SCARP POLICIES 2021-22

Projects

Applications for all campus disciplines are welcome. All project descriptions should clearly explain to a non-expert what the project is and how it is a clear example of scholarship – research or creative arts – in that field. Projects should not replicate employment-based opportunities, but allow students to delve into the opportunity to explore knowledge in their field. Based on Boyer's model, this could be scholarship of discovery, integration, teaching & learning, or application.

Given the student-centered nature of the program, it must be made clear in the proposal what the student will be doing on the project, not simply what the project is. If there are multiple students involved in the project, note what they will each be doing to clearly illustrate each student's professional development.

Participants

Only those who are employed full-time by the College may serve as SCARP mentors and receive funding through the program. Mentors are typically faculty members due to the focus on scholarship, but in limited circumstances might be staff as well. Only students who are current undergraduate students can participate, thus students who will be graduating in May are not eligible. In rare circumstances, an August graduate may be appropriate; contact the SCARP organizer to discuss this.

Mentors do not have to name the specific student participant(s) in the proposal, but will need to submit that information by third week in March. If a specific student is not identified, please note how you plan to recruit them. Student-developed projects do need to have a named mentor who submits the proposal.

Requirements

Student requirements

Students are to work full-time (37.5 – 40 hours) on their project during the project time period, though when these hours are scheduled may vary depending on the needs of their project and should be developed together with the mentor. During the course of their project, all students will be required to:

- Submit documentation of their Responsible Conduct of Research training
- Participate in the common experiences to the best of their ability
- Present their work at the Landmark Summer Scholarship Symposium held in late July (typically)
- Submit their final work to JayScholar
- Complete a final reflection on their experience

Mentor Requirements

Mentors are expected to be available on a regular basis to guide students in their scholarship. There should be an ongoing thoughtful mentorship plan to help the student develop as part of the scholarly community. A clear mentoring plan with supervision described and potential topics of conversation is to be submitted as part of the application. This mentoring plan should be linked with the outcomes of project and purpose of SCARP.

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Start/end dates and length of projects

Projects may begin the Monday after finals but should definitely commence by the Tuesday after Memorial Day in order to provide a common experience for students. Projects may then run until 2 weeks before classes start for students living on campus. Mentors should ensure the length of projects is sufficient for students to complete all tasks and requirements within the time period they are being paid to do so. Thus, the minimum length of a project is recommended to be 4 weeks and the maximum as 12 weeks.

Student location

Students may be located on campus or remotely, depending upon mentor approval. On campus is preferred to help build the scholarly community, but it is recognized that this may not be the most appropriate location for every project and person. However, all students are <u>required</u> to participate in the Landmark summer scholarship conference (typically held in person at the end of July) and mentors should assure that students will be able to do so.

Budget

All expenditures should be included in the proposed budget. SCARP funds can be used to pay for the following: student stipend; mentor stipend; project-related travel; and room & board for on-campus students. Supplies cannot be funded by SCARP; this includes both physical supplies as well as human (i.e., research participant compensation). Since travel to the Landmark conference is coordinated and paid for by SCARP, reimbursement is not available for either students or mentors for this.

Approved projects with non-SCARP funds will be asked for those budget lines and amounts to be transferred after approval.

Mentor stipends

Mentors are to be paid a weekly stipend of $125 for each student they supervise, up to a maximum total of $2500 from SCARP funds. Mentors are encouraged to limit themselves to two students in order to ensure high-quality scholarship mentoring and support.

Student stipends

Students should regard this SCARP project as full-time employment and spend 37-40 hours per week working on it. The specific hours can be scheduled in consultation with the mentor, depending on the needs of the project. In compensation they will receive a weekly stipend of $380, in addition to room and board if they are living on campus (see below).

Vacations

SCARP strongly discourages student vacations in mid-project for on-campus students as room and board costs must continue to be paid. Thus, SCARP will not pay any participant costs (stipend, room, or board) during a vacation during the program. Because room costs must be paid even if a student is on vacation, the student will be billed for this cost.

Travel

SCARP will reimburse participants for project-related travel costs at the current mileage rate set by the College if included in the approved project budget. Mentors should assure that students submit mileage

reimbursement requests on the College's travel form. Reimbursements should be submitted by the end of June for travel in that fiscal year and then at the end of the project for travel after July 1.

Housing

On-campus housing should be included in the budget if the student will be completing an in-person project and living on campus to do so (as opposed to a remote project or commuter student). The budget should include food and housing starting the day before a student's project begins and end the day following their last day ($120 per week per student).

Food

The budget should include the cost of on-campus food for SCARP students. The meal plan will be activated the day before a student's project begins and will end the day following their last day. As part of the standard plan, students receive $15 a week in JayBucks, Students also receive an additional $10 a week to help with food if the Marketplace and Jay's Nest are closed over the weekend for a total of $135 per week per student.