

Scholarship Week
Frequently Asked Questions for Faculty and Staff
2018-2019

What is Scholarship Week?

Scholarship Week: Celebrating the Research, Creative, and Service Accomplishments of MU Students is a weeklong conference that showcases and celebrates students' academic work inside and outside of the classroom as well as highlight faculty-student collaboration, across the University. This includes highlighting students' scholarly contributions in research, writing, service learning, clinical experiences (i.e. study abroad, internships), musical and theater productions, art exhibits, student development and leadership, student clubs etc. The 4th Annual Scholarship Week will take place April 22-28, 2019. All events are free and open to everyone.

What are the different types of activities that take place during Scholarship Week?

Hawk Talks: This is our signature event. Undergraduate and graduate students from all disciplines present their work through 5 to 7-minute TED-talk style presentations or a one-hour poster session for students who wish to participate in the University-wide event but do not want to present on stage. 2018 Summer Scholars are to apply to this event.

Service Learning Showcase: At this University-sponsored interdisciplinary poster session, undergraduate and graduate students critically reflect on their service learning courses and experiences in the local community to educate the campus community about the scope and impact of service learning initiatives in which faculty/staff and students are engaged.

Interprofessional Exhibition for the Schools of Social Work, Education, and Nursing and Health Studies: At this interdisciplinary poster session, the three schools highlight our students' research and practice reflections.

Arts Program: This includes any arts-related events, such as musical and theatre performances, art or design exhibits and displays, etc.

Open Classroom: This is any event stemming from a single class or class project or professor, including oral presentations, panel discussions, multimedia displays, poster sessions, etc.

Hess Excellence in Scholarship Series: This is the Leon Hess Business School's version of Hawk Talks. Undergraduate and graduate students from the school present their work in Ted-Talk style presentations or through posters.

Department or School Session: This is for events for a single department or school, including colloquiums, conferences, seminars, receptions, presentations, etc.

Outside of the Classroom Project/Presentation – Leadership in Action: This is any non-arts event that does not come from a class, department, or school. This may come from a student club, sports team, an ad-hoc group, etc.

New Type of Activity/Other: If your event does not fit in any of the above categories and has never been a part of Scholarship Week, it would be submitted here. We will first try to fit your submission in one of the categories above. Please ensure that it promotes work from academia: research, creative, writing,

service learning, the arts, design, clinical experiences (i.e. study abroad, internships), student development and leadership, and student clubs.

How can I, as a faculty/staff member, participate?

You can be a mentor to a student, encourage students to participate in an event, lead an open classroom with your class or some students, have your classes attend events, and/or serve as your department's Champion to the Scholarship Week committee.

How does the application process work?

The link to the application site is generally sent out to students, faculty, and staff in November or early December of the fall semester in order to include fall semester projects. The deadline for applications is generally early March of the spring semester, before spring break. Although you receive automatic confirmation from the application system, final confirmation and details are generally sent by the Provost's office at the end of March, after spring break. Materials for University-sponsored events are generally due two weeks prior to the event. You can access the application here:

<https://my.monmouth.edu/fyi/scholarship/Pages/default.aspx>.

A student or faculty/staff member may submit an application, depending on the type of activity. However, students must be involved with anything submitted to Scholarship Week. All submissions require a faculty/staff mentor who will receive a notice to approve the submission. All submissions also require an abstract of 300 words maximum, along with other basic information including name, year, major, etc.

The application requirements for each type of activity are as follows:

Hawk Talks: The submission must be completed by a student, but a faculty/staff mentor is required as a part of the application. Students applying to the Hawk Talk are required to submit a two-minute video summarizing their project as a part of their application. An electronic visual will be required to be submitted prior to the event. There will also be a required dress rehearsal.

Service Learning Showcase: The submission may be completed by a student with a faculty/staff mentor or by a faculty/staff member on behalf of their class, club, or group.

Interprofessional Exhibition for the Schools of Social Work, Education, and Nursing and Health Studies: The submission may be completed by a student with a faculty/staff mentor or by a faculty/staff member on behalf of their class.

Arts Program: The submission may be completed by a student with a faculty/staff mentor or by a faculty/staff member on behalf of their class, club, or group.

Open Classroom: The submission must be completed by a faculty/staff member on behalf of the class.

Hess Excellence in Scholarship Series: The submission must be completed by a student, but a faculty/staff mentor is required as a part of the application.

Department or School Session: The submission must be completed by a faculty/staff member on behalf of the department or school.

Outside of the Classroom Project/Presentation – Leadership in Action: The submission may be completed by a student with a faculty/staff mentor or by a faculty/staff member on behalf of the group.

New Type of Activity/Other: The submission may be completed by a student with a faculty/staff mentor or by a faculty/staff member on behalf of the group.

What are my responsibilities as a faculty/staff mentor?

All submissions require a faculty/staff mentor who will receive a notice to approve the application submission. Submissions should reflect clear preparation of top quality work and professionalism as it will be shown to the Monmouth and outside community and your abstracts will be used in programs and marketing materials.

Other responsibilities of a faculty/staff mentor differ depending on the type of activity:

Hawk Talks: Faculty/staff mentors are encouraged to help their student rehearse. Faculty/staff mentors will be required to submit the poster on behalf of the student if they are participating in the poster presentation portion. The University will cover the costs of printing the poster and will provide materials on the day of the event to hang up the posters.

Service Learning Showcase: The faculty/staff mentor will be required to submit the poster on behalf of the student(s). The University will cover the costs of printing the poster and will provide materials on the day of the event to hang up the posters.

Interprofessional Exhibition for the Schools of Social Work, Education, and Nursing and Health Studies: Students are required to bring their poster to the day of the event and present. The University will provide materials on the day of the event to hang up the posters.

Arts Program: The submitter/class/club/group is responsible for all aspects of the events including reserving the space and setting up the room and technology.

Open Classroom: The submitter is responsible for all aspects of the events including reserving the space and setting up the room(s) and technology.

Hess Excellence in Scholarship Series: The faculty/staff mentor will be required to submit the poster on behalf of the student. The School will cover the costs of printing the poster and will provide materials on the day of the event to hang up the posters.

Department or School Session: The submitter/department/school is responsible for all aspects of the events including reserving the space and setting up the room(s) and technology.

Outside of the Classroom Project/Presentation – Leadership in Action: The submitter/department/school will be responsible for all aspects of the events including reserving the space and setting up the room(s) and technology, but the Provost’s office can help coordinate.

New Type of Activity/Other: The submitter/department/school will be responsible for all aspects of the events including reserving the space and setting up the room(s) and technology, but the Provost’s office can help coordinate.

Why is Scholarship Week important?

Scholarship Week is university-wide, crosses all disciplines, and brings together the entire MU community to celebrate our students and their academic work. Students, faculty, and the rest of the MU

community are exposed to and learn about topics outside of their own disciplines. Supporting Scholarship Week as a faculty/staff member, whether participating in or attending an event, is important service to our students, the University, and the academic mission.

How can I incorporate Scholarship Week into my syllabus?

You may include the following information in your syllabi:

Scholarship Week: Celebrating the Research, Creative, and Service Accomplishments of MU Students is a weeklong conference that showcases and celebrates students' academic work inside and outside of the classroom as well as highlight faculty-student collaboration, across the University. This includes highlighting students' scholarly contributions in research, writing, service learning, clinical experiences (i.e. study abroad, internships), musical and theater productions, art exhibits, student development and leadership, student clubs etc. Scholarship Week is the 13th week of the spring semester, April 22-28, 2019.

If you are interested in participating, applications are due March 11, 2019. Applications require a 300-word abstract and a faculty/staff mentor to approve the submission. You may include me as your faculty/staff mentor for this class. Final approval and details of your participation will be confirmed by the Provost's office by March 29, 2019. The application site can be found here:

<https://my.monmouth.edu/fyi/scholarship/Pages/default.aspx>.

[The following statements are suggestions to incentivize the students to participate/present]:

Participation/presenting in Scholarship Week is X% of your grade.

Participation/presenting in Scholarship Week is X points of extra credit.

Participation/presenting in Scholarship Week is a course assignment.

[The following statements are suggestions to incentivize the students to attend events, even if they are not participating]

If you attend a Scholarship Week event outside of your major and write an X-word essay about what you learned, you can receive X points of extra credit.

Attending a Scholarship Week event outside of your major and writing an X-word essay about what you learned is X% of your grade or a course assignment.

What does a department Champion do and how do I become one?

Each academic department should have a Scholarship Week Champion who has participated in Scholarship Week in some capacity over the last three years. The Champion would have the following responsibilities. If you are interested in being this representative, please contact Katie Urmey in the Provost's office at kurmey@monmouth.edu.

- This person would receive information from the Scholarship Week planning committee and share it with their department.
- They should encourage students and colleagues to participate, present, and attend Scholarship Week events.
- They should be able to answer questions about Scholarship Week and direct inquiries to the Scholarship Week webpage (www.monmouth.edu/scholarshipweek) and application page (<https://my.monmouth.edu/fyi/scholarship/Pages/default.aspx>).
- They should promote Scholarship Week with marketing materials provided to them.