

Apply by April 30th on the [CASE ONLINE APPLICATION FORM](#)

Creative and Scholarly Endeavors (CASE) 2020-2021 Program Information and Application Instructions

The Creative and Scholarly Endeavors program is a unique opportunity open to current Elmhurst University students. As a CASE fellow, you can spend the summer working on a scholarly or creative project with the close guidance of a faculty mentor. CASE fellows receive a stipend and participate in variety of intellectual and social events over the course of the program.

There are two different CASE Tracks:

CASE Summer Fellows: an intensive eight-week summer experience for rising juniors and seniors. Students receive a \$3000 stipend for the eight-week period and work on a project with a faculty mentor.

CASE First-Year Scholars: a summer experience for students after their first year in college at Elmhurst University. Students receive a \$1000 stipend and join a small project directed by a faculty mentor in the summer.

The majority of the Summer 2021 program activities will be virtual/remote. All projects that require in-person work will require a covid protocols statement that will be reviewed by the Faculty Development Committee and the Covid-19 Task Force.

Summer Schedule (Both CASE Program Tracks):

The summer 2021 portion of the CASE program runs June 7 – July 30.

- Opening Meeting for all CASE students and mentors: Monday, June 7, 9:00 a.m.
- Weekly meetings for CASE students and mentors: Tuesdays 10 a.m. – 11 a.m. (June 8 – July 27)
- CASE small group meetings and trainings: scheduled by arrangement during June 7 - July 30.
- CASE Symposium (Format to be determined – may include online and in-person options in mid-August, early Fall.

Note: Students and mentors must be able to participate in all CASE activities described above including the opening session (June 7th, 9:00 a.m.) and the weekly sessions each Tuesday from 10-11 a.m. during the program duration.

All CASE Fellows and Scholars will work on their projects with the guidance of a faculty mentor during the summer, and are expected to participate in all program activities.

All CASE students will have frequent meetings with their faculty mentor, attend the weekly CASE seminar on Tuesdays, attend any required trainings and attend synchronous small group meetings which will be scheduled with 4-5 students and their mentors. During the final week of the program, CASE Fellows will prepare and practice an oral presentation either to be presented online or in-person at the CASE Symposium. CASE First-Year Scholars will prepare a poster to be shared online or in-person at the

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CASE Symposium. Final details about symposium format will be announced in June. Following the program, all CASE students will submit abstracts for consideration for *Investigations* and, if requested, a final product to *Constellation* (our institutional repository).

Eligibility

All CASE recipients must be current Elmhurst University undergraduate students in good standing with an intended graduation date of **December 2021 or later**.

- Students who entered as first year students in Fall 2020 are eligible for the CASE First-Year Scholars Program.
- Current sophomores, juniors and seniors who have completed the equivalent of at least three regular terms of college credit are eligible for the CASE Summer Fellows program.

Guidelines for CASE Summer Fellows Applicants:

The application process is very competitive. The online application form linked below should be used.

[CASE Online Application Form](#)

Applications must be completed by **Friday, April 30th, 2021**.

The application has the following components:

- A completed application form (online).
- An agreement form submitted by your faculty mentor. Mentors will be contacted via email and will submit this form online. You will be asked to supply their name and email address.
- A project proposal describing your proposed scholarly or creative project. Proposals will be submitted as a single attachment in the online form. You should work closely with your mentor in developing and writing this document and follow the guidelines closely. The proposals format is as follows:
 1. Project title
 2. Short summary description (no more than 50 words).
 3. Project Proposal Narrative (600 - 1000 words). This should include a description short description of the project including an overview of research methods and a planned timeline. Citations to a few relevant sources should be included. This should make it clear your proposal can be undertaken in a virtual/remote environment.
 4. Reflection (200 words): How will participating in the CASE program connect to and support your future career goals?
 5. Covid Protocol Statement: Required for any in-person component of your project. Please describe measures that will be taken to reduce the risk of transmission of COVID-19. If all parts will be done virtually, please indicate that here.

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Guidelines for CASE First-Year Scholar Applicants:

The application process is very competitive. The online application form linked below should be used.

[CASE Online Application Form](#)

Applications must be completed by **Friday, April 30th, 2021**.

Available Projects may be found here: [Available First-Year Projects](#).

1. A completed application form (online).
 - a. General academic and demographic information about you;
 - b. A list your top two project preferences;
 - c. A list of college courses you have completed;
 - d. Name of the faculty member supplying a recommendation;
 - e. Reflection (200 words): Reflect on the following question: How will participating in the CASE program connect to and support your future career goals?
2. A recommendation form from a faculty member at Elmhurst that is familiar with your academic work. Faculty members will be contacted via email and will submit their forms online.

Additional Information:

Stipends: Students are provided a stipend to compensate for summer wages. Federal law requires taxes to be withheld from the stipends.

The **CASE Summer Fellows** program is designed to be an intensive scholarly/creative experience. As such, students are expected to devote themselves to their project 25-30 hours per week and participate in all program events. Fellows may not take courses during the eight-week program. CASE fellows may not work full-time during the program. Part-time work is allowed but limited to no more than 15 hours per week for the junior/senior program and must not interfere with required CASE activities.

The **CASE First-Year Scholars** are expected to spend 100 hours total on their project, a participate in all program events

Human Subjects: All projects involving human subjects must be approved by the Institutional Review Board (IRB). Consult with your mentor about IRB Guidelines. ***CASE students and mentors are strongly encouraged to work within the framework of current IRB approved studies if participant data are to be collected in the summer.***

Responsibilities of Students in the CASE Program

The CASE program is designed to be an interactive, intensive student experience. One of the intents of the program is to help create a vibrant scholarly atmosphere in the summer. As such, students are expected to do meet regularly with their advisors and to make use of the resources available through the University.

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CASE Summer Fellows must agree to the following requirements:

- 1) Attend the weekly online synchronous seminar on Tuesdays from 10-11am (June 9 - July 31).
- 2) Attend required workshops and attend small group meetings (to be scheduled by availability).
- 3) Have regular meetings with your mentor.
- 4) Respond promptly to emails from the CASE Program Directors and your mentor.
- 5) Submit an acceptable abstract or project statement for Investigations. Understand this may take additional revisions beyond the timeframe of the summer program.
- 6) Work with mentors and the A.C. Buehler library submit to submit an acceptable product to be placed in Constellation, the Institutional Repository if requested.
- 7) Give a practice presentation to the program directors and your mentor during the final week of the program prior to prepare for the CASE Showcase.
- 8) Understand that CASE Fellows are expected to spend 25-30 hours per week on the project. If your project is selected, you agree not to take summer courses or engage in part-time work for more than 15 hours per week (average). (Exceptions to this policy require permission of both the faculty mentor and the directors of the CASE program and may not be granted.)
- 9) CASE Summer Fellows are expected to present their work in at least one external venue or conference in the year following their fellowship. There will be many options available, including the ACCA symposium.
- 10) If applicable: Acquire Institutional Review Board (IRB) approval prior to contact with human subjects and follow all required protocols. This may include interviews and other qualitative methods. Consult with your mentor and the IRB chairperson (Elaine Page) about IRB Guidelines.

CASE First Year Scholars must agree to the following requirements:

- 1) Attend the weekly online synchronous seminar on Tuesdays from 10-11am.
- 2) Attend required workshops and attend small group meetings (to be scheduled by availability).
- 3) Have regular meetings with your mentor.
- 4) Respond promptly to emails from the CASE Program Directors and my mentor.
- 5) Submit an acceptable abstract or project statement for Investigations. Understand this may take additional revisions beyond the timeframe of the summer program.
- 6) Work with my mentor and the A.C. Buehler library submit to submit an acceptable product to be placed in Constellation, the Institutional Repository if requested.
- 7) Understand CASE First Year Scholars are expected to spend 100 hours total on the project.
- 8) If applicable: Acquire Institutional Review Board (IRB) approval prior to contact with human subjects and follow all required protocols. This may include interviews and other qualitative methods. Consult with your mentor and the IRB chairperson (Elaine Page) about IRB Guidelines.

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