

## ***SVSU FACULTY ASSOCIATION ENDOWED SCHOLARSHIP GENERAL INFORMATION (2012-2013)***

The purpose of the SVSU Faculty Association Endowed Scholarship Program is to provide recognition and financial assistance to students during a period in which they maintain a mentor relationship with a full-time SVSU faculty member, thus fulfilling the University mission to help students achieve intellectual and personal development and to be a center dedicated to the pursuit and propagation of knowledge.

### **SELECTION CRITERIA AND PROCEDURES**

**General:** Each scholarship applicant must be enrolled in a recognized degree program and have successfully completed a minimum of 15 credit hours at SVSU. Except under special circumstances as documented by the mentor, an overall GPA of 3.25 is required. Information concerning financial status will be requested with the proviso that, if all other qualifications are equal, financial need will serve as the final criterion for selection.

Returning adults over 24 years of age, students seeking a second degree in a new field, and immediate family members of alumni are especially encouraged to apply. Both graduate students and students in the Honors Program pursuing research with a full-time faculty mentor are also encouraged to apply. Previous recipients of this Scholarship may re-apply.

Relatives of members of the full-time faculty or the administrative-professional staff of SVSU are not eligible to receive financial assistance under the terms of this program. Relatives are defined as parents, grandparents, children, grandchildren, siblings, or spouse.

**Nomination:** Each scholarship applicant must be recommended by a full-time faculty member for approval by the FA Endowed Scholarship Committee. The faculty member should complete the MENTOR Reference Form detailing personal knowledge of the student's achievements, leadership, specific skills and abilities, and any other evidence which clearly demonstrates that the student shows promise of scholarly excellence. Said faculty member will continue to serve as a mentor to the student during the scholarship period by providing special guidance, direction and support.

**Mentorship:** Students must be nominated by a faculty mentor. The nominated student must prepare the proposal cover page and narrative. Both mentor and student are responsible for submitting all necessary forms and supporting documents. In this application, both agree to maintain a mentor/student relationship during the award period. If for some reason the faculty member is unable to continue in a mentor relationship with a student who has been nominated for or who has received the award, that faculty member agrees to make a sincere effort to locate a substitute.

**Planned Activities:** The student and mentor should formulate a set of activities for the period of the scholarship. The nature of these activities can vary widely. Some recipients in the past have pursued research projects, while others have catalogued biological specimens or written guidebooks for other students seeking to go to graduate school. The planned activities should offer significant opportunities for the student's intellectual growth and should promote regular interaction between the mentor and the student. Preference will be given to those projects that are not funded through other means.

Selection Procedure: Upon receipt of applications, the FA Endowed Scholarship Committee will make its decisions as to the awarding of scholarships and provide the names to the Vice President for Academic Affairs. If the Vice President determines that university regulations governing the awarding of the scholarships have been violated, he may return such cases to the FA Endowed Scholarship Committee for reconsideration. The FA Endowed Scholarship Committee will decide the actual number of recipients and the amount to be awarded.

## ***APPLICATION PROCESS AND DEADLINES*** ***(2012-2013)***

### Application Process

- 1) Forms/deadlines/procedures will be available to students and mentors in January, 2012.
  - a) The student should complete the application form and seek the required signatures.
  - b) The mentor should complete the MENTOR REFERENCE FORM (to submit with the application). Additional faculty may provide support by completing a REFERENCE FORM. Additional support is optional, but the MENTOR REFERENCE FORM is required.
  - c) The student should prepare the PROPOSAL COVER PAGE which includes:
    - Project Title
    - Project Abstract (60 word limit)
  - d) The student should prepare and attach the PROPOSAL NARRATIVE which includes:
    - Project goals/objectives
    - Project description
    - Project outcomes/product
    - Project timeline for completion during 2012-2013 that details regular interaction with the mentor.
    - Explanation of how this project will offer significant opportunities for the applicant's intellectual growth, above and beyond the requirements of any particular course or program.

NOTE: Awardees will be expected to submit evidence of outcomes or products at the end of the award period. A reception will be held in October of the following year where awardees will have the opportunity to present the results of their project.
- 2) The application form and all supporting documents (including MENTOR REFERENCE FORM, PROPOSAL COVER PAGE, PROPOSAL NARRATIVE, AND ALL LETTERS OF REFERENCE) should be completed and submitted to the Financial Aid Office at SVSU by **February 24, 2012**.
- 3) Selection Committee makes final selections by **March 23, 2012** (and forwards to Dr. Bachand).
- 4) Selected scholarship recipients and their mentors will be informed by **March 30, 2012**.
- 5) Recipients will be recognized at the Faculty Association Annual Banquet on **October 19, 2012**.

**SVSU FACULTY ASSOCIATION ENDOWED SCHOLARSHIP  
APPLICATION FORM (2012-2013)**

NAME: Mr. Ms. Mrs. Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

ADDRESS: Number-Street \_\_\_\_\_

City-State-Zip: \_\_\_\_\_

STUDENT INFORMATION: Student No. \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_

Cumulative GPA \_\_\_\_\_ Total credit hours completed at SVSU \_\_\_\_\_ Hours at another college/university \_\_\_\_\_

Are you a full-time or part-time student?       Full-time       Part-time

Have you previously applied for a Faculty Association Scholarship?       Yes       No

If you have received an award, indicate the amount \_\_\_\_\_.

Have you ever received financial aid from SVSU?       Yes       No

Have you submitted an application for aid to the SVSU Financial Aid Office?       Yes       No

Are any of your relatives full-time members of the SVSU faculty, administration or professional staff?       Yes       No

Have you applied for a scholarship from SVSU for the 2012-2013 academic year?  Yes  No

Have you received a scholarship from SVSU for the 2012-2013 academic year?  Yes  No

If yes, please specify \_\_\_\_\_

MENTOR: Name your SVSU full-time faculty mentor, who will complete the MENTOR REFERENCE FORM:

Mentor \_\_\_\_\_ Department \_\_\_\_\_

If you wish to strengthen your application, you may solicit a REFERENCE FORM from another person in addition to your mentor. The optional additional reference who will send letter of recommendation:

Name \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

Address \_\_\_\_\_

SUPPORTING DOCUMENTS TO BE SUBMITTED WITH APPLICATION: PROPOSAL COVER PAGE that includes the project title and the project abstract; PROPOSAL NARRATIVE (2-3 pages) that includes the project goals/objectives, project description, project outcomes/product, project timeline that shows regular interaction with the mentor, and an explanation of how this project will offer significant opportunities for the applicant's intellectual growth, above and beyond the requirements of any particular course or program; MENTOR REFERENCE FORM; LETTER(S) OF REFERENCE.

INFORMATION RELEASE: I hereby give my permission to release information concerning my financial aid and my academic performance to the Faculty Association Scholarship Selection Committee. The above information is correct to the best of my knowledge. If I am awarded this scholarship, I agree to turn in the results of my project by October 1 of the following academic year to the Faculty Secretary in Curtiss 300, as documentation of my work.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

MENTOR'S APPROVAL: I have reviewed the above application and support it.       Yes       No  
Is the activity funded by another source?       Yes       No

Signature of Mentor \_\_\_\_\_ Date \_\_\_\_\_

***SUBMIT THIS FORM TO THE FINANCIAL AID OFFICE BY FEBRUARY 24, 2012.***

**SVSU FACULTY ASSOCIATION ENDOWED SCHOLARSHIP  
PROPOSAL COVER PAGE FOR PLANNED ACTIVITIES**

<b>Project TITLE</b>
<b>Project ABSTRACT (60 word limit)</b>
<b>Project NARRATIVE</b>
Attach a 2-3 page (double-spaced, 1 inch margins, 12 pt. font) narrative that must include the following information:  A. Project goals/objectives;  B. Project description  C. Project outcomes/products;  D. Project timeline for completion (during 2011-2012) that details regular interaction with the mentor;  E. Explanation of how this project will offer significant opportunities for the applicant's intellectual growth.

**SVSU FACULTY ASSOCIATION ENDOWED SCHOLARSHIP  
MENTOR REFERENCE FORM**

\_\_\_\_\_ has asked me to be his/her mentor on the proposed project entitled \_\_\_\_\_.

**Student's Scholarly Abilities** (Please check the appropriate box per category)

<b>Performance Category</b>	<b>Outstanding</b>	<b>Above Average</b>	<b>Satisfactory</b>	<b>Below Average</b>	<b>Unacceptable</b>	<b>Unknown</b>
Quality of work						
Initiative						
Leadership						
Knowledge						
Skills & abilities						
Scholarly excellence						

**Student's Proposed Project** (Please check the appropriate box)

<b>Performance Category</b>	<b>Outstanding</b>	<b>Above Average</b>	<b>Satisfactory</b>	<b>Below Average</b>	<b>Unacceptable</b>	<b>Unknown</b>
Quality of proposed project						
Shows initiative						
Challenging						
Goals/Objectives						
Skills & abilities will be enhanced						
Promotes regular interaction with mentor						
Increases student intellectual growth						

Is the activity funded by another source?  Yes  No

If yes, please specify \_\_\_\_\_

Written recommendation regarding the student and/or proposed project (attach an additional page if needed):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name (Print): \_\_\_\_\_ Department: \_\_\_\_\_

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

