“Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has.” - Margaret Mead
The Holleran Center for Community Action and Public Policy is a multidisciplinary academic center that advances teaching, learning, research, and community collaborations to create more just and equitable communities. The Center programs cultivate intellectual and ethical judgment and prepare students for lives of civic engagement and leadership.

Created in 1996 and supported by generous gifts from Jerry and Carolyn Holleran ‘60, the Center builds community partnerships; supports student-faculty-staff educational and research initiatives; and encourages the detailed analysis of local, state, and national public policies. The Center administers three programmatic areas at Connecticut College: Community Partnerships; Community Learning Pedagogical and Research Development; and the certificate Program in Community Action (PICA).

Holleran Center scholars earn a Certificate in Community Action and Public Policy at graduation by successfully supplementing their major with the Holleran Gateway course, the Junior and Senior Seminars, and four additional courses which expand their understanding of their topic; a college-sponsored summer internship; and a senior integrative project.
I. Application Information

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I. APPLICATION INFORMATION

Interested sophomore students submit applications to the Holleran Center in the fall. The deadline for applying in the 2016-2017 academic year is **Tuesday, November 15, 2016 by 5:00 pm.**

Steps in the Application Process:

1. **Attend one of the application informational sessions and submit the statement of interest form.**

   Applying students complete the *Statement of Interest* form at the application informational session in September. This does not commit students to proceed with the application process. It does allow the Holleran Center staff to assign applicants a faculty and student application advisor.

2. **Meet with PICA faculty application adviser**

   The Holleran Center staff assigns each applicant to a faculty or staff member who serves on the Steering Committee of the Holleran Center. These faculty members will be able to answer questions about the program requirements, give advice about the application procedures, and provide helpful feedback on the application essay. Students should contact their application advisers by **October 14** to schedule a meeting to discuss their proposal. A rough draft must be submitted to the application adviser by **October 28. Students may only apply to one academic center.** We expect students to make the decision about their intention to apply to the Holleran Center by **October 28.** For the final application, students must obtain the signature of their PICA faculty application adviser signifying this faculty member’s involvement in the application process. Applications without the signature of the Holleran Center application adviser cannot be considered by the Steering Committee.

3. **Attend one required group session at the Academic Resource Center (ARC)**

   These sessions are designed for PICA applicants. There will be multiple sessions organized and applicants only need to attend one session. Applicants have the option of signing up for follow-up individual sessions.
In addition to a PICA faculty adviser, applicants have the option of working with a PICA student adviser. These current PICA scholars can informally help you to navigate the application process.

4. Request recommendations from a Connecticut College faculty member and a community member.

Each application must include two completed recommendation forms: one from a Connecticut College faculty member and one from a community member or someone who has supervised the applicant’s work outside the classroom. This work may have been as a volunteer or as a paid employee. The recommendation can be someone from either on or off campus (i.e. coach, volunteer supervisor, employer, etc.).

5. Obtain an official transcript or grade report.

Transcripts and grade reports are available at the Registrar’s Office at no charge to students. Please request an official transcript be sent to the Holleran Center.

6. Submit the PICA application. Applicants must have his or her application adviser’s signature on the PICA application in order to submit the application for consideration by the Steering Committee.

A complete application must include the following:

1) Application form/cover sheet signed by your faculty application adviser
2) Essay: typed, double-spaced, 3 to 5 pages in length
3) Completed PICA Proposed Program of Study form
4) Two (2) Recommendation forms completed by a Connecticut College faculty member and by a community member/someone who has observed your work outside of the classroom
5) Transcript or grade report
6) Resume

The Holleran Center’s Steering Committee reviews all applications. Students will be notified of acceptance into the program by the winter break.
II. REQUIREMENTS FOR THE CERTIFICATE PROGRAM IN COMMUNITY ACTION

A. MULTIDISCIPLINARY COURSEWORK/CORE OF FOUR COURSES
These four courses should be chosen in consultation with the Holleran Center adviser. They should be selected with the goal of acquiring both broad and substantive knowledge related to the student’s planned Senior Integrative Project.

Requirements for Core Courses:
- Only one of the core courses can be at the 100-level.
- Only one can come from the student’s major department.
- Only one can be taken pass/fail.
- Courses taken prior to being accepted into PICA and courses taken while on study away may be counted towards the requirement.
- PICA scholars who are double majors may count one course from each major department.
- Interdisciplinary majors may also count one course from each major department.
- Courses taken for a minor may also be counted.
- No more than two courses from the same department outside of the major may be counted.
- Courses taken at other higher education institutions or taken during winter or summer recess may count.
- All courses must be approved by the Holleran Center staff.

Scholars with questions concerning coursework should speak with the Holleran Center staff.

B. GATEWAY COURSE AND COMMUNITY LEARNING PRACTICUM
During the spring semester of sophomore year, PICA students complete the four-credit Gateway Course: Public Policy and Social Ethics. This course serves as an introduction to the Program in Community Action and Public Policy (PICA) certificate program. Students explore the foundations of community action, from
developing a complex understanding of identity, community and agency to the relationship between communities, social and political institutions, public policies, and social justice movements. While enrolled in this course, PICA students also participate in a two-credit Community Learning Practicum. Students have a hands-on community-based learning experience, acquire active citizenship skills, and contribute to advancing the New London community. Students divide into groups with each group focusing on a specific community project in the areas such as education, health and housing. Under the guidance of a community partner supervisor and the course instructors, students spend approximately four hours per week working on a community project.

C. Junior Seminar
Juniors complete the two-credit course, CA 301 (fall semester) or 302 (spring semester). This course is designed to provide Holleran Center scholars with an opportunity to further develop their knowledge and skills in community action. In addition to seminar meetings, scholars will engage in a community-learning or action research project in the local community or on campus that is connected to their main focus of study within the PICA program (25 hours over the semester). This course will be offered both semesters, and PICA scholars will be required to participate for at least one semester of their junior year.

D. Internship Requirements
PICA scholars complete a 300-hour internship during the summer between their junior and senior years. This provides scholars with opportunities to apply their knowledge and skills and deepen their internship experience. Scholars gain a broader understanding of community issues and develop contacts within their field. The faculty and staff of the Holleran Center and the Office of Career and Professional Development are eager to work with scholars to find and secure a dynamic internship. Internship hours should be completed at one internship site to maximize student learning.

Connecticut College awards each PICA scholar one $3,000 stipend to fund living and travel expenses if the internship employer does not have stipend resources. The internship stipend that students receive is taxable income. Scholars receiving financial aid should consult the
Financial Aid Office to see if the internship stipend will affect their status.

PICA Scholars must complete the following program requirements and paperwork by **May 17, 2017** in order for the Holleran Center to issue stipend checks:

1. Successful completion of the PICA gateway course and junior seminar;
2. A *Senior Integrative Project Approval Form* completed by the scholar and signed by the faculty member who will advise the project;
3. At least three of four core courses; and
4. Completion of all Office of Career and Professional Development-related requirements and paperwork.

The Holleran Center recognizes that extenuating circumstances do arise. Therefore, if a scholar is unable to meet the deadline, he or she must meet with Holleran Center staff immediately and arrange to complete all requirements. **If a scholar fails to complete the requirements noted above by June 1, the student will forfeit the entire internship stipend.**

**E. Senior Integrative Project (SIP)**

PICA scholars complete a senior integrative project (SIP), which examines a particular community issue and connects to the scholar’s PICA interest. There are three ways to complete the SIP requirement: 1) an honors thesis with the major, 2) an independent study with a faculty advisor, or a 300 or 400 level capstone course. Scholars who choose the upper level course will work with the instructor of the seminar to develop a capstone project that links their PICA coursework and internship to individual research and the course requirements. Scholars interested in completing a capstone course should meet with the staff of the Holleran Center to discuss this option. We encourage scholars to try to complete their SIP during the fall semester. Individual studies and capstone projects completed during the fall semester must be submitted by **December 19 to the Holleran Center** and individual studies and capstone projects
completed during the spring semester and completed honors studies must be submitted by May 17 to the Holleran Center. The final grade for the senior integrative project is the responsibility of the faculty member who is advising the honors thesis or individual study, not of the PICA faculty.

F. Senior Seminar
Senior scholars enroll in two, two-credit courses, CA 401 (fall semester) and 402 (spring semester). The faculty of the Holleran Center design and teach this seminar. As part of the seminar, the seniors prepare conference papers, handouts, and group presentations for the annual Holleran Center Conference and Banquet held in April. Scholars describe the community challenges and issues they have examined and present their internship experiences and Senior Integrative Project (SIP) findings. In addition, seniors are required to complete an Internship Reflection Essay. Seniors who have failed to complete their requirements, with the exception of ongoing courses, by the week before Spring Break in their year of graduation will be ineligible to continue in the certificate program.

G. Career and Professional Development
Keeping a record of all PICA activities and working with an adviser through the Connecticut College Office of Career and Professional Development is an important part of the PICA experience. The Office facilitates the search for an internship, keeps track of completed program components, and assists with career and post graduate planning. PICA scholars must complete all Office of Career and Professional Development workshops and maintain an up-to-date on-line record.

H. Grades
Beginning in the spring semester of sophomore year, PICA scholars are required to maintain a 3.0 GPA. Scholars who fail to meet this requirement may be asked to withdraw from the program.

I. Advising
Once students have been accepted into the program, they will be advised by the Holleran Center Associate Director or another Holleran
Center faculty/staff member. These Holleran Center staff/faculty members will help facilitate PICA scholars’ development and progress in the program. Scholars are required to meet with their adviser to discuss their PICA plans and progress at least once per semester.
III. PICA TIMELINE FOR ACADEMIC YEAR 2016-2017

PICA SOPHOMORE YEAR TIMELINE

September – May
- Complete all Office of Career and Professional Development-related requirements and paperwork.

October 14
- Meet with assigned Holleran Center faculty application adviser by this date to discuss the application process, and your application essay.

October 28
- Attend a PICA session at the Academic Resource Center and submit rough draft of application to application adviser.

November 15
- Submit final application to the Holleran Center office.

January-May
- Attend and complete the gateway four-credit course (CA 201: Public Policy and Social Ethics) and the connected community learning two-credit course (CA 201A) and present publicly about course and community work in May (date TBD).
- Complete all required Office of Career and Professional Development workshops. Consider study away/study abroad plans and select workshops accordingly.
- Enroll in the Junior Seminar if you are not studying away first semester.
- Meet with Holleran Center associate director to discuss progress in the program and plan Junior Seminar community learning placement.
- Meet with PICA faculty application adviser to revise your PICA plan of study.

April 8
- Attend the PICA Senior Conference and Banquet
PICA JUNIOR YEAR TIMELINE

September-November
- Discuss internship ideas with career adviser, the associate director of the Holleran Center and with major adviser.
- Meet with Holleran Center associate director to discuss progress in the program and internship and senior integrative project plans.
- Enroll in the Junior Seminar if you did not complete the course during the first semester.
- Explore fellowship and scholarship opportunities.

September-May
- Complete all Office of Career and Professional Development-related requirements.
- Participate in either the fall (recommended for students not studying away) or the spring PICA Junior Seminar, CA 301/302.
- Complete at least three PICA core courses prior to internship.
- Enroll in the Senior Seminar.
- Finalize internship selection.

November
- Consult major adviser regarding an individual study, capstone course or honors study for the Senior Integrative Project (SIP) and clarify all departmental procedures and requirements.
- Submit the Internship/SIP Worksheet for those taking the Junior Seminar first semester.

February
- Submit the Internship/SIP Worksheet for those taking the Junior Seminar second semester.

May 17
- Deadline for submission of the Senior Integrative Project approval form and completion of all internship requirements. Scholars will receive the internship stipend when all paperwork and program requirements have been completed.
PICA SENIOR YEAR TIMELINE

September-May
● Meet with the associate director of the Holleran Center to discuss progress in the program.
● Conduct individual study, honors study or capstone course for the Senior Integrative Project requirement.
● Participate in the PICA Senior Seminar and complete all seminar requirements.

September 11
● Submit *Internship Reflection Essay* to PICA Senior Seminar instructor.

December 19
● Scholars completing fall semester individual studies or capstone projects should submit written work to Holleran Center.

March 10
● Seniors who have failed to complete their requirements, with the exception of on-going courses, by the week before Spring Break in their year of graduation will be ineligible to continue in the certificate program.

April 8
● Attend and participate in the PICA Senior Conference and Banquet.

May 17
● Seniors completing spring semester individual studies, capstone courses or honors studies should submit written work to Holleran Center.

May 20
● Attend the Holleran Center PICA Certificate Ceremony.
IV. HOLLERAN CENTER STEERING COMMITTEE

Ginny Anderson  Theater
Lauren Anderson  Education
Joyce Bennett  Anthropology
Sunil Bhatia  Human Development
Ana Campos-Holland  Sociology
Sheetal Chhabria  History
Terry-Ann Craigie  Economics
Amy Dooling  Global Commons
Michelle Dunlap  Human Development
Leo Garofalo  History
Noel Garrett  Academic Resource Center
Sandy Grande  Education
Aida Heredia  Hispanic Studies
Monika Lopez-Anuarbe  Economics
Patrick Lynch  Community Partnerships
Wendy Moy  Music
Jason Nier  Psychology
John Nugent  Institutional Research
Kathryn O’Connor  Human Development
Ariella Rotramel  Gender & Women’s Studies
Kimberly Sanchez  Community Partnerships
Joseph Schroeder  Psychology
Jefferson Singer  Psychology
Dana Wright  Education
Audrey Zakriski  Psychology
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<th>Name and Titles</th>
<th>Ext.</th>
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<tr>
<td>Jennifer Fredricks</td>
<td>2631</td>
<td>5223</td>
<td>jfred</td>
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<td><em>Director of the Holleran Center</em></td>
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<td><em>Professor of Human Development</em></td>
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<tr>
<td>Andrea Harris</td>
<td>2603</td>
<td>5277</td>
<td>andrea.harris</td>
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<tr>
<td><em>Administrative Assistant</em></td>
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<tr>
<td>Rebecca McCue</td>
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<td>5277</td>
<td>ramcc</td>
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<tr>
<td>Tracee Reiser</td>
<td>2105</td>
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<tr>
<td>Ariella Rotramel</td>
<td>5379</td>
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<td>Kimberly Sanchez</td>
<td>2455</td>
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<td>Chris Soto</td>
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<td><em>Founding Director of Higher Edge</em></td>
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Crozier Williams College Center
Campus Box 5277
270 Mohegan Avenue
New London, CT 06320
Phone (860) 439-2596
Fax (860) 439-5408
E-mail: holleran@conncoll.edu
http://holleran.conncoll.edu