



NUFP Handbook

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Please take a moment and follow all of our accounts. We will use these platforms to share important information regarding NUFP, events, and opportunities for you to tap into during your entire NUFP experience. Oftentimes we will feature NUFPs across the country. Let us know about yourself and we'll share with our NUFP community who you are in our NUFP Spotlights.

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PROGRAM CONTACT:

Ke’Ana Bradley, Ph.D. (she/her/hers)

Director- Justice, Equity, Diversity & Inclusion, & Early Career Initiatives

NASPA – Student Affairs Administrators in Higher Education

Email: kbradley@naspa.org

I. NASPA Mission and Vision

The mission of NASPA – Student Affairs Administrators in Higher Education is to be the principal source for leadership, scholarship, professional development, and advocacy for student affairs.

NASPA, as the leading voice for student affairs administration, policy, and practice, affirms the commitment of student affairs to educating the whole student and integrating student life and learning.

NUFP exists to further the mission of NASPA.

II. NUFP Mission

The mission of the NASPA Undergraduate Fellows Program is to increase the number of historically disenfranchised and underrepresented professionals in student affairs and/or higher education, including but not limited to those of racial and ethnic-minority background; those having a disability; and those identifying as LGBTQ+.

III. NUFP Learning Expectations & Objectives

As a result of actively participating in the NUFP, fellows can expect to...

- Reflect on:
 - Identity, power, privilege as it relates to one’s own experiences



- Self care and wellness needs personally and professionally
- Learn about:
 - Different types of student affairs functional areas
 - Graduate application processes and types of programs
 - Job search processes for Student Affairs/Higher Education careers
 - NASPA/ACPA Professional Competencies
 - Differences and similarities between institutions and structures
 - History, mission, and purpose of higher education
- Lead by:
 - Applying knowledge learned through NUFPP to current undergraduate roles
 - Modeling positive mentorship to peers
- Prepare for:
 - Graduate studies and internship and/or graduate assistantships
 - Full-time career opportunities

From *Reflecting, Learning, Leading, and Preparing*, NUFPPs can develop the following through their NUFPP experiences:

- Writing, research, and presentation skills;
- Ethical decision making and leadership skills;
- Self-care and wellness skills;
- Assessment skills;
- Cultural competence/humility/relevance skills;
- Professional networking/collaboration skills;
- Ability to identify and develop personal, academic, and career goals;
- Awareness and understanding of engaged citizenship and service;
- Understanding about multiple relationships to power and privilege;
- Understanding of the history, mission, and purpose of student affairs and the various institutional types and structures within higher education; and
- Understanding of NASPA’s organization and structure.



Learning Outcomes for the 2022-2023 NUFPP Program:

Learning Objectives	Learning Outcomes
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<p>Reflect on personal identities, positionality, and interests and how it applies to higher education</p>	<p>Fellows will be able to reflect on multiple personal social identities</p>
	<p>Fellows will be able to break down how their personal social identities and positionality relate to power and privilege</p>
	<p>Fellows will be able to identify their professional and personal interests</p>
<p>Learn about historical context, contemporary issues, and professional competencies in student affairs</p>	<p>Fellows will be able to familiarize themselves with the NASPA/ACPA professional competencies</p>



	<p>Fellows will be able to examine different functional areas within student affairs</p>
	<p>Fellows will be able to outline differing institutional types and structures within student affairs</p>
	<p>Fellows will be able to articulate the histories, missions, and purposes of higher education</p>
<p>Prepare for future academic and post-undergraduate career opportunities</p>	<p>Fellows will be able to assess current skills in order to develop an academic and professional plan for future skill development</p>
	<p>Fellows will be able to build a plan to apply to graduate school</p>



	<p>Fellows will be able to prepare for internship and/or graduate assistantship application processes</p>
	<p>Fellows will be able to prepare for future full-time professional job application processes</p>
<p>Lead by applying knowledge learned through NUFP to current undergraduate roles</p>	<p>Fellows will be able to articulate knowledge and skills learned from the NUFP program</p>
	<p>Fellows will be able to integrate knowledge and skills learned from the NUFP program to current undergraduate roles</p>



IV. NUFP History

The NASPA Minority Undergraduate Fellows Program (MUFP) was initiated in 1989-90 under then NASPA President Doug Woodard. Concerned by the lack of persons of ethnic-minority in the student affairs profession, President Woodard sought to identify ways for members of those communities to become aware of and involved in the field and to continue in higher education. He asked Constance Rockingham, an at-large member of the NASPA Board of Directors, to develop a program that would identify and encourage undergraduate students of ethnic-minority to continue in higher education, and even more than that, encourage them to consider student affairs as a profession. Frederick Preston, a former at-large member of the NASPA Board, had given consideration to the same issues some years before. With the benefit of Preston's experience and Woodard's encouragement, Constance Rockingham developed MUFP.

Nearly a decade after its founding, discussions began about including students with disabilities within the scope of MUFP. NASPA President Shannon Ellis, National MUFP Coordinator Saunie Taylor, and MUFP Advisory Board President Sarah Shumate worked together during the 2000-01 year to develop consensus for the broadening of the scope of MUFP's mission, and they along with Disability Concerns Network Coordinator Michael Shuttic set in motion the outreach effort.



At the December 2003 meeting of the NASPA Board of Directors, the proposed recommendation was reviewed, discussed and approved: "In recognition of changes in society, the Task Force for Undergraduate Mentoring Opportunities recommends designing and implementing a selective undergraduate fellows program to increase the numbers of underrepresented ethnic minorities, LGBT, and disabled professionals in the fields of student affairs and higher education. The mission of the program will be reviewed every five years with the first review to occur in July 2009."



The MUFPA Advisory Board, representatives from six NASPA knowledge communities and others met in July 2005 in order to realign MUFPA with NASPA's goals and vision, including the recent NASPA Board of Director decision to expand undergraduate mentoring opportunities to LGBT students. This planning group reviewed all aspects of the current program, the new program considerations and redesigned the program to continue to support underrepresented students and address changing constituencies.

In 2009, the review committee decided to add an additional learning outcome about the various institutional types and history of student affairs, as well as clarified the mission of the program to be the following:

The mission of the NASPA Undergraduate Fellows Program is to increase the number of historically disenfranchised and underrepresented professionals in student affairs and/or higher education, including but not limited to those of racial and ethnic-minority background; those having a disability; and those identifying as LGBTQ.



V. How to Use This Handbook

One of the integral components of NUFP is the flexibility for fellows to develop their own relationships and expectations with their mentors based on interests and background; however, another essential component of NUFP is the relationships they can develop with their class of Fellows. The opportunity to have a shared experience with other NUFP Fellows on their campus is invaluable, and as they listen, learn and share with one another through face-to-face interaction, a community of support and camaraderie will be built. In order to help facilitate these interactions, we have created a handbook as a means to ensure that NUFP fellows have a similar experience and are getting the most out of the program.



The goal of this handbook is to provide a foundation to your NUFP experience. It will help you and your mentor in setting expectations for one another and give you a clear picture as to what a strong experience might look like. **Shared Components** are elements that will be

completed by all Fellows. **NASPA Sponsored Experiences** are recommended activities for all Fellows to participate in, yet it is up to the Fellow and the Mentor to determine which ones to focus on and to create an individual action plan. **NUFP Curriculum** is a list of sessions suggested to be covered with Fellows.



By no means should this document define your entire experience. Use your interests, background, and mentor to make the most of your individual components, but without forgetting about the shared components. We

want this to be **your** experience, but we also want it to be the NUFP experience!



VI. NUFP Program Elements

A. Shared Components

Assignment	Description	Due Date
On-Campus Mentorship	<p>Fellows and their Mentors participate in an ongoing exchange designed to provide Fellows a chance to develop a sense of what a career in student affairs or higher education might be like.</p> <p>Fellows and Mentors should meet in a formal advising session at least once a month. Within the first 3 weeks of each semester or quarter, the Fellow and Mentor should develop a schedule of meetings, as well as expectations for one another.</p> <p>Fellows and mentors should also participate in an activity together at least three times a semester (e.g., Mentor inviting Fellow out for lunch, going to a football game together, visiting a museum, etc.).</p> <p><i>These program elements will be completed by all Fellows. Please see Appendix I for the NUFP Learning Outcomes and Pedagogy.</i></p>	<i>Ongoing</i>
Reading Assignments	<p>All Fellows are encouraged to read the seminal documents for student affairs listed under the NASPA Member's Only website and discuss them with their Mentors. Mentors and Fellows should work together to develop a calendar for your reading and assign specific meeting times to discuss the assignments. Readings should provide a framework for discussion; come to your meetings prepared to ask questions and engage in dialogue with your mentor on that particular topic.</p>	<i>Ongoing</i>
Events & Programs	<p>We invite you to join us during our events and programs hosted for all NUFPs. Often times these initiatives are in an effort to get you engaged deeper into NUFP and NASPA, help you understand student affairs, and begin to get you</p>	<i>Ongoing</i>



	connected with fellow peers and professionals. Look out for events such as “Chatty Hours,” webinars, and/or social and networking events.	
End-of-Year NUFPP Evaluation	<p>You will be sent an end-of-year evaluation, giving you an opportunity to evaluate your overall NUFPP experience for the year. This information will be shared with the NUFPP Board.</p> <p>You will also need to meet with your mentor regarding your experience thus far. More information will be forthcoming.</p>	<i>Online Assessment will be due at the end of the Fellowship</i>

B. NASPA Sponsored Experiences

These program elements are sponsored by NASPA and highly encouraged.

Activity	Description
NASPA Undergraduate Student Conference	<p>In this highly interactive pre-conference the weekend before Annual Conference, undergraduate students will have an opportunity to learn more about student affairs as a possible career choice. This experiential learning opportunity gives participants an understanding of student affairs work and national associations and helps hone the tools and resources necessary for a successful career in the field.</p> <p>Bringing together current NUFPP fellows and other undergraduate students interested in a career in student affairs, NUFPP alumni, NUFPP board members, and accomplished professionals in the field will program around the following areas: a brief overview of student affairs, the rewards of working on a college campus, ways to get relevant student affairs experience as an undergraduate, and graduate school as a pathway to the profession, among other things. Participants will also have a chance to network with faculty, graduate students, and student affairs professionals from colleges and universities across the country.</p>
NASPA Annual Conference	Fellows are provided specific programming at NASPA's annual conference. Small amounts of funds are available to help defray the cost of attendance.



<p>NASPA Regional Conferences</p>	<p>Fellows are provided specific programming at many regional conferences. Please see your specific Region’s website for more information about your regional conference.</p>
<p>NASPA Educational Conferences</p>	<p>NASPA offers additional professional development opportunities, from one-day regional drive-in conferences to our Multicultural Institute and Civic Learning & Democratic Engagement Conference. Please see the events tab on the NASPA website for more information, and please consider submitting an educational session to one or all of these conferences.</p>
<p>Dungy Leadership Institute (DLI)</p>	<p>Fellows are invited to apply for and attend the Dungy Leadership Institute (DLI), a five-day workshop focused on skill building and career development. DLI provides an in-depth leadership development experience. It also prepares Fellows for graduate work in student affairs/higher education and develops cultural competence and networking skills. During the institute, Fellows have the opportunity to meet and interact with other Fellows and administrators from across the country, as well as student affairs administrators serving as institute faculty.</p>
<p>NUFP Summer Internship</p>	<p>Fellows can apply and, if selected, participate in a paid summer internship in student affairs or higher education at an institution other than their own, as a means of broadening professional experience and perspective on student affairs and higher education. Applications are due in early January.</p>
<p>Scholarships</p>	<p>Fellows can apply for a variety of scholarships through the program. Scholarship opportunities include stipends for conferences, GRE scholarships, and graduate school scholarships. Scholarship applications will be sent out via monthly NUFP notes.</p>



VII. NUFP Curriculum

Meetings/sessions between Mentor and Fellow can be bi-weekly, or even once a month. These sessions are meant as suggestions and recommendations.

Setting your agenda at the start of the year will provide Fellows and Mentors more of an opportunity to prepare and be aware of what is to come in the following weeks. We encourage that Fellows and Mentors have 1:1 meetings to discuss more in-depth topics that particularly interest the Fellow.



Fall Semester

- NASPA and NUFP Orientation
- Introduction to Higher Education and Student Affairs
- Celebration of Careers in Student Affairs Month in October
- Hot topics in Student Affairs
- Ethical decision making
- Graduate school search
- Look into Diversity, Equity, and Inclusion Efforts/Initiatives
- Professional development: Resume/cover letter/personal statement

Spring Semester

- Professional Development: Mock interviews to prep for summer internships
- Professional Development: Successful networking
- Navigating etiquette during business meals
- Regional and/or NASPA Annual Conference
- Conference debrief
- Look into Diversity, Equity, and Inclusion Efforts/Initiatives
- Hot topics in student affairs
- NASPA campus members reception
- NUFP Research presentation



VIII. NUFP Mentor/Fellow Activities

Below are a few suggested activities that Mentors and Fellows can work on together to further the NUFP experience:

Cultural Event Attendance

- Encourage your Fellow to attend cultural events with you that may represent a different social identity group than they are familiar with. This can help them gain a better understanding and appreciation for the diversity of students they will one day serve. Events can be supplemented with literature and/or current research about specific identity groups.

Graduate School/Post-Graduate Career Planning

- Discuss graduate school, post-graduate career options, or gap year opportunities with your Fellow. Connect them to current and graduate students from graduate programs they are interested in, or with professional staff members in fields they may be interested in.
- Assist them in developing a timeline for graduate school search and the overall process of applying for graduate school or post-graduate jobs.

Group Activities

- Plan an outing or professional development opportunity with other NUFP Fellows and mentors at your institution and/or in your region. Everyone can get to know each other and share experiences.

Informational Interviews

- Set up meetings/informational interviews for your Fellow with other departments/professional staff members on campus. Your Fellow will be able to learn about the various departments and jobs within student affairs.

Lunch

- Take your Fellow to lunch to check in on them, get to know them, and to see how they are doing. This builds the relationship between the Mentor and the Fellow as it is not as formal as a typical business meeting.

Reading Suggestions

- Review [NASPA/ACPA Professional Competencies](#)



- Suggest articles/books to your fellow to read that will help them learn more about the field of student affairs or current issues in the field. Set up meetings to talk specifically about the articles/meetings.
- [Explore Knowledge Communities](#): Knowledge Communities (KC) are member-driven networks that empower you to explore key topics, professional functions, and personal identities alongside other student affairs educators. KC members support community-curated resources, opportunities to leverage expertise into meaningful initiatives, and participation in developing strategies and tactics to advance key issues in higher education.
- Below are a list of articles/books/resources that may be useful to share with your Fellow:
 - [Leadership Exchange](#)
 - [Chronicle of Higher Education](#)
 - [Journal of Student Affairs Research and Practice \(JSARP\)](#)
 - [Journal of College and Character \(JCC\)](#)
 - [Journal of Women and Gender in Higher Education \(JWG\)](#)
 - [Beginning Your Journey](#)
 - [Careers in Student Affairs](#)
 - [The Student Affairs Collective](#)

NASPA members, including NUFP Fellows, have free access to JSARP, JCC, and JWG.

Resume Sharing

- Building a strong resume is key for a Fellow. Share your resume or other student affairs professionals' resumes with your fellow. Offer to review your Fellow's resume prior to them applying for a scholarship, internship, or graduate school.

Shadowing

- Have your fellow shadow you in your office or another office that relates to their interests.
- Suggest your fellow to join search committees, departmental committees, task forces, advisory boards, etc.



X. Renewal/Exit Process (dates subject to change)

A. NUFP Renewal Process

The NUFP renewal process is intended to ensure that Fellows will still receive benefit from participating in the NASPA Undergraduate Fellows Program for an additional academic year.

Each Fellow wanting to return to the program will submit demographic information and responses to a series of reflective questions. Each NUFP mentor will have to submit an evaluation of their Fellow based on their experience in the past academic year.

B. NUFP Exit Process

Fellows who are graduating or who do not have an interest in returning to the program, do **not** have to complete a form notifying the NASPA Central Office. An end of the year evaluation will be sent out to all Fellows. Completing this evaluation is the final component needed to signify that Fellows are officially NUFP Alum!

It is also recommended that Fellows update their NASPA profiles with updated contact information, institution affiliation, and other relevant information once they have exited NUFP as a Fellow. Future communication will detail how Fellows can purchase a NASPA membership, if desired.

C. NUFP Graduation Stoles

Represent NUFP with an official stole for graduation! Please visit <http://bit.ly/NUFPStole> to purchase your stole.