

Creative and Scholarly Endeavors (CASE)

2022-2023 CASE Fellows 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: This program is an intensive eight-week summer experience for rising juniors and seniors. This program is open to current Elmhurst University students who started college in Spring 2022 or earlier and will be continuing this fall as juniors or seniors. CASE Summer Fellows 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. This is for students who were enrolled in First-Year Seminar in Fall 2022 or Spring 2023. Students receive a \$1000 stipend and join a small project directed by a faculty mentor in the summer.

This document describes the **CASE Summer Fellows** program.

Summer Schedule:

The summer 2022 portion of the CASE program runs June 5th – July 28th.

- Opening Meeting for all CASE students and mentors: Monday, June 5th, 10:00 a.m.
- Weekly meetings for CASE students and mentors: Tuesdays 11 a.m. – 1 p.m. (June 6th – July 28th)
- CASE small group meetings and trainings: scheduled by arrangement during June 5th - July 28th.
- CASE practice presentations: scheduled by arrangement during the week of July 24th - July 28th.
- CASE Symposium: Friday, July 28th and may include additional online presentations.

Note: Students and mentors must be able to participate in all CASE activities described above including the opening session (June 5th, 10:00 a.m.) and the weekly sessions each Tuesday from 11a.m.-1 p.m. during the program duration.

All CASE Fellows will work on their projects with the guidance of a faculty mentor during the summer, and are expected to participate in all program activities. CASE Fellows 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 3-5 students and their mentors. During the final week of the program, CASE Fellows will prepare and practice an oral presentation for the CASE Symposium. Following the program, all CASE students will submit final abstracts and, if requested, a final product to *Constellation* (our institutional repository).

To apply, go here: [CASE Fellows Online Application Form](#)

Apply by February 27th on the [CASE FELLOWS ONLINE APPLICATION FORM](#)

Eligibility

All CASE recipients must be current Elmhurst University undergraduate students in good standing with an intended graduation date of **December 2023 or later**.

- Students who entered as first year students in Fall 2022 or Spring 2023 are eligible for the CASE First-Year Scholars Program only.
- Current sophomores, juniors and seniors who have completed the equivalent of at least three regular terms of college by May 2023 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 Fellows Online Application Form](#)

Applications must be completed by **Monday, February 27th, 2023**.

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.
 4. Reflection (200 words): How will participating in the CASE program connect to and support your future career goals?

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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 hours per week and participate in all program events. Fellows may not take courses or work full-time during the program, as the time commitment required for the program is significant. Part-time work is allowed but limited to no more than 15 hours per week and must not interfere with required CASE activities. Other campus funding/fellowships for the summer must be disclosed to the CASE program directors.

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.

CASE Summer Fellows must agree to the following requirements:

- 1) Attend the opening seminar on Monday, June 5th at 10:00 a.m.
- 2) Attend the weekly on campus seminars on Tuesdays from 11 a.m. – 1 p.m. (June 6 - July 28th).
- 3) Attend required workshops and attend small group meetings (to be scheduled by availability).
- 4) Have regular meetings with your mentor.
- 5) Respond promptly to emails from the CASE Program Directors and your mentor.
- 6) Submit an acceptable abstract at the completion of the program. Understand this may take additional revisions beyond the timeframe of the summer program.
- 7) 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.
- 8) Give a practice presentation to the program directors and your mentor during the final week of the program to prepare for the CASE Showcase.
- 9) Understand that CASE Fellows are expected to spend 25 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.)
- 10) 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.
- 11) 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 about IRB Guidelines (email: irb@elmhurst.edu).

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