPA email address and phone number  
Desk space  
Access to a Color Printer, Copier, Scanner  
Equipment and training as needed to perform tasks  
Off-street parking

• Briefly describe the work that Yale PPSF Fellows have done with your organization in the past and present. If you have not worked with Yale Fellows, describe any work that Yale students have done with your organization.

We had a Yale Intern last summer who worked with our Graduate Support Program to help our seniors in high school compete College applications. We also have had dozens of Yale students and graduates who have, and currently are, supporting our students and graduates in high school as tutors and mentors, individually and through the Flyte Tutors Program. We have had/have Yale students and graduates who support our enrichment and Co-Curricular Activities and students from the Yale Divinity School who support our religious studies program as volunteers and have hired several Yale students and graduates to work as Teaching Fellows and in our Development department. They have all been exceptional and deeply committed to our students and mission.