**[Draft]**

**Makers Education Fund.**

**Project Proposal for Mentors in Residence at iCenter, Tsinghua University.**

**1. Program objectives /**

The concept of “Mentors in Residence” is designed as a trans-disciplinary and cross institution collaboration to enable students, our University staff, as well as external Tsinghua stakeholders to push the boundaries of innovation to redefine what modern education can do for our society and global development.

The program invites notable makers from tech, entrepreneurship and creative fields, both from China and internationally, to become residents of iCenter for 3 to 12 months. While the residents are offered the opportunity to use iCenter resources for their personal ground breaking technologies and ideas, half of their time will be invested into creating a support system for Tsinghua students. The residents responsibilities include: encouraging students' creative exploration, nurturing their projects, helping them pursue their innovative projects, helping develop entrepreneurial mindset, and connecting students with likeminded makers for further help and collaboration.

The concept of the program is derived from "Hacker in residence" practice - first proposed to Tsinghua University by Mitch Altman, the founder of Noisebridge hackerspace in San Francisco, since his first visit in 2012. We couldn’t be more honored to bring this program to iCenter and have Mr Mitch Altman as one of our first residents.

While similar programs like Mentors / Hacker in Residence have been incorporate in some of the world’s best companies and universities - among them Harvard, New York University, LinkedIn, Autodesk and SparkFun - we at Tsinghua are taking the idea to the next level, by combining the maker culture with our formal education program across all faculties.

**2. Program Structure**

Media team

Fundraising team

iCenter **Maker Education Fund**

Selection Committee

Mentors in residence team

**2. Mentors' profile and selection process**

Participants for the Mentors in Residence program will be divided in 3 main categories:

Creatives

Technology Hackers

Entrepreneurs

Qualification requirements:

1. Unique set of experiences or past achievements;
2. Creative problem solving ability;
3. Engineering background or fluent understanding of technology or creative fields;
4. Experience in working with large groups of people or holding public presentations;
5. Sense of design;
6. History of documenting one's works;
7. Curiosity and continuous experimentation with new ideas and / or technologies.

Selection steps:

To ensure the highest quality of our mentors, a dedicated selection team and a standard application process will be established. The selection steps will be the following:

**1. Website and Media Strategy** - Establish a clear and simple online communication platform to highlight our program goals and ongoing results. Launch the program website and communicate with consistency on relevant social media channels.

**2. Web Form Application** - Offer a simple and interactive way for our potential residents to apply for the program. All relevant information and attachments should be sent in a single online registration form.

**3. Selection Committee** - The program administration team, together with the Selection Committee - a cross faculty body helping audit the applicant - will select the best candidates to become Mentors in residence. xxx

70% university representatives, 20% student representatives, 10% industry representatives

**4. Legal Documents** - Once an applicant is selected to become a Mentor in Residence, a dedicated team member from Admin Team will be assign to help with Visa, travel logistics and employment / service contract.

**5. Resident Arrival Logistics** - Upon arrival each mentor will have a contact person from the Admin Team to help with airport pickup, accommodation and basic city information.

**6. Resident On-boarding Training** - In the first week in the program, every resident will have a detailed introduction to the program goals, Tsinghua University culture, software tools used for collaboration among residents and the ongoing activities between the program and our stakeholders.

**7. Resident project documentation** - Mentors are required to document their work during their residency. At the end of their residency program, mentors are required to create a free form report about their experience at the iCenter.

**3. Program duration for residents**

The Mentors in Residence's application process is rotation based and new positions will be open in accordance to available seats. Those who apply for the program can choose a residency duration of 3 months, 6 months, 9 months or one year.

The participation time will be selected based on applicants' goals and projects they want to complete while at Tsinghua, along with consideration of our internal capacity and program goals.

Our object is to ensure intellectual diversity and also continuity of the skills and projects in development available to Tsinghua students at any given time.

**4. Mentor activities**

While at the iCenter the mentors in residence have the following responsibilities:

* Explore ideas and work on projects that intrigue them based on their expertise and personal quest for curiosity and excellence;
* Hold presentations and public lectures to Tsinghua students and partner institutions across China, about the overall Mentors in Residence experience at iCenter and currently active projects;
* Provide mentorship based on courses of innovation track in Tsinghua University;
* Be part of an official Mentorship program allowing students on campus to book time for questions, project demos and tutoring time on challenges students encounter;
* Be an active media and digital ambassador for the projects and effort the iCenter and Tsinghua makes to achieve a vibrant and creative learning environment for our students.
* Review activities held by members of Maker Educational Base Alliance and discuss with Tsinghua about whether to attend. The cost and compensations incurred during these activities will be discussed between mentors and the inviter.

**5. Program Stakeholders**

Mentors in Residence serve the following groups:

* **Students** - by allowing them to interact with some of the world's most creative minds, we expand our students' worldview, critical thinking, and better career paths.
* **Staff and Professors** - our teaching and research professors can test and explore new ways to interact with students or ask mentors in residence feedback and review of their work.
* **Industry partners** - private and public institutions can visit the iCenter and hold a workshop or presentation about their work, asking Mentors in Residence to help with ideas, general product design, and sharing their perspective and expertise.

**6. Program logistics**

To ensure the Mentors in Residence program achieves our desired goals, we need to put in place several foundational blocks for the comfort and best performance of our participants.

Below we suggest the benefits this program should cover:

* **Housing Facility** - a shared apartment facility for our program participants, with individual private rooms. We advise for a dedicated and exclusive housing solution for Mentors in Residence, so that the participants can spend social time together, share projects they work on at iCenter, and share challenges they face. Close proximity to Tsinghua University will be a huge benefit but a location with good transportation links is an acceptable alternative.
* **Working stations** - a dedicated desk with high speed internet connectivity, as well as authorized access to iCenter and other faculty relevant labs or workshops on the campus.
* **Chinese mobile phone card** - a Chinese local mobile phone number with access of high-speed 4G network connections.
* **Email and Internet account** - an account for one to have an @tsinghua.edu.cn mailbox and to get access to internet via Tsinghua campus network (wired and wireless connections);
* **Transportation to/from Beijing** - covered flights to and from China for international guests;
* **Beijing transit card** - upon arrival, the mentor is given a Beijing subway card with 50 RMB pre-loaded;
* **Material & fee budget** - an approved budget for buying parts and materials used for the resident's projects and experiments;
* **Dining card** - for purchasing food at campus cafeterias (since most of the cafeterias do not accept cash payment on meals);
* **Health and fitness guide** - a stipend which may be used for buying a pass to Tsinghua University's gym and sport facilities.

**7. Legal framework**

All Mentors in Residence program participants fall in the category of visiting professors and need to sign a service contract for the whole duration of their stay.

The following legal documents are required from the applicants to complete the contract procedure and become official Mentors in Residence at Tsinghua University:

1. **Personal Identification** - Valid ID card for domestic mentors, valid passport for international mentors.
2. **Resume** - A brief introduction to one's specialties and proficiency of being a Mentor in Residence
3. **Proof of qualification** - Proof of working experience in other related programs.
4. **Approval of Employment** - If one has an existing employer, he/she must provide a document of approval by the employer on working with Tsinghua (NOT REQUIRED if one is not employed by a third party during mentorship in Tsinghua).
5. **Proof of health status;**
6. **No criminal records** in China.

**8. Program Budget**

Mentors in Residence will be funded by Maker Education Fund of iCenter, Tsinghua University. The fund is open for donations from individuals and our industry partners.

The primary budget categories are administrative and residency costs.

**Administrative cost -** This part of the budget covers the operation of the Maker Education Fund team, responsible for running theMentors in Residence program.

| Admin related Budget | Amount | Total per month |
| --- | --- | --- |
| Staff salaries | 10,000 per month x 4 people | 40,000 |
| Office Operations | 2,000 per month | 2,000 |
| Support Tools and materials | 10,000 per month | 10,000 |
| Work Travel / Events | 1,000 x 10 events per month | 10,000 |
| Total per month |  | **62,000** |

**Residency costs** - this part covers all main needs of the mentors in residence, so they can offer their best performance.

| Resident related Budget | Cost per resident | Total per month |
| --- | --- | --- |
| Resident / Mentors salary | 20,000 per month x 6 mentors | 120,000 |
| Accomodation | 7,000 per month x 2 three-bedroom apartments | 14,000 |
| Project tools and materials | 2,000 average per month x 6 mentors | 12,000 |
| Stipend | 600 per month x 6 mentors | 3,600 |
| Total per month |  | **149,600** |

**Program cost per year:** (62,000 x 12) + (149,600 x 12) = 2,539,200 RMB

**9. Program Promotion and Accountability**

In order to ensure transparency and accountability of the Mentors in Residence program, as well as to promote the program, we need ways for mentors, staff, students, the public, and all stakeholders to be informed of ongoing activities and projects.

Here are a few examples upon which we can improve upon in the near future:

**1. Weekly hacker meetup at iCenter** - all mentors, students, staff member and general public are invited for short demos, tech related talk, or simply to hangout around amazing people.

**2. Monthly demo party** - a monthly event for celebrating making culture, showcasing new open source technologies, demos of ongoing and finished projects from the Mentors in Residence program over the past month, as well as a forum for presenting other exciting new tech and creative activities around iCenter or the Campus.

3. **Resident wiki pages** - Every resident holds a dedicated wiki page for documenting their progress, project results, classes, visits to partner universities, media appearances and so on.