SMU/ACE

ACE Program Fellowship

APPLICATION PACKET

Students are required to complete all the necessary steps in the application process for an ACE Program Fellowship. You are encouraged to think and plan ahead and to be sure the necessary structural supports are in effect before completing the application process so that timely submission of all documents takes place. Be certain to have a faculty member to work with and be sure to have thoughtfully considered the community engagement aspect of this fellowship.

All materials should be typed and double-spaced. Application materials should be properly cited and adhere to the SMU Honor Code for professional work. Additionally, students must be aware of both the SMU and American Sociological Association guidelines for conducting ethical research. (See http://www.hhs.gov/ohrp/ and http://www.asanet.org/about/ethics.cfm)

For questions or comments, please be in touch with the ACE Program Director, Dr. J. Michael Cruz- jmcruz@smu.edu

*Remember to submit a current DPR or unofficial transcript with your application materials.

I. ACE Program Fellowship Application:
Application due by September 14, 2012.

Student Name: _____

Address: _____

Phone/email:_____

# of Accumulated college credits: ____ Overall GPA: ____ Major GPA: ____

Declared Major: _____

Title of Proposed Project: _____

If you have ever done independent research please describe that project:

Please briefly describe your research project and address the relationship between the project and the community engagement experience:

Recommendations
Name, department affiliation, and email address of SMU faculty member who has read your proposal and agreed to supervise the research project:

_____
Name, agency name (if applicable), and email address (or phone) of contact person to verify and supervise 20 hours of community engagement requirement for each semester:

Under the provisions of the Family Educational Rights and Privacy Act of 1974, I waive my right of access to my recommendations and the evaluations and understand that they will be used only for the purpose for which they were prepared.

Yes ( ) No ( )
Signature: Date:

II. ACE Program Fellowship Research Proposal:

WHAT IS A RESEARCH PROPOSAL?

A research proposal is a written plan for research. It is a carefully conceived statement of the objectives, the research design, and the rationale of the study. In a research proposal you state WHAT you plan to study, HOW you propose to carry out your study, and WHY it is significant or important to do research on the topic or problem you have selected.

Being a plan or a map for your research activities, the research proposal is written before you execute your study. Once the proposal has been written, it is read and critically evaluated to insure that: 1) the problem selected is worth pursuing; 2) the problem selected is clearly stated and delineated; and 3) the method or approach and data collection techniques to be utilized are appropriate.

The proposal should be formal and typed; 7-12 pages long; and describe the project, the research methodology, significance of the research, and description of community engagement.

***NOTE the research needs to be original- a student cannot engage in research used for another fellowship/scholarship program.**

III. ACE Program Fellowship Faculty Evaluation:

A. *To be completed by the student(s)*

Name:_____

Research Proposal Title: _____

I waive my right of access to the information provided below and understand that it will be used for the purpose for which it was prepared.

_____

Student Signature Date

B. *To be completed by the faculty member*

After discussing the project with the student please evaluate based on such things as significance, feasibility, etc.:

Overall merit of the proposal:

Project Topic:

Proposed research methodology:

Relationship between research and community engagement placement:

_____

Evaluator Signature Date

IV. ACE Program Fellowship Community Engagement Evaluation Form:

A. *To be completed by the student(s)*

Name:_____

Research Proposal Title: _____

I waive my right of access to the information provided below and understand that it will be used for the purpose for which it was prepared.

_____

Student Signature Date

B. *To be completed by the supervising agency placement professional*

After discussing the project with the student please evaluate based on such things as significance, feasibility, etc.:

Overall merit of the proposal/community engagement:

Project Topic:

Particular duties that will be engaged in by the student in meeting ACE Program Fellowship goals:

Relationship between research and community engagement placement:

_____

Evaluator Signature Date

V. ACE Program Fellowship Community Engagement Plan:

For this section of the application please submit a 1-2 page document addressing the community engagement endeavor where you address the relationship between the particular placement and the research (For example, what is the relationship between the agency/individual you have chosen to work with and how will it relate to your research?)