SUNY POTSDAM PRESIDENTIAL SCHOLARS PROGRAM APPLICATION

Due: Thursday, October 13, 2016 by 4:00 pm
Completed applications are due to the Presidential Scholars Office, 309 Dunn Hall or by email to Bonnie Lawrence <lawensbs@potsdam.edu>

Application Checklist.

I certify the following documents are included in this email.

Application       ___ Yes   ____ No
Essay              ___ Yes   ____ No
Timeline           ___ Yes   ____ No
Budget             ___ Yes   ____ No
BearDen Transcript ___ Yes   ____ No

Names/contact information for Recommendation Letters (2)       ___ Yes   ____ No
(Note: your recommender will forward the letter directly to the Presidential Scholar’s Office)

You are welcome to meet with any member of the Presidential Scholars Steering Committee for more advice on formulating your project and writing your application.

If you have questions related to the purchase of resources or equipment for the project per your budget, please see the Director, Dr. Kelly Bonnar (bonnarkk@potsdam.edu), as some restrictions may apply.

We encourage you to seek advice from within your discipline and from the committee.
Part I.

NAME: ID #: 

CAMPUS ADDRESS: 

HOME ADDRESS: 

E-MAIL ADDRESS: PHONE #: 

MAJOR(S): 

MINORS(S): 

CLASS YEAR: HOURS EARNED AT SUNY POTSDAM: 

TRANSFER HOURS EARNED: GPA: 

EXPECTED DATE OF GRADUATION: 

(PLEASE ATTACH TRANSCRIPT, which may be downloaded from BearDen) 

TITLE OF PROJECT:
Part II.

RECOMMENDATIONS

Your application requires 2 confidential letters of recommendation from faculty members. Please have your recommenders email those letters directly to Presidential Scholars via Bonnie Lawrence (lawrenbs@potsdam.edu) or mail them to the Presidential Scholars Office (309 Dunn Hall).

Please note: If your mentor is someone other than a faculty member, we would like an additional letter of recommendation from this individual.

Please indicate the faculty name and connection with you below. A form for these letters, which you must waive your right to see, is attached below. Print two copies of this form, one for each recommendation. It is particularly helpful if you share a final copy or draft of your Essay with the recommender, so the person can write knowledgeably about your plans.

Recommendation no. 1
Name:
Relationship to applicant:
Phone:
Email:

Recommendation no. 2
Name:
Relationship to applicant:
Phone:
Email:

Resource people (names and department, or place of employment): Below, please list the resource people involved in the project (including names), and describe their role in the project.
Letter of Recommendation

This form should accompany your letter of recommendation.

Name:

Relationship to applicant:

Address:

Phone:

Email:

STUDENT

I agree to waive my right to see this letter, and give the recommender permission to use confidential information (e.g. grades) in this recommendation letter.

Name of Student:

Student Signature:

Date:

RECOMMENDER

In your letter, please note how long you have known the applicant and in what capacity. Also comment on the student's ability to carry out a Presidential Scholars project. If you are involved in the project, please explain how. If not, please tell us about what you know about the student's experiences and character that would allow them to carry their project through to completion?
Part III.

ESSAY

Students in the Presidential Scholars Program will complete an independent/creative endeavors project by the final semester of their senior year. The project may be an outgrowth of research/creative endeavor within the major, an interdisciplinary proposal, community related, or combine personal interests with an academic, intellectual, and creative component. The project is expected to contribute to a field of academic interest and to the student's horizons outside the classroom.

Please submit an essay of **350 words or less**, in which you explain your proposed project and research questions, with an emphasis on the following:

1. The purpose of the project and how it relates to your academic and personal goals
2. The goal of the project and potential venues for demonstrating that you have met that goal
3. The research methods used to pursue the project and the significance of the work within the academic community
4. Also include a statement about how you will present your work:
   - Consider how you will show your project to the academic community, or how it will be presented elsewhere.
   - Possibilities for demonstrating your work on campus include setting up workshops/demonstrations, displays, creating a video and showing it, teaching demonstrations, or presentations of a paper or poster.
   - Off-campus presentations may occur at regional or national meetings in one’s discipline. One of the most important parts of the project is determining what your outcome will be.
5. Describe any skills you need to acquire to complete this project (such as coursework, software skills, or other) and your plans to build these skills.
6. Your essay should note relevant experiences or other activities, similar to your project proposal are beneficial. Experiences could include class projects, hobbies, jobs, volunteer work, or other extracurricular activities. Explain any past experiences that contribute to your project.
   - Note: If you need advice or supervision from non-teaching individuals, either on-campus or off, please talk to them while you are formulating your project statement. Ask these individuals to write a letter of recommendation (in addition to the two faculty letters of recommendation) that specifically mentions your project, their assessment of your ability to complete the project, and their role in your project: this specificity makes a letter much more useful.

**Essay objectives:** in your essay, you need to convince the Presidential Scholars Steering Committee of these main points:

- You have an independent research/creative endeavors project that contributes to your educational growth and to the academic community,
- You are capable of pursuing the project independently of your academic coursework,
- You have developed a strong plan to carry out your project, and
- You have the skills to complete this project in the time allotted.
Tips for Coming up with A Project
Former Presidential Scholars projects have involved written stories and plays, recreated archaeological materials or studied sites, developed school curricula, researched diseases or other scientific questions, created works of art, and demonstrated their unique interests through their projects. Projects are possible in all disciplines. Check out Current and Past Projects for summaries of earlier projects.

Proofread: Once you have written your essay, proofreading your application is a critical step in the process. Finally, have others read over the final draft of your essay. Typographical errors and poor grammar are not characteristics of the high-quality work expected of Presidential Scholars. Some common problems include:

- Noun-verb agreement
- Use of contractions (formal writing doesn’t use contractions).
- Incorrect use of apostrophes
- Spelling (their and there are not caught by spellcheckers).
Part IV.

THE TIMELINE

Projects must have a timeline that explains the process and important steps you will take to complete the work. Once you have decided on a project, before you write your essay, write out a timeline semester by semester, taking into account when and where you can devote more time to the project, based on your course load and other time considerations. Here is a general outline of the how the application process works:

- Presidential Scholars are admitted into the program during the fall semester.
- Shortly after they are notified, Scholars meet with their assigned advisor to plan their project.
- Students can begin to use their funds once they and their advisors have agreed on a plan; this is the beginning of your timeline.
- Presidential Scholars present their projects at a mandatory Colloquium in April of their senior year, which marks the culmination of the project. Your timeline ends with this presentation.

Give a short description of your research/creative endeavors project goals, semester by semester (6 semesters, if you are a junior, and 8 if you are a sophomore). These can be typed in one or two lines each.

FALL

SPRING

FALL

SPRING

FALL

SPRING
Part V.

BUDGET

Attach a fairly specific itemized budget (as much as possible), including the cost of materials and travel expenses. A budget of materials, other expenses and the cost (there is a $600 stipend per year for project related materials and travel; some limitations may apply.) In creating your budget, please specify all anticipated expenditures associated with your Presidential Scholars project. The items you list must directly correspond to the project and timeline you have detailed in your essay. Make sure to include any shipping and handling charges for materials or supplies. If you are applying for travel expenses, include estimated charges if you have not yet made arrangements.

Suggested Budget Template:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>SOURCE</th>
<th>COST</th>
<th>TAXES + S/H</th>
<th>AMOUNT</th>
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ESTIMATED TOTAL AMOUNT OF FUNDING BEING REQUESTED

2. Budget Justification: Justify the cost of the items and the reasons why the items in your budget are necessary for your project proposal.