HONORS UNDERGRADUATE FELLOWS PROGRAM

The Honors Undergraduate Fellows Program at Ball State University is designed to identify, recruit, and retain outstanding undergraduate students and to provide them and their faculty Mentors with enhanced opportunities for learning and participation in the academic enterprise. Close contact between outstanding students and productive faculty scholars has mutual benefits in that both are enriched by the experience; the student moves into previously unexplored academic areas, and the faculty member has the unique opportunity to share the enjoyment of research and learning.

Each student selected for the program will work approximately ten hours per week for fifteen weeks of each semester with a faculty member who will assume both the role and title of Mentor. A maximum of two semesters will be allowed any Undergraduate Fellow. Each semester the Fellow will work for one hundred fifty hours, for which he or she will be paid $1080*. Applicants may apply for an additional $300 in expenses, with justification. Approved expenses will be funded only if approved in advance and only by reimbursement, through University purchase orders, or direct purchase by the Honors College. The length of the appointment is based upon the nature of the proposed project. At the end of the experience, both the Honors Undergraduate Fellow and the faculty Mentor will be asked to submit an evaluation of the Program. Each student participating in the Honors Undergraduate Fellows Program will receive the designation of “Honors Undergraduate Fellow” on all official Ball State University transcripts.

*This amount may be changed if the minimum wage is changed.

In order to be eligible for an Honors Undergraduate Fellowship, a candidate should be enrolled in The Honors College, have attained sophomore standing (a minimum of 30 semester hours), have a GPA of at least 3.33, have completed two or more Honors core courses, and be enrolled for at least nine hours of credit for each semester during the term of the award. (Class enrollment is waived for Summer Fellowships.)

All Fellows are required to participate in at least one round table discussion of the Fellowship during each semester that the Fellow is funded. Fellows will be notified of available times. All full-time Ball State faculty members are eligible Mentors; others may serve as Mentors with approval of the advisory committee.

Proposals may be initiated by either students or faculty. The proposals are reviewed by the Honors Undergraduate Fellows Program Advisory Committee, composed of the Dean and Assistant Dean of the Honors College; one representative of Student Honors Council; and a representative of the Honors College Advisory Council. This Committee determines the eligibility of proposals submitted, based on the following general questions:

1) How will the proposed work experience enhance the student’s academic preparation and/or vita? For example, is there a unique research situation involved, or will there be a co-authored article which evolves from the experience?
2) What is the nature of the proposal? Is it one in which the Fellow plays an active and worthwhile part? What is the end result of the proposal? Is it complete in itself, or is it part of ongoing research?
3) Does the proposal warrant the proportion of the Fellow’s required time? Can it be completed in the time allotted?
4) Are the duties and expectations of the Fellow clearly stated?
Each proposal is assessed on its own merits. If the faculty member does not request a specific student as the Fellow, the Dean of The Honors College may attempt to match an appropriate student with the accepted proposal. If no student can be found, the Fellowship will not be funded.

Renewal of one-semester Fellowships is subject to review by the Honors College and availability of funds. The Faculty Mentor should send a written request and explanation to the Dean of the Honors College.

The Dean of The Honors College is the administrator in charge of the general operation of the Honors Undergraduate Fellows Program and has the responsibility for the selection of Faculty Mentors and Undergraduate Fellows. Any student or faculty member interested in the Honors Undergraduate Fellows Program should contact:

Dr. James S. Ruebel, Dean  
The Honors College  
Ball Honors House  
BA 104  
jruebel@bsu.edu  
**Deadline: March 23, 2015, 5:00 PM**
HONORS UNDERGRADUATE FELLOWS PROGRAM
STUDENT INFORMATION FORM

Circle Semester Requested (maximum of two):

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<th>FALL 2015</th>
<th>SPRING 2016</th>
<th>SUMMER 2016</th>
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One of the tasks of The Honors College in the operation of the Undergraduate Fellows Program is to serve as a “clearinghouse” to match the interests and abilities of potential Fellows with project proposals of Faculty Mentors. To that end it will help if you complete this form, in order that we may have it on file. You may, of course, update the form as many times as you wish.

If you are selected to be a Fellow, we shall contact you immediately and give you information about the Faculty Mentor with whom you may be working. **NOTE:** Completing this form is **not** a guarantee of selection. In addition, any research project undertaken as a Fellow using animal or human subjects must conform to Ball State University regulations regarding such research.

If you are selected to be a Fellow, it is your responsibility to inform the Honors College if you have another job on campus. This is so that we may inform Payroll and Human Resources. You also agree, if accepted, to participate in at least one group discussion of your project with other Undergraduate Fellows.

**PLEASE PRINT OR TYPE**

NAME___________________________________________________________________________________________

BSU ID.#___________________________________

BSU MAILING ADDRESS__________________________________________________________________________

PHONE________________________________ E-MAIL_______________________________________________

HOME ADDRESS_________________________________________________________________________________

PHONE_____________________________________

MAJOR______________________________________ MINOR________________________________________

OVERALL GPA (3.33 minimum) _________________ HOURS EARNED (Min. 30) ______________________

LIST HONORS COURSES TAKEN __________________________________________________________________

WORK AND/OR RESEARCH EXPERIENCE________________________________________________________________

_______________________________________________________________________________________________

_______________________________________________________________________________________________

TYPE OF WORK YOU WOULD PREFER TO DO AS A FELLOW OR THE MENTOR WITH WHOM YOU WISH TO WORK

_______________________________________________________________________________________________

_______________________________________________________________________________________________

SIGNATURE OF APPLICANT____________________________________________ DATE___________________

Return to: Dr. James S. Ruebel, Dean
Honors College – BA, room 104

**Deadline:** This form may be placed on file at any time; applications for specific projects are due
March 23, 2015, 5pm
HONORS UNDERGRADUATE FELLOWS PROGRAM
FACULTY MENTOR APPLICATION

Circle Semester Requested (maximum of two):

FALL 2015  SPRING 2016  SUMMER 2016

PLEASE PRINT OR TYPE

NAME__________________________________________________ TITLE________________________________

DEPARTMENT__________________________________________ CAMPUS PHONE_______________________

CAMPUS ADDRESS______________________________________ HOME PHONE_________________________

PROPOSAL TITLE______________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

REQUESTED UNDERGRADUATE

NAME________________________________________________________________________________________

MAJOR__________________________________________ MINOR __________________________________

OVERALL GPA (3.33 minimum) _________________

DESCRIPTION OF PROJECT

Using no more than two typewritten pages, specify the nature of the project to be undertaken and of the work the Honors Undergraduate Fellow would do. Please try, as much as possible, to write your description in “bright layman’s language” to facilitate the committee’s evaluations. Please include appropriate details with specific figures if you are requesting expense funding to a limit of $300. Approved expenses will be funded only if approved in advance and only by reimbursement, through University purchase orders, or direct purchase by the Honors College. Please provide a rationale for proposed expenses as related to the Fellowship.

NOTE: It is expected that research using animal or human subjects will conform to Ball State University policies and regulations regarding such research.

SIGNATURE OF FACULTY MEMBER_______________________________________ DATE________________

Return to: Dr. James S. Ruebel, Dean
Honors College – BA, room 104
Deadline: March 23, 2015, 5:00 PM