

## Responsibilities of a GARC Fellow

The Global Action Research Collaborative program is intentionally designed so that full-time educators and their schools will enjoy maximum professional impact from the significant effort expended by each fellow in the program for both themselves and their school community. Indeed, the hope and expectation is that the resulting research will impact girls' schools globally.

The GARC program is a selective program with entry only once a year. Each fellow has earned their spot and, as such, other applicants were denied participation and are not eligible to reapply until a minimum of 12 months later. We ask each fellow to give this very special program the fullness of their time and talent.

By design, this program is demanding. As participation in this program is funded and supported by each fellow's school in partnership with ICGS, the fellow and ICGS will keep mentors and school heads fully informed of their progress and challenges during the program period of 18 months, from acceptance as a fellow to completion. In addition, it is the expectation that each fellow will keep their Research Advisor current on their progress, proactively seeking help and responding promptly to outreach efforts and requests from their Research Advisor or the GARC Coordinator.

To help facilitate these updates, ICGS will inform school heads and mentors at reasonable intervals about the progress of the fellow's research. Each fellow will be copied on any communication sent to their head and mentor. As with any academic endeavor, the observance of deadlines, completion of assignments, and class attendance are critical.

1. **December:** Heads and mentors will receive the timeline of meetings, submissions and deadlines at the beginning of the program from ICGS. Fellows are encouraged to review this timeline at their earliest convenience after their acceptance to the program.
2. **April:** As with any large research assignment, staying on top of deadlines early in the process is key. To that end, ICGS will update heads and mentors in April, four months after the cohort begins its work. ICGS will share progress to date on meeting attendance, engagement with Research Advisors, and completion of the allocated quizzes.
3. **July:** The cohort will have had its first opportunity to dive deeply into the work ahead at the ICGS Conference. They will not only have met the fellows in their cohort face-to-face

for the first time but will have met prior fellows as well. This networking and the workshops will offer critical insights to the fellow, including how best to frame and structure their research in the year that follows. Following the conference and the submission of the research plan in early July, the GARC team will update the fellow's head of school and mentor. Fellows are encouraged to update their head of school and mentor accordingly and share the research plan.

4. **December:** By this time in the fellowship, the Literature Review will have been submitted as will the Outline of Methods of Data Collection and Analysis. The ICGS team will update heads of school and mentors at the end of the calendar year. Once again, they will share fulfillment of responsibilities including meeting attendance and progress on the research, with a reminder of the next submission in January: The Analysis and Discussion of Results.
5. **March:** By now, the writing is proceeding in earnest, with a Draft Report due in early March. Research Advisors should be alerted proactively about any emerging personal or professional challenges. Heads of school and mentors will receive an update from ICGS that will include the Final Project Title and acknowledge the receipt of the draft report.
6. **May:** While the assumption is that all fellows will be meeting all expectations, should there be any reason to be concerned about a fellow's presentations at the ICGS Conference, their head of school and mentor will be notified by the Global Executive Director of ICGS so that appropriate action can be taken.
7. **July:** Following the successful presentation by the GARC fellow at the ICGS Conference, heads of school and mentors will receive an acknowledgment of the completion of the program and a final copy of the research paper and presentation video, as well as suggestions for how best to leverage the work of the fellow in the months ahead. Each fellow serves as a significant resource to both their school community and to like-minded educators of girls, so it is hoped that the GARC experience will be a launching pad for these knowledgeable action research professionals. Fellows are encouraged to meet with their heads to talk about possibilities to leverage their work within their school community and beyonds.
8. **Expectations regarding Class Attendance and Quiz Completions:** Each GARC fellow is a full-time professional educator with both personal and professional responsibilities outside the GARC program. While it is hoped that each fellow can attend every class and meet every deadline, circumstances may intervene. In such moments, proactive communication with both the Research Advisor and the GARC Coordinators are key, as is informing one's mentor. ***Should a fellow begin to miss classes and deadlines without a clear, proactively approved completion plan, their head will be contacted for a conversation about whether completion of the program is appropriate or possible.***