

## ST. LAWRENCE UNIVERSITY FELLOWS PROGRAM

The St. Lawrence University Fellows program aims to:

- ✓ Provide new opportunities for student intellectual growth.
- ✓ Support students in undertaking new initiatives that require special financial support.
- ✓ Promote close student-faculty collaboration outside of the regular academic calendar.
- ✓ Enable students to explore lines of inquiry without the immediate expectation of academic credit, in order to lay the foundation for integrative, credit-bearing activity that can take place during their senior year.
- ✓ Encourage interdisciplinary lines of inquiry, as well as those within traditional disciplines.
- ✓ Recognize seriousness of purpose in students who seek to build imaginatively on their past achievements.

The following guidelines apply to the St. Lawrence University Fellows program:

1. Eight to ten weeks of full-time study during the summer months are normally required. If on campus, the work must be completed by the end of Summer Session II.
2. Students awarded a Fellowship receive a \$3,500 stipend to *replace* earnings from summer employment and agree not to accept employment during the project period, including Reunion Weekend. (The IRS requires the university to withhold 14% on stipend payments to international students, but the U.S. has tax treaties with some countries that exempt this tax. International students should contact Carol Gable, University Controller, for further information.) Room on campus is provided but the project must be conducted when the residence halls and dining hall are open for Summer Session classes from Wednesday, May 28, 2008 through Friday, August 1, 2008. If the work must be completed off campus, a \$500 housing allowance may be requested. Such support, however, is exceptional, and a rationale should be provided with the application. Students are expected to provide for their own board out of the stipend received and may choose to purchase a meal plan for the duration of their stay on campus.
3. An additional award of up to \$250 is available to reimburse project-related expenses, such as travel and supplies. Application for such support should be made concurrently when applying for a Fellowship. Capital items purchased under this award remain the property of the sponsoring department. Those seeking exceptions to the guidelines for funding should provide substantiating evidence to the program review committee. All students receiving funding must submit the appropriate expense report to the Academic Dean's Office (Vilas 103) in order to be reimbursed.
4. Students chosen as SLU Fellows may enroll in only one summer session course or work on campus for up to eight hours per week in order to minimize conflicting and competing time constraints that might interfere with successful completion of the Fellows project.
5. Normally, the project mentor will be a full-time teaching member of the St. Lawrence University faculty, in a continuing position.

6. Faculty mentors will help shape each student's project and work actively with the student, as appropriate to the nature of the project and the discipline(s) involved. Normally, this will entail several meetings per week. For this reason, it is expected that students will work with only one faculty mentor. For his/her mentoring, the faculty member will receive an honorarium of \$1,250 per student. If a student has a compelling rationale for working with more than one faculty mentor, the rationale must be fully addressed in the student's proposal. In this case, the per-student stipend will be shared by the faculty mentors. Normally, no faculty member will supervise more than three students annually.
7. SLU Fellows will report collectively on their Fellowship projects during a public presentation in the semester following their completion. The presentation will likely take place at the Honors Reception during Family Weekend. A poster or PowerPoint presentation, performance, or other form appropriate to the discipline(s) may be agreed upon by the student and mentor(s). The final \$250 of the student's stipend will be withheld until the final presentation and an SLU Fellowship assessment form have been completed.
8. Many projects culminate in a final research paper, a collection of findings, a new webpage, or an art project. Where possible, two copies of the project should be submitted to the Academic Dean's Office (Vilas 103) within two weeks following the completion of the project. In the event that no culminating project is produced from the summer research, two copies of a 500-word summary of the project must be submitted to the mentor and to the Academic Dean's Office within that same timeframe.
9. Application forms for the St. Lawrence University Fellows program will be available starting Monday, November 26, 2007 from the Academic Affairs webpage (<http://www.stlawu.edu/acadaffairs/>) as well as from the Career Services and Leadership Education webpage (<http://www.stlawu.edu/career/scholarships/slufellows.php>). Two copies of the completed application form must be submitted to the Academic Dean's office (Vilas 103) **no later than** Wednesday, February 27, 2008. One printed copy, with signatures and typewritten proposal essay, must be physically submitted and one copy must be electronically submitted to Nancy Bovay at [nbovay@stlawu.edu](mailto:nbovay@stlawu.edu).

Applications consist of the following:

- a. A completed SLU Fellows Application Form, which includes: the student's name; the name and signature of the faculty mentor; the project title; and a 50-word proposal abstract addressing the central question to be investigated.
- b. Proposals will be evaluated upon the following criteria:
  - The student has played a primary role in the project's design.
  - It has a clearly defined focus.
  - It is feasible to do in 10 weeks.
  - It has a well-defined methodology.
  - The student is prepared academically and personally for the work.
  - The recommendation letters are strong.
  - The student receives faculty mentoring and stays on campus.
- c. An **unofficial** academic transcript.

- d. **Two letters of recommendation:** one from the faculty member who will serve as mentor and the other from a faculty member who can speak to the quality of the student's work and the student's ability to work independently.
10. Applications will be reviewed by a subcommittee of the Committee on Scholarships, Fellowships, and Grants, which will make recommendations to the Dean of Academic Affairs. SLU Fellowships are for students who have demonstrated seriousness of purpose and initiative during their college experience. Such demonstration may include, but shall not be limited to, consideration of their grade point average. The Committee will give priority to students who have not previously been funded under the SLU Fellows program. In some cases, the Committee may give priority to students who use this project in preparation for integrative work with St. Lawrence University faculty during their senior year.

**For further information or questions, please call the Academic Dean's Office at x5993.**

St. Lawrence University Fellows Program Application  
(Must be printed, typed or computer generated)

I. Application Information:

Student Name: \_\_\_\_\_ Year: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_

CMR Box Number: \_\_\_\_\_

Campus Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

G.P.A.: \_\_\_\_\_ Major G.P.A.: \_\_\_\_\_

II. Housing & Funding Information:

- A. Will you need campus housing?  
Yes No
- B. Are you applying for an off-campus housing allowance?  
Yes No
- C. Are you applying for an additional expense reimbursement?  
Yes No
- D. Are you seeking other sources of funding for this project?  
Yes No

On-campus housing is  
**only**  
available during the  
**SUMMER SESSION**  
**Wednesday, May 28, 2008 –  
Friday, August 1, 2008**

If yes, please list where you might find other funding:

\_\_\_\_\_

**Please note:** If you have answered "Yes" to either B or C, please supply a detailed rationale including an itemized budget on a separate page and submit it with your application.

III. Project Title:

\_\_\_\_\_

In the space below, please summarize your project (approximately 50 words).

IV. Faculty Mentor Information and Letters of Recommendation:

**Please note: The faculty member\* who has agreed to serve as your mentor during the course of the project must approve your project proposal and review your application before its submission. The faculty member's signature below signifies his/her approval.**

**Name of Faculty Mentor:**

\_\_\_\_\_  
\*(Normally, the project mentor will be a full-time teaching member of the St. Lawrence University faculty, in a continuing position. )

Mentor's Signature: \_\_\_\_\_ (Also initial **Note** below)

Second Faculty Reference (name only): \_\_\_\_\_

**Please provide the attached Recommendation Guidelines to your mentor and second reference. You will need a recommendation letter from each. Recommendation letters may be submitted directly to the Academic Dean's Office (Vilas 103) by the faculty members.**

**V. Proposal:** Please provide a double-spaced typewritten essay outlining your proposal and attach it to this application. Your proposal should address the following topics:

- a. The question being investigated, the methodology, the rationale for the study, a bibliography or reference page and the time frame;
- b. briefly outline your qualifications and preparation for undertaking this project;
- c. explain what your final product will be (paper, conference presentation, class demonstration, etc.).

**Note:** A copy of the final written product must be retained by the faculty mentor for at least three years. Faculty mentor's initial here: \_\_\_\_\_

**VI. Academic Transcript:** You must submit a current unofficial transcript with this application form.

**VII. Signature:** My signature below indicates my acceptance of the following SLU Fellowship guidelines:

- a) I will return as a continuing St. Lawrence University student for the fall 2008 semester;
- b) I will not accept employment for more than eight hours per week during the 8-10 week Fellows period;
- c) I understand campus housing is only available between May 28, 2008 and August 1, 2008;
- d) I will submit two copies of the final project or two copies of a 500-word summary to the Academic Dean's Office (Vilas 103) no later than September 3, 2008; and
- e) I will participate in the SLU Fellows formal presentation during the fall 2008 semester, most likely during Family Weekend, and I will not receive the final \$250 of my stipend until the presentation has been completed, and I have also completed an SLU Fellowship assessment form.

\_\_\_\_\_  
*Student's signature*

\_\_\_\_\_  
*Date*

**Two copies of the completed application form must be submitted to the Academic Dean's office (Vilas 103) no later than Wednesday, February 27, 2008. One printed copy, with signatures and proposal essay, must be physically submitted and one copy must be electronically submitted to Nancy Bovay at [nbovay@stlawu.edu](mailto:nbovay@stlawu.edu).**

**ST. LAWRENCE UNIVERSITY FELLOWS PROGRAM  
MENTOR RECOMMENDATION GUIDELINES**

**FOR CONSIDERATION BY THE FACULTY MENTOR:**

Although we are not asking that you address each specific question separately or provide your recommendation on this form, please use the following questions to help guide your assessment of the student's capabilities.

- How long and in what capacity have you known the applicant?
- Do you feel that the student has adequate academic preparation to undertake independent research?
- What do you think is the student's suitability for participation in this particular research opportunity?
- What do you consider to be the student's particular strengths and weaknesses regarding the particular research project he or she is proposing?
- How would the student benefit from participating in this program?
- How motivated and serious is the student about his or her proposed project?
- Is the student intellectually and emotionally capable of working in a student-faculty mentor relationship?
- What is the feasibility of completing the proposed project--can it be done during one summer?

**ADDITIONALLY, PLEASE ADDRESS THE FOLLOWING QUESTION IN YOUR LETTER OF SUPPORT:**

- How many hours per week do you envision spending with the student on his or her project so as to ensure its success?

**Please return your letter of recommendation to the Academic Dean's Office (Vilas 103)  
no later than February 27, 2008.**

**ST. LAWRENCE UNIVERSITY SUMMER FELLOWS  
FACULTY RECOMMENDATION GUIDELINES**

**FOR CONSIDERATION BY THE FACULTY RECOMMENDER:**

Please consider the following criteria when writing your letter of recommendation for the student applicant. Although we are not asking that you address each specific question separately, please use the following questions to help guide your assessment of the student's capabilities.

- How long and in what capacity have you known the applicant?
- Do you feel that the student has adequate academic preparation to undertake independent research?
- What do you think is the student's suitability for participation in this particular research opportunity?
- What do you consider to be the student's particular strengths and weaknesses regarding the particular research project he or she is proposing?
- How would the student benefit from participating in this program?
- How motivated and serious is the student about his or her proposed project?
- Is the student intellectually and emotionally capable of working in a student-faculty mentor relationship?

**Please return your letter of recommendation to the Academic Dean's Office (Vilas 103)  
no later than February 27, 2008.**