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CURC Fellowship – General Information

Students who want to extend their learning initiatives beyond the classroom by engaging in their own and learning from others’ research and creative endeavors can become Methodist University CURC Fellows. The pathway to becoming a Methodist University CURC Fellow is intended to be intense and rigorous to highlight the strengths of the driven, motivated, and hardworking future professionals willing to accept the challenge. Upon completion of the program, the successful students will have a portfolio of their work, which they can discuss and share with possible employers or graduate school faculty, along with an experience that sets them apart from their peers at MU and other institutions.

Condensed timeline

Time frame	Action items
Freshman year	Begin talking to faculty about their research and/or your research interests.
Beginning 2 nd semester sophomore year	A faculty member must nominate you to become a CURC Fellow Candidate. (GPA requirement = 3.0)
Following faculty nomination	Submit application
During CURC Fellowship candidacy	Complete all Fellow candidate requirements
End of 2 nd semester junior year	Apply to become CURC Fellow after all Fellow candidate requirements are completed. (GPA requirement = 3.0)
Senior year	Continue completing CURC Fellow requirements
2 months before expected graduation	Submit application to receive Certificate of Completion
Graduation	Graduate Methodist University as a CURC Fellow!

How does the process work?

Freshman will be registered for a First Year Seminar (FYS) course, during which they will learn about the different pathways of the Methodist University Journey. At this point, students should begin discussing the possibility of engaging in research with a faculty member. During the second semester of their sophomore year, students can be nominated for and then apply to the CURC Fellow program. Students are encouraged to approach a member of the Methodist University Faculty to discuss their potential nomination and research opportunities.

Once students are nominated by a faculty or staff member, they will accept the nomination by submitting a CURC Fellow Candidate application. After review of the application, the CURC will notify the student of the decision. Those who are accepted can begin completing the requirements which include the following: (a) attending a series of events that are focused on

research and creative projects, (b) writing a series of essays that reflect their thoughts and opinions on the events they attend, (c) registering for at least 2 semester hours (but no more than 4 semester hours) of independent study projects (course number IDS 2990), (d) designing and conducting their own research and/or creative project with their faculty mentor, and (e) presenting the material at the annual MU Research Symposium.

During the process of the Fellowship candidacy, students will create and continually update a CURC Fellow Candidate portfolio. This portfolio will be comprised of the student's reflection essays, independent study projects progress, as well as a comprehensive list of research and creative project events the student has attended. This portfolio will remain in the Candidate's possession over the course of the semester, but the student will submit it for review at the end of each academic semester. The portfolio will be filed in the office of the Director of the CURC.

At the completion of the Candidate's second semester of his or her junior year, he or she can apply to become a CURC Fellow. The Candidate's application will be comprised of an updated and completed portfolio, as well as a completed Fellow Application that will focus on the plans that the Candidate has to complete the CURC Fellowship.

Once accepted as a CURC Fellow, the student will complete the following: (a) update his or her portfolio, reflecting on and explaining all events in which he or she participates or attends, (b) complete 4 – 6 semester hours (but no more than 8 semester hours) of a Fellow-specific 4990 Independent Study course (IDS 4990) in their desired discipline, and (c) present at the MU Symposium and at least one off campus forum.

To graduate as a CURC Fellow, students must apply for the Certificate of Completion during the final semester of their senior year. This application must be filed with the MU Journey office at least 2 months prior to the Fellow's expected graduation date. The Certificate will be dependent upon satisfactory completion of the portfolio, as well as all requirements of the CURC Fellow's program.

Check sheets

On pages 5 and 6 you will find the check sheets that show the requirements students must complete for each portion (Candidate and Fellow) of the CURC Fellow's Program.

Creation of your Portfolio

The student's Candidate and Fellow's portfolios will consist of the following:

1. Items that show proof of attendance at programs and events.
2. Reflection essays about the attended events. (Further information regarding the content and format of the reflection essays will be provided upon acceptance into the Fellow's Candidate program, as the essays will be tailored to guide the student during their maturation as a CURC Fellow.)
3. Short and long term goals as discussed with faculty mentors. (Goal planning and progress will be assessed during the entire Fellowship process).
4. Abstracts, summaries, and/or copies of student projects.

CURC Fellows Candidate Nomination Form

Instructions:

The following information must be provided by a Methodist University Faculty member. This information is intended to nominate an undergraduate student who is enrolled as a full-time student at Methodist University. The student is required to have a cumulative GPA of ≥ 3.0 at the time of the nomination. Upon submission to the Methodist University Journey (MUJ) office, the MUJ coordinator, Suzanne Langley (slangley@methodist.edu) or, the CURC Director, Clay Britton (clbritton@methodist.edu), the student will be notified of their formal nomination. The student will then have the opportunity to accept the nomination and become a CURC Fellow Candidate.

General information about the CURC and CURC Fellowship can be found on the Methodist University website through the MUJ link.

Faculty/Staff Information:

Name:

Position:

Do you wish to remain anonymous to the student?

Nominee Information:

Student name:

Student ID number:

Student email address:

Classification (circle one): Freshman Sophomore Junior Senior

Please include a brief (<500 words) summary of why you are nominating this particular student to become a CURC Fellow Candidate.

Note: Students are encouraged to approach faculty and/or staff members to discuss their potential nomination.

CURC Fellowship Program Check Sheets

Requirements for CURC Fellow's Candidate

(Intended for completion during junior year)

GPA: _____ (≥ 3.0 required; *note*: < 3.0 , student will be removed from the program.)

Research Component

Attend at least two student-based presentations:

1. _____
2. _____

Attend at least three faculty and/or guest speaker presentations:

1. _____
2. _____
3. _____

Creativity Component

Attend at least two student-based performances and/or shows:

1. _____
2. _____

Attend at least three faculty and/or guest speaker performances and/or shows:

1. _____
2. _____
3. _____

Student-Specific Component

Number of semester hours of Independent Projects (IDS 2990) _____ (≤ 4 s.h.)

Faculty Mentor(s):

Title/Focus of Project:

Presentations:

MU Symposium:

Year(s):

Title(s):

(Optional) Off campus:

Year(s):

Conference:

Type of presentation:

Title:

(Optional) Additional research and creative project events attended:

Requirements for CURC Fellow
(Intended for completion during senior year)

GPA: _____ (≥ 3.0 required; *note*: < 3.0 , student will be removed from the program.)

Research Component

Attend at least one student-based presentation:

1. _____

Attend at least two faculty and/or guest speaker presentations:

1. _____

2. _____

Creativity Component

Attend at least one student-based performance and/or show:

1. _____

Attend at least two faculty and/or guest speaker performances and/or shows:

1. _____

2. _____

Student-Specific Component

Number of semester hours of Independent Projects (IDS 4990) _____ (≤ 8 s.h.)

Faculty Mentor(s):

Title/Focus of Project:

Presentations:

MU Symposium:

Year(s):

Title(s):

Off campus:

Year(s):

Conference:

Type of presentation:

Title:

(Optional) Additional research and creative project events attended:

Portfolio Requirements

Students need to include the following in their portfolio:

- Faculty nomination letter
- Student acceptance letter
- Updated check sheets
- Letters of Promotion or Concern from CURC
- Reflection essays (see pages 8-9)
- Letters of support from faculty/staff mentor
- Copies and/or Images (i.e., whichever is acceptable for the student's discipline) of completed research or creative projects

The student is responsible for keeping the portfolio updated and professional in appearance. It is recommended that the portfolio be organized in a three ring binder. All responses must be typed.

Fellow Candidates must submit their portfolio for review at the end of their second semester junior year. At that time the CURC Advisory Board will review the student's work, and notify the student of the decision before the beginning of the Candidate's senior year.

Candidates who are promoted to full Fellow will continue to update their portfolio until completion of all Fellowship requirements. Completed portfolios will then be submitted for final review to the CURC Advisory Board. Fellows whose portfolios are accepted will earn their Certificate of Completion.

Reflection Essays

Reflection Essay 1 *(to be included in portfolio as first element)*

- The first element in your portfolio should be a 2-3-page typed, double-spaced paper (12-point type) in which you reflect on your hopes and plans for your fellowship. Why did you decide to become a Fellow Candidate? What is the project you hope to complete? How will the project contribute to your educational, professional, and/or personal goals? (Please address all three.)
- Also, comment on the scholarly and creative events you will be required to attend as a Fellow Candidate. What kinds of events will you attend, and what do you expect to gain from attending these events?

Reflection Essay 2 *(to be completed at the end of the candidacy period)*

- At this point in your progress in the Fellows program, you have attended a variety of creative and scholarly events and have worked with a member of the faculty, in IDS 2990, to design and begin your own research or creative project. Begin this essay with a brief description of the status of your project: where does your project stand at this point, and what remains to be done? Then consider the following questions and answer as many of them as seem appropriate.
- As you look back over your candidacy period, consider the following: How has your experience as a Fellow Candidate compared with your expectations? What problems have you encountered, and how have you resolved these problems? What has worked well? What do you consider the most rewarding aspect of your experience thus far, and how so?
- As you look forward to being a Fellow, think about the following: What will be the most challenging parts of the experience for you, and why? What parts of the experience are you most excited about, and why?

Reflection Essay 3 *(to be completed at end of fellowship):*

- Begin this essay with a brief description of your final project.
- Then address the following questions:
 - Would you like to pursue this project further, either in graduate school or on your own? If so, what remains to be done?
 - How has your participation in the Fellows program supported your educational, professional, and career goals? (Please address all three.)
 - Do you have any suggestions for improving the Fellows program at Methodist University? If so, please describe them.

Reflection essays to be written after *every* event attended:

A. Creative event: In a 1-2-page typed, double-spaced paper, do the following:

- Describe the program. What was the title of the presentation, if any? When and where did it take place? Who was/were the featured artist(s)? What happened?
- Summarize what you learned from the event. You might have learned something about the art form presented, something about art or creative expression in general, something about your own tastes and proclivities, something about what does and does not make for a good presentation, etc. Be attentive to your own reactions as well as the event itself. Feel free to describe more than one thing learned from the event.
- If you had the opportunity, would you attend a similar event in the future? Why or why not? (Be honest here; no one's keeping score.)

B. Scholarly/Academic event: In a 1-2-page typed, double-spaced paper, do the following:

- Describe the event. What was the title of the presentation, if any? When and where did it take place? Who was/were the featured presenter(s)? What happened during the event?
- Summarize what you learned from the event. You might have learned something about the subject addressed in the presentation, something about scholarship in general, something about your own tastes and proclivities, something about what does and does not make for a good presentation, etc. Be attentive to your own reactions as well as the event itself. Feel free to describe more than one thing learned from the event.
- If you had the opportunity, would you attend a similar event in the future? Why or why not? (Be honest here; no one's keeping score.)