



ENGAGED LEARNING FELLOWSHIP FINAL PRODUCT GUIDELINES

To complete an Engaged Learning Fellowship, students summarize their experience in a final, summative document or physical artifact that describes the project and its findings. The product can take different forms: research paper, community project or internship report, or other creative artifact. The form should reflect the nature of the experience.

Students work with their mentors on developing their final product. After the mentor approves the work as being a comprehensive record of the experience and is of outstanding quality, then the student submits it to the office of Engaged Learning by the deadlines (November 15 for December graduates or April 15 for May graduates).

The final project is archived by SMU Engaged Learning.

What is an outstanding Engaged Learning paper, report or other creative final product? It is:

- Work that demonstrates the ethical use of information.
- Work that respects the intellectual property of others. This includes:
 - that the author has obtained permission to use photographs, tables and other illustrations created by others – and possibly by oneself.
 - that all illustrations (photographs, tables, etc.) should have a caption stating “By courtesy of...” or “By permission of...” if permission was obtained to publish the illustration. If permission was not obtained, the illustration cannot be published.

For more information, review SMU Central University Library (CUL) resource on images and copyright - http://guides.smu.edu/images_copyright

- Work that respects the privacy of others. This includes that the author has obtained permission to use photographs that picture others in an identifiable way.
- Work that is cited according to best standards in the discipline. For more information, review SMU Central University Library resource on citations - <http://guides.smu.edu/citations>.
- Work that respects University policy on the privacy of student education records.

Additional considerations on completing Engaged Learning final work include:

- “Prior publications”

Will you conceivably wish to submit your work for publication to a professional journal or other similar venue? If so, discuss with this with your mentor. Many journals only want to publish original work. What you submit to SMU Journal of Undergraduate Research may be considered a prior publication and declined for publication by the journal.

- Co-authors

Do you have co-authors listed on your final product? If so, discuss with your mentor how to get their permission for archiving your work with Engaged Learning as it is their work also.