

## POST-BACCALAUREATE FELLOWSHIP

**Application Deadline for 2009-10 Fellowships: March 31, 2009**

### Program Description

Post-Baccalaureate Fellowships provide outstanding students an opportunity to advance their preparation for post-graduate study and work by 1) assisting a Monmouth faculty or staff member (sponsor) on a project that benefits the sponsor, the sponsor's department and/or the College more generally, and 2) taking additional courses to advance their education.

### Program Requirements

Fellowships are awarded on a competitive basis by the College upon recommendation of the Curriculum Committee, subject to the following conditions:

1. Fellowships are awarded for one or two semesters, to begin immediately after completion of the bachelor's degree.
2. Fellowships are available only to individuals who have been awarded a bachelor's degree from Monmouth College and are contingent on completion of all requirements for the Monmouth College B.A. by the date on which the Fellowship is scheduled to begin. Students who will complete degree requirements in May are eligible to apply for a Fellowship during the following academic year. Students who anticipate completing degree requirements by December and wish to apply for a Fellowship must do so by the Fellowship deadline the previous Spring.
3. The project undertaken for the Fellowship is conducted under the supervision of the sponsoring faculty or staff member. The project is expected to require an average of 20 hours of activity per week during those weeks when school is in session. The project should deliver direct benefits in one or more of the following ways: to the sponsor individually as a member of the faculty or staff (this includes teaching, scholarship and service for faculty and duties within the scope of assigned responsibilities for staff members); to the sponsor's department; and/or to the College more generally. Projects require the endorsement of the sponsor's immediate supervisor.
4. Fellowships are awarded with the understanding that the sponsoring faculty or staff member will assume responsibility for supervision of the project and Fellow during the period of the Fellowship.
5. Applicants propose an academic agenda for the tenure of the Fellowship. A Fellow may enroll in a maximum of seven and a minimum of three credits per semester and must register for courses only on a space-available basis. Audits are not permitted.
6. Academic work completed during a Post-Baccalaureate Fellowship may not alter the terms of the applicant's degree from Monmouth College (i.e. grades earned do not alter the GPA; no additional major, College honors, or Latin honors may be added to the original degree).
7. Tuition is waived for up to seven hours of credit during each semester of the Fellowship. The Fellowship (tuition waiver) may represent taxable income to the recipient and must be reported as such.
8. Fellowships are contingent on payment of all financial obligations to the College prior to the start of the Fellowship.
9. Fellows are not considered degree-seeking students and are not eligible for paid campus employment.
10. No health insurance or room and board funds are awarded as part of the Fellowship. All such expenses are the sole responsibility of the Fellow.
11. A report of the Fellowship (addressed to the Curriculum Committee), including a description of activities and their impact on the Fellow's future plans for work and study, must be submitted to the Office of Academic Affairs no later than the end of the last Fellowship semester.
12. A Fellowship can be terminated by the College if the Fellow fails to fulfill the requirements of the project, is not following through with the proposed academic agenda, or in any way jeopardizes the wellbeing of Monmouth College students, faculty, staff or programs.

Application Procedure

An applicant must submit a completed Cover Sheet with the following materials to the Monmouth College Office of Academic Affairs (Wallace Hall 1<sup>st</sup> floor) on or before the announced deadline in order to be considered.

1. A letter (addressed to the Curriculum Committee) from the sponsoring faculty or staff member a) describing the project to be completed and the benefits of the project to the sponsor, department and/or College; b) articulating the qualifications of the applicant for the project; c) stating that the sponsor understands and accepts responsibility for supervision of the project and the Fellow during the period of the Fellowship, and d) confirming that the project has the endorsement of the sponsor's immediate supervisor.
2. A letter (addressed to the Curriculum Committee) from the applicant describing his or her academic agenda for the Fellowship, including the courses the applicant wishes to take and the rationale for those courses, and b) how the project to be completed for the sponsoring faculty or staff member will enrich the applicant's preparation for post-graduate study and work.
3. A current transcript.

Cover Sheet  
2009-10 Post-Baccalaureate Fellowship Application

Applicant's Name \_\_\_\_\_ Sponsor's Name \_\_\_\_\_

Applicant's Campus Address \_\_\_\_\_  
\_\_\_\_\_

Applicant's preferred E-mail \_\_\_\_\_

Telephone/cell number at which applicant can be reached \_\_\_\_\_

Anticipated date of graduation \_\_\_\_\_

Major(s) \_\_\_\_\_

Minors (if any) \_\_\_\_\_

Period of the Fellowship: \_\_\_\_ Fall only \_\_\_\_ Spring only \_\_\_\_ both Fall and Spring

I understand that a Monmouth College Post-Baccalaureate Fellowship is awarded competitively under the conditions specified by Monmouth College. I have read, understand and accept the Program Requirements for the Post-Baccalaureate Fellowship.

I have attached a letter from my sponsor, a letter describing my academic agenda, and a copy of my current transcript to this Cover Sheet.

Signature \_\_\_\_\_

Date \_\_\_\_\_