

**Student Scholarship Week**  
**Frequently Asked Questions for Faculty and Staff**  
2020-2021

**What is Student Scholarship Week?**

Student 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 highlights 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 6<sup>th</sup> Annual Scholarship Week will take place virtually April 19-23, 2021.

This year, Student Scholarship Week will be held virtually for the safety of our students and staff. Each day of the week will feature one theme/topic and on each day we will hold one live virtual event and showcase videos and posters online. Students and faculty are encouraged to submit proposed themes/topics and presentation formats. Interdisciplinary projects and events are preferred. The submission deadline for proposal abstracts is **March 5, 2021**.

**What is different about this year's Scholarship Week compared to years past?**

There are a couple of differences this year.

1. Scholarship Week will be held virtually. In order to maximize interaction with the virtual events and avoid overload, we are looking to create one key virtual event a day that highlights the best student scholarship. Ideally, students presenting on similar themes will be grouped into a singular day's event.
2. You no longer submit to a specific event. Due to the online nature of the week, many of the traditional events from years past (i.e. Interprofessional Exhibition, Global, etc.) will no longer group the presentations. The Scholarship Week Committee will organize presentations by theme.
3. Proposals will be submitted and approved using the eForm submission system. Both students and faculty can still submit proposal abstracts.

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

You can be a mentor to a student, encourage students to submit an application for a live event or asynchronous poster or video, organize a live event or asynchronous posters or videos with a student or class or group, have your classes view Scholarship Week submissions, 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 during 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 eForm application here: <https://my.monmouth.edu/fyi/scholarship/Pages/default.aspx> or here: <https://www.monmouth.edu/provost/student-scholarship/>.

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

What are my responsibilities as a faculty/staff mentor?

All student 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.

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:

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If you are interested in participating, applications are due March 5, 2021. 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 26, 2021. 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](mailto: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 (<https://www.monmouth.edu/provost/student-scholarship/>) and application page (<https://my.monmouth.edu/fyi/scholarship/Pages/default.aspx>).
- They should promote Scholarship Week with marketing materials provided to them.