



LEEP Fellows Program Information for Students

LEEP Fellows Program 2019

What is the LEEP Fellows Program?

- The LEEP Fellows Program is designed to provide students with the comprehensive pre- and post-project advising, support, and training they need to have successful summer opportunities and leverage those experiences for future opportunities. This includes:
 - Pre-project advising: What other types of opportunities might you pursue? What kinds of funding sources are available to you?
 - Pre-application preparation: Résumé review, along with proposal writing guidance and interviewing workshops
 - Pre-project preparation: Targeted training to provide you with the knowledge and skills you'll need to have a successful summer experience, via an end-of-semester boot camp
 - Summer support: Available to students, sites hosts, and/or faculty mentors to help deal with any issues that may arise
 - Post-project reflection: An opportunity to think about what you've gained and learned from your experience
 - Post-project preparation: Your experience doesn't end when the summer is over – there are opportunities to continue your skill-building and prepare for the future.

We fund:

- Problem-based projects that students complete during the summer working with an external organization. These projects should:
 - Offer real-world applications of course material
 - Allow authentic problem-solving experiences
 - Provide an opportunity to engage with others outside of Clark
 - Enhance mastery of the LEEP learning outcomes
 - Serve as a capstone, or culminating experience

What types of projects can I pursue?

There are many different types of projects a student can pursue:

1. Independent Research
2. Students may design/secure their own project using the resources of the LEEP Center, the Clark Community, or their own network.

Who can complete a LEEP Fellows project?

- Primarily juniors, though sophomores will be considered if 1) the project is developmentally appropriate; and 2) they can make a compelling case as to how the project relates to their future goals
- Previous LEEP Fellows are not eligible
- *Cannot be on social or academic probation*

How do I apply?

1. Talk with your intended faculty or staff mentor

2. Talk to a LEEP Center advisor
3. Have your résumé reviewed by Career Development
4. A) Apply to and secure the position; or B) Design your project
5. Submit your LEEP Fellows Program application – application portal opens in December 2018. This should be saved as one document. Please see the next page for application requirements

What will I do as a LEEP Fellow?

- Receive pre- and post-project advising, preparation, and support
- Attend a LEEP Fellows boot camp
- Attend a pre-departure meeting if you plan to travel abroad
- Submit a final reflection and final report
- Participate in post-project workshops
- Participate Fall Fest or Academic Spree Day
- Receive transcript designation as a LEEP Fellow

LEEP Funding

How do I receive LEEP funding?

- A stipend of up to \$2500 may be available*
 - Students who secure a paid opportunity are only eligible to receive LEEP funding if their total compensation is less than \$2500
 - Students will need to apply for funding and funding decisions will be made by a faculty committee
- No student will receive more than \$2500 of LEEP funding; no double-dipping is allowed

**Receipt of outside funds may lessen or negate Clark funding*

When will funds be disbursed?

- Funds will be distributed in June and cannot be disbursed earlier; please plan accordingly

What other sources of funding are available on campus?

- A list of alternative funding sources is available online and in the LEEP Center

What are the deadlines? When will I know if my application has been accepted?

- LEEP Fellows application opens December 3
- There are two deadlines: Friday, March 1 and Friday, April 12
 - Students can expect a decision within 2-3 weeks of the application deadlines

What about...?

- Studying abroad
 - Students studying abroad are eligible for LEEP Project funding
 - Interviewing may be difficult as it may need to be done over skype. It is important that you have internet access!
- International students
 - International students who are working off campus will need to get academic credit and obtain work permission from ISSO
- Completing Projects Abroad
 - All travelers (except students enrolled in formal study-abroad programs) are required to register their travel plans with the University through the online registration form.

Frequently Asked Questions

	Is it a LEEP Fellows Project?	Can I receive LEEP funding?
<ul style="list-style-type: none"> • <i>I am applying for an internship I found on my own. Can I receive LEEP funding?</i> • <i>I want to complete my own project. Can it be a LEEP Project?</i> • <i>I am completing a project for which I am receiving other funds (Steinbrecher, NOAA, HERO, etc). Can I also be a LEEP Fellow?</i> • <i>I found an opportunity listed in the Clark Recruiter to which I'd like to apply. Can it be a LEEP Project?</i> 	<p>Yes, you can apply for funding so long as your internship/project meets the following criteria: there is a clear project deliverable; you have the support of a faculty mentor; you will be working with/at an external organization; and there are defined, beneficial outcomes for you.</p>	<p>You can apply to receive up to \$2500 in LEEP funding so long as you are not receiving more than that from the host organization and if you are also applying for a "self-designed" project and the LEEP Fellows program.</p>

Application

This section of the application should be in one document, saved as a pdf. There is a location to upload this document in the application portal. Be sure to save it according to the instructions (please use your first initial, last name, and name of document)

- **Abstract** (150 words or less) - The project abstract provides an executive summary of the project. It should open with a statement of what you will be doing, followed by an explanation of how you will do it. Next you should state why you are doing it – what is the intellectual or practical merit? End by describing what you hope to achieve (i.e., identify the project deliverable) by the end of the project.
- **Project description** – *up to 4 pages, double-spaced* - The Project Description provides details of the project, and describes how it will be implemented. Below is a suggested format. Note that it follows the structure of the abstract, with elaboration on each sentence.
 - Introduction. Open with a description of what you'll be doing for your project. State the problem, puzzle, or project goal.
 - Approach to your project. Follow this section with a description of how you'll complete your project. Discuss your benchmarks and processes in detail as best you can.
 - Support for the project, and academic connections. Next, discuss why the project is important. What is it about your project that has scholarly and practical significance? What academic or scholarly resources to you expect to consult over the course of the project? What connections to coursework do you expect to make?
 - Outcomes (or, Expected Findings). End by describing both the personal and project-based outcome(s) of your project. For the project: What are some tangibles or deliverables that you will be able to demonstrate your work at the end of the project? For you: What will you get out of this experience? For example: Fall Fest presentation, presentation at

regional/national meeting, journal publication, fellowship proposal, senior thesis, career development, practical experience, etc.

- What is the project deliverable?
- The order of these sections may be switched (e.g., the literature review section can precede the methods), and other relevant sections added, so long as each section is clearly identified.
- **Preliminary bibliography** – *approximately one half-page*
 - What academic resources will you rely on to help you complete the project?
 - Provide a list of articles, books, and other scholarly resources that were consulted as you crafted the project description and/or you plan to use to complete your project
 - This section may be itemized.
- **Budget and budget justification** – *approximately one half-page*
 - Financial description of project and any explanatory notes
 - Provide details of how you will use the money
 - Consider things like: supplies, transportation, housing, and food
 - See section on budget below for details
 - This section may be bulleted, or presented in table format.
- **Timeline and benchmarks** – *approximately one half-page*
 - What are the benchmarks for the project? What is your timeline for meeting these benchmarks and for completion of the project?
 - Benchmarks break the project into stages. Think: What is the first step? How do later steps depend on previous steps? How long will each step of the project take? At what points will you report back to your site supervisor or faculty mentor?
 - This section may be presented in table format.
- **LEEP essay** – *up to 2 pages, double-spaced*
 - All students submitting a LEEP Fellows application must respond to the following prompt:
 - Why do you want to complete a LEEP Project? Why do you want to complete *this* LEEP Project? Why is this experience right for you at this particular juncture in your college career?
 - As you answer these questions, consider what in your past academic, co-curricular, and extracurricular experience leads you to this particular project. Think about what you hope to gain – both personally and professionally – by completing this project. Finally, end by stating how you think you will be able to demonstrate your accomplishments upon completion of the project.
 - This section should be written as a narrative.

Please be prepared to answer the following questions in the application portal:

- LEEP Fellows project title
- Project start date
- Project end date
- Estimated hours per week
- Type of organization (employer, community partner, Clark department, other)
- Name of sponsoring organization or Clark department
- Location (address and website) – if this is not the primary location you will be working or completing your project, then you will also be asked to include that location as well.
- Name, email address, and phone number of your Faculty Mentor
- LEEP Project Supervisor (if applicable)
- Amount of funding you are requesting (please just list the total amount you are requesting)
- Other possible compensation you will be receiving