



Symposium Undergraduate Research Fellow

Renewal Request

The Symposium Undergraduate Research Fellow program is designed to provide selected students with a unique opportunity to participate in extended research with a faculty mentor within their academic discipline. Ultimately, all Symposium Undergraduate Research Fellows are expected to present the outcomes of their research at the annual Undergraduate Symposium.

Fellows, when first selected, are students new to Eastern Michigan University as either incoming freshmen or transfer students. They may request renewal of their fellow award and the opportunity to continue their research opportunity with their same faculty mentor for up to four academic years.

Eligibility:

To apply for the renewal of a fellow award, the student must be in good academic standing with the University. The faculty mentor should hold a full-time tenured or tenure-track appointment or be a full-time lecturer (exceptions to the latter requirement need the approval of the head of the sponsoring department).

A Symposium Undergraduate Research Fellow award 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 if, in the faculty mentors' judgment, the student's performance is unacceptable. Award income is considered taxable by the Internal Revenue Service.

Instructions to the renewal applicant:

1. Complete the renewal application form.
2. Respond in essay format to the questions outlined here.

Attach your typed responses to the following on a separate sheet of paper:

- Describe the scope and results of your research during this past academic year.
 - If you presented at the Undergraduate Symposium, describe from your perspective the highlights of the experience.
 - Discuss the future directions you would like to take as a fellow, either expanding your current research topic or a new focus.
3. Request that the faculty mentor to complete a supervisory statement and commitment to continue as the fellow's mentor.
 4. Submit by the deadline of May 1 at the close of the current academic year.

Symposium Undergraduate Research Fellow
— Student Renewal Application —

Renewal requested for academic year: _____

Name: _____ Student Number: _____

Permanent mailing address: _____

City/State/Zip: _____

Email: _____

Phone number(s): _____

Current EMU GPA: _____ Hours completed (as of end of current semester): _____

Major(s): _____ Minor(s): _____

Faculty mentor: _____

Department: _____

Fellow history:

Academic year

Research topic

Symposium presentation
(oral or poster)

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 award may be terminated and that I may be billed for the award amount.

Signature of applicant: _____ Date: _____

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— Faculty Mentor Statement —

Name of student fellow: _____

Department: _____

Name of faculty mentor: _____

Campus phone number: _____ Email: _____

Discuss the following in relationship to the Undergraduate Research Fellow and your willingness to continue in the faculty mentor role (attach as a separate piece, if you prefer):

Detail the growth of the student fellow this past academic year.

Outline the direction of the research to be undertaken in the next academic year that supports renewal of the fellow appointment for the student.

I support the reappointment of _____ (student name) as a Symposium Undergraduate Research Fellow for the academic year _____. I am willing to continue to serve as the faculty mentor and to provide the guidance to advance the academic research proposed.

Faculty mentor signature: _____ Date: _____

As department head, I support the continuation of this fellow appointment. Comment: _____

Department head signature: _____ Date: _____