

Faculty Recommendation Westfield S.M.A.R.T.S.

Seed Money for Academic or Research Travel for Students

Westfield State College offers a modest competitive grant program for students who participate in scholarly activities off-campus. These opportunities include attending or presenting at academic conferences or workshops; participating in off-campus research projects; or engaging in service learning directly related to an academic program or purpose. Up to \$500.00 in reimbursements for expenses per student may be awarded until the total fund is expended. Applications are accepted on a rolling basis throughout the academic year; therefore, grants are awarded on a “first come, first served” basis. **In order to ensure support in a variety of disciplines and programs, no more than three Westfield students will be eligible for SMARTS support for any one event or activity.**

- Undergraduate students matriculated at Westfield State College are eligible to apply.
- Applications must be submitted to the Dean of Undergraduate Study at least **one month prior to the activity date** if travel is within the United States. For travel abroad, applications must be submitted two months in advance of the activity.
- Only one award per student will be granted per academic year. With the approval of an involved faculty member, a student may submit an application for a second SMARTS award in a subsequent year of undergraduate study. To allow for broad participation, students will not be awarded more than two grants from this fund during their Westfield State College careers.
- SMARTS funding may **not** be used for participation in J-term or Short Term courses, or other forms of study abroad; for tuition for courses taken at other colleges or universities; or for extracurricular activities (i.e., those activities initiated through non-academic clubs, organizations, or varsity athletics). SMARTS funding is not available to faculty or staff.
- Within one month after the travel experience, students must submit a one-page summary about the activity to the Undergraduate Dean.
- The grant is contingent upon evidence of participation: in order to be reimbursed after completing the activity, students **must keep all receipts** and submit them to the Dean.
- Applications are evaluated on the basis of clarity, quality, and originality of proposal; level of engagement (is the student presenting?); uniqueness of opportunity; potential impact on student’s career and academic department or program; strength of faculty endorsement; and professional formatting of application.

Students complete an application and obtain a **faculty recommendation**.

To recommend a student for this opportunity, please complete this recommendation form as requested by the student. The student’s application is not considered complete until the faculty recommendation is received. Therefore, please be conscientious about timely submission to the Undergraduate Dean.

Please submit the TYPED form to DR. MARSHA MAROTTA, DEAN OF UNDERGRADUATE STUDIES, PARENZO HALL, ROOM G. mmarotta@wsc.ma.edu

Faculty Recommendation (please type!)
Westfield S.M.A.R.T.S.
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Today's date:

Student applicant name:

Is the student majoring in your discipline?

How is the student's proposed program or project related to his or her academic goals?

How would you define the student's role in the proposed program? Check all that apply.

Research: conducting original research

Research: assisting faculty member as an undergraduate assistant

Presenter at conference or workshop

Panelist

Participant

Is participation in this program competitive or juried? Yes No

Are other Westfield students eligible to participate? Yes No

If so, how many are expected to do so? _____

How would you characterize this applicant's performance in your discipline or course work in relation to your experience teaching other Westfield students?

Superior – student is exceptionally qualified academically. * * * *

Outstanding – student consistently demonstrates high productivity and quality of work. * * *

Strong potential – participation would significantly enhance student's knowledge and growth. * *

Satisfactory – student demonstrates interest and aptitude. *

Please describe the benefits of the program or activity and offer additional information that would distinguish this student from other applicants. Use as much space as necessary.

Faculty signature _____ Date _____

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