

MEMORANDUM

DATE: September 16, 2006
TO: SCT Faculty
FROM: Tom Jacobson, Senior Associate Dean
RE: Faculty Development Stipend

Increasingly, a number of SCT undergraduates are presenting their research endeavors and creative works at a number of conferences. Of course, this development reflects very nicely upon all of us and the efforts of such dedicated students should indeed be noted and admired.

Upon suggestion from the Dean and in conjunction with the Office of the Vice Provost for Academic Affairs, a new policy has been created in order to assist undergraduate students with deferring the costs of travel associated with the presentation of academic work:

- 1) The Vice Provost of Academic Affairs will contribute matching funds up to \$1,000 for an undergraduate's travel expenses, splitting the cost 50/50 with the School.
- 2) Any and all undergraduate travel must be approved prior to departure. Forms will mirror those currently utilized for faculty and graduate travel, which are available on the SCT Portal.
- 3) Funding will be made available for travel to significant conferences. Departments are asked to submit a list of important conference venues prior to student travel.
- 4) All undergraduate travel must be arranged through Temple approved travel agencies with any and all additional policies in place, including aspects of per diems, receipts, signatory approvals, etc.
- 5) Students must be matriculated students at the time of acceptance and presentation of accepted work. Students will be expected to submit a brief report concerning their experiences along with all applicable post-travel paperwork.

This policy is a great means for our undergraduates to represent our School and University in a number of venues, a welcomed means for our students to be able showcase even more of their amazing talent and abilities.

If undergraduate students are interested, please advise them to do the following:

- 1) Write to your chair explaining what you wish to do and how it will benefit your study in the department's curriculum. Ideally, conference attendance will be beneficial to your research and/or creative work, but it is most important that it first tie to your overall academic goals.
- 2) Ask the department chair to provide a written endorsement to the Senior Associate Dean's office. The chair's note should explain specifically how your conference attendance will benefit the department and yourself, and state the Chair's endorsement of the request.
- 3) Explain the importance of this conference both to your own development and to the field of your study as whole. Relate conference attendance to your eventual academic, career, or personal goals.
- 4) After attending the conference, you will be required to submit a short summary report to the Dean's office showing how you integrated what you learned into your studies. Include a copy of the conference program to highlight your attendance and your experiences.

This report should be submitted no later than 30 days after conference attendance. The Dean's office will circulate your report to pertinent faculty and departments so others may benefit from what you have learned. If there is sufficient interest, you may be asked to speak about it.

The funding is available on a rolling basis, i.e. you may apply at any time. A single student travel stipend will be available per calendar year. The stipends are awarded at the Dean's discretion. The number available in any given year will vary depending on the School's resources.