



# 2022-23 FELLOWS PROGRAM IN PUBLIC AFFAIRS PLACEMENT PROPOSAL FORM QUESTIONS

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## THANK YOU FOR YOUR INTEREST IN HOSTING A CORO FELLOW!

The following is a list of questions that comprise the Placement Proposal Form.

**NOTE:** *this document is provided **FOR YOUR REFERENCE ONLY**;  
please be sure to submit your responses via our online form:*

### [PLACEMENT PROPOSAL FORM](#)

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## GENERAL INFORMATION

### 1. WHICH PLACEMENT SECTOR IS THE BEST FIT FOR YOUR ORGANIZATION?

Dates for this year's Placement Periods are as follows:

- **Nonprofit:** September 19 - October 14, 2022 (4 weeks)
- **Electoral Campaign:** October 24 - November 10, 2022 (3 Weeks)
- **Private Sector/ Business:** November 28 - December 23, 2022 (4 weeks)
- **Government:** January 9 - February 3, 2023 (4 weeks)
- **Labor:** February 13 - March 3, 2023 (3 weeks)

### 2. NAME OF HOST ORGANIZATION

### 3. DEPARTMENT WITHIN ORGANIZATION

### 4. WEBSITE OF HOST ORGANIZATION - *Knowing your domain will help us to confirm we've got exactly the right information for our records. (e.g. "acme.com" or "dpw.lacity.org")*

### 5. SUPERVISOR CONTACT INFORMATION - *Coro defines the Supervisor as the person we will credit with making the decision to host a Fellow, or in other words, the Fellow's top-level manager during the placement. You will also be able to add details for a separate point / administrative contact, as well as for two additional colleagues.*

- a. Supervisor First & Last Name
- b. Supervisor Email
- c. Supervisor Preferred Phone Number Type
  - i. *Mobile/ Work*
- d. Supervisor Work Phone Number
- e. Supervisor Mobile Number

### 6. IS THERE A DIFFERENT POINT CONTACT OR ADMINISTRATOR THAT WILL BE THE GO-TO FOR COMMUNICATION REGARDING THE PLACEMENT?

- a. Point Contact First and Last Name
- b. Point Contact Email
- c. Point Contact Preferred Phone Number Type
  - i. *Mobile/ Work*
- d. Point Contact Work Phone Number
- e. Point Contact Mobile Number

7. **ARE THERE ANY OTHER COLLEAGUE(S) THAT SHOULD RECEIVE EMAILS FROM CORO REGARDING DETAILS OF THE PLACEMENT?**
- Additional Contact #1 Name
  - Additional Contact #1 Email
  - Additional Contact #2 Name
  - Additional Contact #2 Email

## DESCRIBING THE PLACEMENT

**Coro Fellows are much more than interns.** These are aspiring leaders who are dedicated to becoming more effective leaders in their chosen field(s). Coro encourages you to think of this as an opportunity to educate a future leader about your work, the sector(s) in which you operate, and the causes about which you are passionate.

**Due to the ongoing COVID-19 pandemic, we have modified the Fellows Program Placement engagements to operate fully virtually if necessary (in response to local public health mandates) or if preferable based on Placement Host Organizations' current operating procedures.** During this time, our hope is to engage Placement Host Organizations and Supervisors who can help us create a robust learning experience for Fellows in both in-person and virtual/ work-from-home settings. Specifically, we are asking that placement host organizations and Supervisors:

- **Engage the Fellow in a challenging project** with a tangible outcome that meaningfully contributes to their own work and/ or their organization's overall mission.
- **Connect deeply with the Fellow** via regularly scheduled check-ins to track project progress and ensure the Fellow is gaining an adequate understanding of your/ your organizations work and role within your sector/ community.
  - *Note: Coro requests that the Supervisor's check-ins with the Fellow comprise a minimum of 2 hours/ week (as appropriate, based on the Supervisor's schedule).*
- **Support the Fellow in connecting with others** by actively introducing and/or setting up meetings/ informational interviews with other staff members and key stakeholders, community partners, constituents, etc.
  - *Note: Coro requests that Supervisors seek to engage Fellows in planned Team/ Staff/ Departmental/ Board meetings, strategic meetings with partners/ stakeholders, planned community events, etc. during the placement period, as appropriate.*

8. **HOW WILL THE SUPERVISOR(S) DIRECTLY CONTRIBUTE TO THE FELLOW'S LEARNING? WHAT LEARNING IS AVAILABLE TO THE FELLOW THROUGH THIS OPPORTUNITY?** *Examples: Shadowing organization leaders, individual's expertise area(s), professional development mentorship.*

9. **PLEASE DESCRIBE THE PURPOSE AND DESIRED OUTCOMES/ DELIVERABLES FOR THE SPECIFIC PROJECT YOU INTEND TO ASSIGN TO THE FELLOW.** *Coro prefers projects that are challenging, meaningful, and that require the Fellow to engage with others. The project should have a clear outcome, require the Fellow to interface with others at the organization or with organizational partners/ constituents/ beneficiaries (ie: not work in isolation), and contribute meaningfully to the Supervisor's current work or the organization's overall mission.*

**10. WHAT SPECIAL SKILLS OR REQUIREMENTS, IF ANY, WOULD YOU LIKE YOUR FELLOW TO POSSESS? *Examples: Fluent Spanish speaker, specific computer skills, strong attention to detail, great public speaking, etc.***

*\*While Coro cannot guarantee a Fellow will possess a preferred skill set, we do our best to consider this in the matching process.\**

## **ORGANIZATIONAL OPERATING PROCEDURES & COVID-19 PREVENTION**

Given variable organizational operations in light of the ongoing COVID-19 pandemic, Coro would like to ensure that Fellows are able to safely and effectively engage with our program partners. Please complete the following section regarding your organization's current operating procedures and COVID-19 prevention measures/ mandates.

**11. PLEASE INDICATE YOUR PREFERENCE FOR THE EXTENT TO WHICH THE FELLOW PLACED AT YOUR ORGANIZATION SHOULD EXPECT TO ENGAGE IN IN-PERSON ACTIVITIES AT YOUR OFFICE/ WITH YOU/ YOUR TEAM:**

- **FULLY IN-PERSON: 100%** of daily placement activities conducted in person at your office/ with you/ your team.
- **LARGELY IN-PERSON: 75%+** of daily placement activities conducted in person at your office/ with you/ your team, with some activities doable from home/ in a remote setting.
- **LARGELY VIRTUAL: 75%+** of daily placement activities conducted virtually (work from home/ in a remote setting) with some key activities conducted in person (ex: key meetings, community events, etc.)
- **FULLY VIRTUAL: 100%** of daily placement activities conducted virtually (work from home/ in a remote setting); the Fellow would not be expected (or permitted) to engage in **ANY** in-person activities.
- I am/ my organization is flexible and can adjust to provide an in-person or virtual placement experience, as needed

**12. WHAT OPERATING PROCEDURES/ MANDATES REGARDING COVID-19 PREVENTION DOES YOUR ORGANIZATION/ OFFICE SPACE CURRENTLY HAVE IN EFFECT? *Please be sure to list any procedures/ mandates that the Fellow or other external guests would be expected to abide by.***

*Examples:*

- Required proof of vaccination (for staff, personnel, employees and/or partners, guests, etc.)
- Required proof of negative COVID test for unvaccinated individuals (for staff, personnel, employees and/or partners, guests, etc.)
- Building-wide or office-wide mask mandate for entering/ accessing your facilities
- Social distancing requirements in building/ office spaces/ facilities
- Alternating use of facilities to allow for appropriate social distancing (ex: half your team on-site on Mon/Wed; other half on Tues/ Thurs, etc.)
- Adjusted operating hours (ex: to accommodate team members working remotely while managing family schedules, in different time zones, etc.)

**13. WHAT ARE YOUR ORGANIZATION'S CURRENT OPERATING HOURS? *Example: Monday - Friday, 9:00am - 5:00pm***

*Note: if there is variation among staff member's operating hours, please indicate this and share a) the Placement Supervisors' operating hours, and b) the operating hours the Fellow will be expected to hold during the placement period.*

- 14. IS THERE ANYTHING ELSE YOU WOULD LIKE CORO STAFF TO KNOW/ TAKE INTO CONSIDERATION REGARDING YOUR ORGANIZATION'S COVID-19 PREVENTION OR OPERATING PROCEDURES AS IT PERTAINS TO YOUR/ THE FELLOW'S EXPERIENCE OR SAFETY DURING THE PLACEMENT PERIOD?**
- 15. ARE THERE ANY OTHER DETAILS THE FELLOW SHOULD KNOW REGARDING YOUR ORGANIZATION'S ADJUSTED OPERATIONS?** *Examples: limited availability of key staff members (due to travel, work from home/ adjusted operating hours, maternity/ paternity leave, etc.); general remote/ work from home operations, but weekly in-person meetings; etc.*
- 16. IF YOUR ORGANIZATION REQUIRES ADDITIONAL PROCEDURES (VERIFICATION OF CITIZENSHIP/ LEGAL PERMANENT RESIDENT STATUS, SECURITY CLEARANCE/ BACKGROUND CHECKS, ONBOARDING PAPERWORK, SPECIFIC SYSTEM/ SAFETY TRAINING, ETC.) THAT THE FELLOW MUST COMPLETE IN ADVANCE OF THE PLACEMENT START DATE, PLEASE DESCRIBE THESE REQUIREMENTS/ PROCEDURES (AS WELL AS THE TIMELINE FOR COMPLETING THEM) BELOW.**  
*Example: LiveScan fingerprint/ background check must be submitted 2 weeks prior to the start date.*
- 17. IF HOSTING AN IN-PERSON PLACEMENT, WHAT ARE THE ADDRESS AND ARRIVAL INSTRUCTIONS FOR THE FIRST DAY OF THE PLACEMENT?** Please provide the full street address (including suite/ office number) for the placement location and parking lot (if separate) as well as arrival instructions to be relayed to the Fellow for the first day of the placement.  
*Examples: Arrival and parking information, security clearance/ building access procedures, (check-in/ sign-in, ID requirements, etc), where to meet the Supervisor/ point of contact, phone number to contact with questions, etc.*

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## **FOR MORE INFORMATION, PLEASE CONTACT:**

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