



## **The Clemente Course in the Humanities®: Establishing a New Site**

Staff members at Mass Humanities work closely with individuals and organizations interested in bringing the Clemente Course to their community. Before contacting the office to explore this process, please spend some time thinking about the requirements listed below and considering how they might be met in the area you hope to serve. The following elements are essential to the success and sustainability of every Clemente Course:

- 1) a well established host organization in the community, usually a social service agency, that is committed to taking an active, ongoing role in developing, administering, and sustaining the course;
- 2) financial support, primarily from local sources, to cover yearly course expenses of approximately \$50,000;
- 3) an Academic Director with an advanced degree in one of the subjects taught in the Clemente Course, outstanding skills as a teacher in student-centered settings; leadership and administrative abilities; and a demonstrated commitment to non-traditional students, to oversee the program and to teach his or her subject; and
- 4) four other faculty members with intellectual and teaching qualifications similar to those required of the Academic Director.

### **The Host Agency**

The ideal agency partner for the Clemente Course is one that sees the advancement of educational opportunity as an integral part of its mission and that has earned the trust of the people in its community. The role of the host agency has evolved to encompass a variety of tasks. In addition to housing the class meetings, it provides space for childcare and often special events, such as graduation, in a setting that is accessible to the students—and, if possible, convenient to public transportation. The agency takes the lead in outreach and student recruitment and provides essential support services such as childcare during class, counseling and referral for students needing medical or legal services, and administrative assistance to the Academic Director.

### **Financial Support**

Most Clemente Course sites across the country receive funding from a combination of sources, which may include a state humanities council like Mass Humanities; one or more college or university; local businesses, including banks; and individual donors. The host agency is unlikely to be able to provide more than in-kind services, which have their own significant costs. Foundation grants may be part of the mix, but should not be expected to provide ongoing support, as most foundations set a

limit on the number of grants made to any particular program. A local community foundation, which serves as an umbrella organization for many small private funds, can be helpful in identifying possible sources of short-term foundation support.

Any effort to organize a new Clemente Course site must include research on funding sources and some outreach to potential donors. The organization of the course cannot proceed very far without the commitment of at least a basic level of financial support for the first year. For most Clemente sites, fundraising is a continuing necessity, with substantial money to be raised yearly.

Mass Humanities may provide a modest amount of funding and assist in developing proposals to other prospective funders, but the bulk of the funds must come from local sources.

### **Academic Director**

Finding the right Academic Director is the first step in developing the intellectual infrastructure and content of the Clemente Course. Mass Humanities usually takes primary responsibility for recruiting candidates, posting a job description on a website for academic positions and sending it directly to academic departments of Philosophy, English, Comparative Literature, and History in area colleges and universities, for electronic forwarding to faculty and graduate students and for posting in appropriate locations. A staff member of the host agency generally participates in the interviewing of candidates and in the final selection, to ensure that the person hired as Academic Director has the confidence of the agency and the community it represents. [A job description for the Academic Director is available from Mass Humanities.]

### **Faculty**

The Academic Director works with Mass Humanities staff to recruit and select the four faculty members to teach the remaining subject areas, using similar criteria with respect to teaching skills, interactive and flexible classroom style, high intellectual standards, and understanding of the goals and philosophy of the course.

### **College Credit**

College credit for successful completion of the Clemente Course is offered by Bard College in Annandale-on-Hudson, New York, pending their approval of the faculty and syllabi. At the present time, Bard does not charge for these credits. Alternatively, it is possible to arrange for the credits to be awarded by a local college or university. The University of Massachusetts Dartmouth awards the credits for the New Bedford Clemente Course.

### **Contact Mass Humanities**

For more information about the program, contact David Tebaldi, Executive Director, Mass Humanities, (413) 584-8440 x105.

## Sample Clemente Course Budget

Description	Expenses
Course Director	\$13,000
Faculty (five faculty at \$4,500 each)	\$22,500
Materials/Supplies—Administrative (student recruitment, flyers, application material, publicity, photocopies)	\$1,000
Fieldtrip(s)	\$1,000
Materials/Supplies—Classes (books, photocopied readers, notebooks, photocopies of student papers for evaluation, photocopies of syllabi)	\$6,300
Postage, Phone, Fax	\$200
Childcare	\$4,000
Student Transportation	\$1,500
<b>Total Program Costs</b>	<b>\$49,500</b>