STOCKTON BOARD OF TRUSTEES FELLOWSHIPS FOR DISTINGUISHED STUDENTS
GUIDELINES AND APPLICATION PROCEDURES

The "Stockton Board of Trustees Fellowships for Distinguished Students" program was established by the Board of Trustees in April of 1986. It supports student-initiated projects of undergraduate research and/or creative work in keeping with the educational philosophy and mission of The Richard Stockton College of New Jersey. Projects dedicated to civic engagement activities and/or Residential Living Learning Community initiatives will also be considered for funding, particularly those involving research and/or creative work. Eight fellowship awards in amounts up to $1,000 each are provided semi-annually contingent upon available funds.

Eligibility Criteria

Students who meet the following criteria are eligible to apply for funds under this program:

1. Enrolled full or part-time as an undergraduate student at Stockton during the semesters immediately preceding and immediately following the time period in which funds will be utilized.

2. Successfully completed 32 academic credits prior to funds being utilized.

3. In good academic standing as defined by a minimum cumulative grade point average of 3.00 or higher on a 4.00 scale.

4. Developed a project of a research and/or creative nature that meets all of the following:
   a. is non-credit bearing
   b. is outside the institutionally mandated senior theses/projects required by some undergraduate degree programs
   c. can be completed within a break period and the semester following the break period, i.e., Winter Break and Spring Semester or Summer Break and Fall Semester. While fellowships are intended to be utilized during time periods when the college is not in normal academic session (i.e., winter and summer semester breaks), projects which extend into the academic semester will be considered.

 Procedures for Application

1. Applications will be available no later than September 8, 2009, for winter break funding period and January 20, 2010, for the summer break funding period. Notices advertising the availability of applications will be sent to all faculty and staff, posted on the kiosks, publicized in the ARGO, and televised on the Student Information Network.

2. Applications are available at [www.stockton.edu/deanofstudents](http://www.stockton.edu/deanofstudents) and in the following offices:

   - Academic Affairs: K-201
   - Dean of Students: J-204
   - Development Office: K-204
   - Student Development: G-206
   - Student Senate: G-201b

   - ARHU: K-150
   - BSNS: J-203
   - EDUC: H-201
   - GENS: J-201
   - HLTH: H-208

   - NAMS: B-108
   - SOBL: H-210
   - College Center: N-105
   - Student Affairs: D-116
3. Applicants must submit:

   a) Application Cover Sheet (fillable form available on website)
   b) One copy of a proposal consisting of:
      • A one page summary of the proposed project
      • Two- to three-page (double spaced) narrative clearly detailing the following:
        - goals and objectives
        - justification/value to the college or local community
        - how you will accomplish your goals and objectives
        - an evaluation plan
        - bibliographic references (if any)
      Applicants should make a special effort to “language” their proposals so that an
      “average reader” who may be unfamiliar with the topic or specific terminology
      will have a clear understanding of the project and its impact.
      • An itemized budget detailing expected expenditures and information
        (especially funding sources for projects that will have expenses in excess of $1000).
        The committee reserves the right to modify the budget as appropriate.
      • A description of how the project will be shared with the campus community
   c) Autobiography – one page (double spaced)
   Note: Submission of the above requirements (a,b and c) would be preferred in digital format.
   You may submit by e-mail to: romanelm@stockton.edu or via disc to Room J-204.
   d) Academic transcripts from all colleges/universities attended (unofficial and copies are
      acceptable).
   e) An Advisor Form (fillable form available on website) outlining the support and involvement
      of least one faculty or staff member who will serve as advisor to the project.
      The Form should be sent to the attention of the Dean of Students (room J-204) prior
      to the application deadline. Requests for non-Stockton faculty/staff advisors will be
      considered on an individual basis.
   f) Three letters of recommendation from faculty or staff (one must be from the Advisor
      mentioned in "e" above). Letters should be sent to the attention of the Dean of
      Students (room J-204) prior to the application deadline.
   g) Student must sign for completion of the proposal on file.

4. Applicants should be prepared, upon request, to give the Selection Committee a ten minute
presentation covering the topics mentioned above in item 3 b.

5. All students receiving fellowship monies will be expected to provide the campus community
with a presentation detailing the findings from their project or a performance, as appropriate.
Copies of promotional materials and other materials used before and/or during the
presentations must be forwarded to the Dean of Students for inclusion in the program file.

6. Completed applications must be submitted to the Dean of Students (room J-204)
before 5:00 p.m. on the application deadline date shown below.

<table>
<thead>
<tr>
<th>Funding Period</th>
<th>Applications Available</th>
<th>Application Deadline</th>
<th>Notification Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter Break and Spring Semester</td>
<td>09/08/09</td>
<td>10/26/09</td>
<td>Week of 11/16/09</td>
</tr>
<tr>
<td>Summer Break and Fall Semester</td>
<td>01/20/09</td>
<td>03/12/10</td>
<td>Week of 04/05/10</td>
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</tbody>
</table>
**Review Panel and Selection Criteria**

1. Staff from the Dean of Students office will coordinate the application and selection process.

2. A panel will review all applications and make recommendations for funding to the President. The review panel will include:
   - Three students appointed by the Student Senate
   - A faculty member appointed by the Faculty Assembly
   - A member of the Board of Trustees or the Stockton College Foundation
   - A representative of the Academic Affairs office
   - The Dean of Students and a designee

3. Criteria to be used by the review panel will include (but are not limited to) the following:
   a) Quality of the written proposal (concise, well-written, understandable, etc.)
   b) Level of creative and/or innovative thought exemplified.
   c) Interest of the student and relevance to student's professional/personal development.
   d) Benefit to the overall campus community, and/or relationship to campus initiatives such as Residential Learning Living Center or Civic Engagement Project, etc.
   e) Potential for project completion within the funding period.
   f) Degree to which the project budget and alternate funding sources are detailed and reasonable for the nature of the project.

**Method of Payment**

Payment will be made in two equal installments.

*Initial Installment*

Fellowship recipients must sign a *Student Affirmation Form* pledging to use the funds for the express purpose stated in their proposals. This *Form* will be available when selectees are issued their first checks in the office of the Vice President for Student Affairs (D-116). Award checks for the first installment will be available in the Vice President’s office not less than seven working days after the notification dates mentioned in item 6. Awardees will be notified by e-mail or telephone when checks are ready for distribution.

*Final Installment*

Final payment will be made to individual awardees when their project advisor forwards a *Final Payment Request Form* (fillable form available on the website) and a copy of the awardee’s final report to the Dean of Students (J-204). The *Form* should indicate that the project has been completed satisfactorily and that all program requirements have been met.
The final report submitted by each awardee to their project advisor for attachment to the *Final Payment Request Form* should include:

1) A description of the major proposal objectives attained

2) Copies of all materials used to publicize the project (local press releases, brochures, fliers, *ARGO* notices, etc.)

3) A summary of the dissemination venues (conference brochures, professional publications, etc.)

4) An expenditure report and any receipts

5) Summary of any plans for continuation of the project beyond the funding period

6) Upon completion of the project, submit a digital (electronic) version to the Office of the Dean of Students for publication on the “Distinguished Student Fellowship” Web site.

Final reports must be submitted on or before the following date:

- **WINTER BREAK** and **SPRING SEMESTER**
  - Date Research/Performance Completed
  - April 16, 2010 ( whichever occurs first)

- **SUMMER BREAK** and **FALL SEMESTER**
  - Date Research/Performance Completed
  - November 19, 2010 ( whichever occurs first)