

GUIDE FOR WRITING A SUMMER FELLOWSHIP REPORT

I. Introduction

Summer Fellowship Grants are designed to support the scholarly activities of ETSU undergraduate students, specifically in terms of providing a stipend (plus limited support funds) for an immersive research experience during the summer. The Office of the Provost and the Honors College are pleased to provide fellowships to support undergraduate research and creative activities. In return awardees are asked to provide a brief report shortly at the conclusion of the summer.

II. Elements of the Report

The report need not be overly lengthy. Several paragraphs could suffice.

The report should contain certain “boilerplate” items, including:

- Name of the awardee.
- Name of the faculty mentor and Department.
- Title of the project.
- Period of time in which the activity took place.

An example:

Awardee: Jane Doe
Faculty Mentor: John Smith
Department: Curiosity & Inquisitivity
Conference title: The Art of Michelangelo
Sponsor: Michelangelo Society
Dates: 00/00/00 to 00/01/00

The report should provide

- an overview of the project,
- a description of the results (if any),
- a description of ongoing work (if any),
- a description of any publications or presentations, or plans for such,
- a description of relevance and impact of your participation in the project for your studies and/or career goals (for example, how the experience has inspired, motivated, or assisted you).

Again, a few paragraphs will usually be adequate (in addition to the boilerplate items). Figures and tables can be included along with appropriate captions and/or description.

The entire report should generally not exceed three pages of written text, using typical page margins and standard font size (11pt or 12pt); the actual length accounting for the written portion along with any figures, tables, and bibliography (as appropriate) should not exceed five pages. No more than three pages written; no more than an additional two pages for non-narrative items. If desired, a sixth page in the form of a title page (for the boilerplate items) is allowed.

III. Submission Process

Please submit the report as Word document or pdf attachment via email to

durca@etsu.edu

In the email the subject line should be, "Report for Fellowship".

The body of the email message can be minimal, such as, "Please see the attached report regarding conference participation supported by a Travel Award," along with a valediction and your name.

Please direct questions to Richard Ignace, Director, by email to ignace@etsu.edu, or by phone at 423 439-6078.

- ◇ **MOTTO:** Pursue your passion.
 - ◇ **MISSION:** To promote and advance the sciences, humanities, and arts by engaging and supporting undergraduates in research.
 - ◇ **VISION:** To make undergraduate research an integral part of the university experience at ETSU.
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