

**EASTERN MICHIGAN UNIVERSITY**  
**Honors Undergraduate Fellowship**

**Description**

The Honors Undergraduate Fellowship program provides upper-level Honors students the opportunity to acquire advanced skills in an area of study by working on special projects in collaboration with EMU faculty. Chosen on the basis of competitive applications, Honors Undergraduate Fellows receive a stipend of \$2,000 per semester (Fall or Winter); Fellowships may be available in spring or summer depending on budget. The stipend is renewable for one full semester, subject to approval by the award committee and the availability of resources. Previous winners may apply for additional awards in support of a new project.

**Rationale**

The Honors Undergraduate Fellowship program is designed to:

- a. Involve the student in the academic mission of the University and the Honors College;
- b. Support students by providing valuable nontraditional learning experiences that may include, but are not limited to the following: college classroom teaching, artistic creation or performance, research, writing for publication, or participation in professional conferences and activities;
- c. Support faculty in their teaching, research, and creative endeavors and encourage them to integrate their professional development in their roles as teachers;
- d. Foster a close working relationship between undergraduate students and EMU faculty;
- e. Prepare EMU's most able students for the rigors of a career or graduate/professional school.

**Proposal Design**

Applications will be considered for a wide range of activities. The following is not an exhaustive list, but rather examples of typical fellowship activities. The Honors College encourages the development of projects that will maximize the student's personal and professional growth, and will consider any application that fulfills one or more major goals of the award.

Students considering teaching careers at the university level could gain valuable experience by helping a faculty sponsor in the development of syllabi and examinations, evaluating student work, conducting discussions and review sessions, tutoring, and occasionally teaching.

By working on a research project or grant activity under the supervision of a faculty member, students could improve their research skills and techniques. They may help plan the design of an experiment, conduct literature reviews, or analyze data. In some cases the result may be a paper or conference presentation prepared jointly by student and sponsor.

Honors Undergraduate Fellowships may be used for creative projects, enabling students to work as apprentices under faculty artists, such as working on a public sculpture, assisting the director of a Main Stage play, or conducting a major musical performance.

Fellowships may be used in conjunction with Study Abroad, internships, clinicals, field placements, or other comparable activities, provided that the student is involved in an inquiry-based project in addition to the required coursework.

**Expectations of Fellows and Faculty Sponsors**

Throughout the grant period, the student must be enrolled full-time (minimum twelve hours for Fall or Winter, six hours for Spring or Summer) at EMU. The student will be expected to work approximately ten hours per week during the award period (the actual work may begin and/or end outside the normal semester time frame, but a fair work expectation for the entire award period is around 150 hours in Fall or Winter and 75 hours in Spring or Summer). Additional outside employment and/or significant nonacademic commitments are discouraged.

The faculty sponsor is expected to provide ongoing supervision of the awardee. While the work of professors, researchers, and artists always entails a certain amount of routine activities (e.g., washing test

tubes, coding questionnaires, typing, entering data, calculating grades, making phone calls, running errands, etc.), the Honors Undergraduate Fellowship should not be viewed as a glorified form of student employment. Faculty sponsors are expected to give student awardees tasks of gradually increasing responsibility and complexity, to introduce them to fellow professionals, and to foster a relationship of mutual respect and collegiality.

By the application deadline in the Fellowship semester (see below), the faculty sponsor will submit an interim report consisting of a confidential, written evaluation of the awardee's performance to date. The student will also submit an interim report consisting of a written summary and evaluation of the experience (forms are provided for this purpose). It is the student's responsibility to submit the interim reports to the Honors College office. Failure to submit both reports by the deadline or an "unacceptable" rating by the sponsor may result in the termination of the student's stipend.

### **Duration and Renewal of the Award**

Awards are for one designated semester. If funds are available and subject to the approval of the award committee, an award may be renewed at the mutual request of the awardee and the faculty sponsor. Renewal decisions will be based on demonstrated results of the initial award. To seek a renewal, submit a standard application clearly labeled RENEWAL REQUEST on or before the appropriate deadline. Normally only one renewal will be permitted. However, previous winners may apply for additional awards in support of a new project.

### **Eligibility**

To apply for the Fellowship, the student must be a member in good standing of the Honors College. The faculty sponsor should hold a full-time tenured or tenure-track appointment or be a full-time adjunct. (Exceptions to the latter requirement need the approval of the Head of the sponsoring department and the Honors Director). By the beginning of the fellowship period, the student must have completed a minimum of 56 credit hours.

An Honors Undergraduate Fellowship may be held concurrently with any other form or amount of financial aid, whether based on need or merit. (However, students with need-based aid are subject to federal guidelines). The award may be terminated at any time by the award committee if, in the faculty sponsor's judgment, the student's performance is unacceptable. Award income is considered taxable by the Internal Revenue Service.

### **Deadlines**

Applications and renewal requests are due in the Honors College office (Wise Hall Honors Suite) by 4:00 p.m. on the workday closest to the following dates: Fall Award: April 1; Winter Award: November 15; Spring Award: April 1; Summer Award, April 1 [**Both the student application and the supervisor statement must be submitted to the Honors College office no later than 4:00 p.m. All applicants will be notified of the committee's decision, usually within three to four weeks following the deadline.**]

### **Selection Criteria**

Applications and renewal requests will be evaluated by a committee chaired by the Honors Director and consisting of University faculty and staff. Award decisions will be based on the following criteria:

1. Clear description of how the student will work with the EMU faculty sponsor in all phases of the project and how this relationship will help the student meet the learning objectives set forth in the proposal;
2. Student's academic record and specific preparation for the activity;
3. Quality of the proposal (clarity and thoroughness of stated objectives and methodology);
4. Clear evidence of support by a qualified faculty sponsor;
5. Student's record of progress toward graduation with honors;
6. Equity in the distribution of awards among departments.

## **Instructions to the Applicant:**

- I. Complete the attached application form.**
- II. Have your faculty supervisor complete the Supervising Faculty Statement.**
- III. Respond clearly and completely to the following. Your responses must be typed double-spaced on separate sheets of paper.**

1. Describe the nature and scope of your project. Outline the methodology you will use, and indicate anticipated outcomes.
2. Define your learning objectives for the award period, and explain how collaboration with a faculty sponsor will help you to meet the objectives.
3. Show how your experience during the Undergraduate Fellowship will fulfill one or more of the major goals of the award:
  - a. Involve the student in the academic mission of the University and the Honors College;
  - b. Support students by providing valuable nontraditional learning experiences that may include, but are not limited to the following: college classroom teaching, artistic creation or performance, research, writing for publication, or participation in professional conferences and activities;
  - c. Support faculty in their teaching, research, and creative endeavors and encourage them to integrate their professional development in their roles as teachers;
  - d. Foster a close working relationship between undergraduate students and EMU faculty;
  - e. Prepare EMU's most able students for the rigors of a career or graduate/professional school.
4. Explain the relationship, if any, between the project and your Senior Honors Thesis/Project.
5. Describe any special qualifications you may have (courses taken, honors, awards, employment, special learning experiences) for the proposed activity.

Check here if this is  
a Renewal Request.

Office use only

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## HONORS UNDERGRADUATE FELLOWSHIP

### Student Application

NAME \_\_\_\_\_ STUDENT NUMBER \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

MAJOR(S) \_\_\_\_\_

MINOR(S) \_\_\_\_\_

CURRENT GPA \_\_\_\_\_ HOURS COMPLETED (end of current semester) \_\_\_\_\_

APPLYING FOR: FALL \_\_\_\_ WINTER \_\_\_\_ SPRING \_\_\_\_ SUMMER \_\_\_\_ 20\_\_\_\_

How many credit hours will you be taking during the award period? \_\_\_\_\_

Do you intend to earn independent study credit for the assistantship? YES \_\_\_\_ NO \_\_\_\_

Are you currently a member of the UHP? NO \_\_\_\_ YES \_\_\_\_

How long have you been a member? \_\_\_\_\_

Have you met with your departmental Honors Advisor?

NO \_\_\_\_ YES \_\_\_\_ (Department \_\_\_\_\_)

Earned Departmental credit hours? \_\_\_\_\_ Community Service Hours Completed \_\_\_\_\_

List previous Honors Undergraduate Fellowships by semester and year:

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If I receive an award, I agree to abide by the award guidelines. If for any reason I am unable or unwilling to fulfill the expectations of awardees, I understand that my stipend may be reduced or terminated and that I may be billed for all or part of the award amount.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# HONORS UNDERGRADUATE FELLOWSHIP

## Supervising Faculty Statement

Name of student \_\_\_\_\_ Department \_\_\_\_\_  
Name of Faculty Sponsor \_\_\_\_\_ Campus Phone \_\_\_\_\_ E-mail \_\_\_\_\_

On a separate sheet of paper, please address the following:

1. How well and in what capacity do you know the applicant?
2. Discuss the applicant's qualifications.
3. Describe in detail your expectations of the student during the proposed Fellowship and the types of activities in which the student would engage.
4. Detail your expected involvement with the student during the Fellowship period, including your anticipated level of supervision.
5. Discuss the desired outcome of this Fellowship (for example, publication, conference presentations, performance).

**NOTE:** Recognizing that Fellowships may entail expense for supplies, specimens, lab equipment, conference travel, copying, postage, and the like, the committee may set aside a portion of the award fund for such items. You are invited to append to the application a detailed, itemized budget with a brief statement justifying the expenditures. Such a request may be approved in whole, in part, or not at all based on its merits and available funding.

**Two required signatures:**

**Supervising Faculty statement:**

I will be on campus regularly during the academic term of the award, and I agree to supervise (name of student) \_\_\_\_\_ if s/he is awarded an Honors Undergraduate Fellowship to provide regular guidance and support throughout the award period. Also, I will submit all required evaluations in a timely manner.

**1. Supervising Faculty signature** \_\_\_\_\_

**Department Head statement:** I believe the attached proposal will result in a successful Fellowship and I support this application.

**2. Department Head signature** \_\_\_\_\_

Department Head comments (optional) \_\_\_\_\_

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