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. Four 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. Selected 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 as of September 12, 2005, for winter break funding period and January 23, 2006, 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 and in the following offices:

   Academic Affairs          K-201 ARHU    K-150
   College Center            N-105 GENS    J-202
   Dean of Students          J-204 NAMS    B-108
   Development Office        K-204 PROS    H-208
   Student Affairs           D-116 SOBL    H-210
   Student Development       G-206

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3. Applicants must submit:

   a) *Application Cover Sheet* (see attached)
   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
      *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
      - Bibliographic references (if any)
   c) A one-page (double spaced) autobiography
   d) Copy of academic transcripts from all colleges/universities attended (unofficial are acceptable).
   e) An *Advisor Form* (see attached) outlining the support and involvement of at 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.

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>9/12</td>
<td>11/4</td>
<td>Week of 11/14</td>
</tr>
<tr>
<td>Summer Break and Fall Semester</td>
<td>1/23</td>
<td>2/24</td>
<td>Week of 3/13</td>
</tr>
</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 from the Student Senate
   - A faculty member appointed from the Faculty Assembly
   - A member from 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.
   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 telephone or mail when checks are ready for distribution.

Final Installment
Final payment will be made to individual awardees when their project advisor forwards a Payment Request Form (Final) (see attached) 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 *Payment Request Form (Final)* 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

*or*

April 17, 2006 (whichever occurs first)

**SUMMER BREAK and FALL SEMESTER**

Date Research/Performance Completed

*or*

November 17, 2006 (whichever occurs first)