**Mentored Undergraduate Summer Experience 2023**

 **Externally Funded Project**

**Enrollment Form**

**Enrollment Form Deadline: March 31, 2023\***

**Program Dates: June 5 - July 28, 2023**

Faculty and students who will be training collaboratively on externally funded projects in the summer of 2023 are encouraged to participate fully in the MUSE community. The program mission and structure are outlined below. No proposal is necessary; however, please provide the indicated Enrollment information to the Co-Directors of Faculty-Student Scholarly and Creative Collaborative Activity should be informed of the activity in a timely manner for planning purposes (\* by March 31, 2023 as or as soon as possible thereafter).

# PROGRAM MISSION

The mission of the Mentored Undergraduate Summer Experience (MUSE) is to foster a vibrant campus culture of faculty student collaboration on scholarly and creative projects. Faculty members advance their scholarship and creative activities as mentors to a select number of students who train as junior collaborators. Students benefit from a powerful learning experience, while gaining necessary preparation for graduate education and professional endeavors as apprentice practitioners. Together they enhance the scholarly community at The College of New Jersey.

The MUSE program encourages proposals from full-time, tenure-track faculty members from **all academic programs and Schools.** The program recognizes that research methods and practices differ across the disciplines. Any proposal that meaningfully includes undergraduate students in some aspect of the faculty member’s scholarly/creative program is welcome.

Faculty members and students collaborating on externally funded projects are also invited and encouraged to participate in the MUSE program. No application is required; details on how to be included are at the end of this RFP.

# PROGRAM GOALS

The Mentored Undergraduate Summer Experience involves student-faculty collaborative partnerships from a broad range of academic disciplines in an intensive 8-week, residential summer program. Ideally, a diverse population of faculty and students from **all seven academic Schools** will participate. The program aims to:

* Provide a cohesive set of coordinated activities and experiences designed to foster the intellectual independence, professional growth, and personal growth of the student participants.
* Support faculty scholarly and creative activity.
* Facilitate a cross-disciplinary MUSE community (e.g., discussions, workshops, research forums, peer review of presentation/manuscript drafts, professional development programming, social events).
* Foster outcomes from faculty-student projects (e.g., performances, conference presentations, manuscripts, grant proposals).
* Foster early engagement of students in original projects.
* Support student entry into competitive graduate programs and employment.
* Attract external funding (grants, gifts, sponsorships) to augment the ongoing funding provided by the Office of Academic Affairs, in order to grow the program.

 **PROGRAM STRUCTURE**

**Timeline:** The 2023 MUSE program will begin on June 5 and run through July 28, 2023. Faculty and students should be available to train collaboratively during the majority of this 8-week time period and generally should not plan extended absences from campus during the program. However, some projects may require extensive off-campus training; this should be explained in the proposal and, when possible, an effort should be made by the faculty member and student(s) to be on campus regularly for community activities.

**Students**: Students will train full-time with their faculty mentors for the 8-week period from June 5 - July 28, 2023. MUSE students will be housed together and will have the opportunity to participate in community-building social activities and trips in the evenings and on weekends, coordinated by a student committee. Meals are not included (students may purchase meals in the Student Center and use kitchen facilities available in the residence hall and approved appliances in their rooms). The coordinated activities associated with housing are an important aspect of the MUSE community and program, so students are strongly encouraged to live on campus. While these students are funded through external awards, we strongly suggest that these students participate in MUSE activities and present at the MUSE poster session. Students participating in MUSE will be required to 1) train full-time on their MUSE project during the 8-week period as agreed with their faculty mentor prior to the end of the spring semester, 2) participate in MUSE community activities when possible, 3) prepare a final abstract and deliver a presentation at TCNJ’s annual MUSE Poster Session in the Fall of 2023, 4) deliver other department-based, school-based, and off-campus conference presentations as determined in consultation with their mentors, and 5) complete evaluations of their summer experience.

**Community Activities**: Students and mentors who receive funding are encouraged to participate in cross-disciplinary MUSE community activities as their project schedules allow. The Co-Directors of Faculty-Student Scholarly and Creative Collaborative Activity will be responsible for organizing these activities, with input from mentors and students. These activities will consist of:

* **Community Lunches and Professional Development Sessions:** The community will meet for presentations and discussions over lunch (provided) on general topics such as networking, resume preparation, publicity, awards, and presentations to a lay audience. Participation at the opening and closing lunches are strongly encouraged (Monday, June 5, 2023, and Monday July 24, 2023).
* **Informal Meetings:** Funding will be provided to purchase group breakfast or lunch so that related fields can meet on a weekly basis to discuss their needs and issues. The discussions, developed by the participants, can include topics such as reading the primary literature, writing, ethics, graduate schools, poster preparation, and careers.
* **Community Building and Networking Activities:** Opportunities to network with no particular learning agenda, such as ice cream socials, sports, and weekend/evening activities. Some activities will be for the entire MUSE community, whereas other will be just for students or just for faculty.
* **End-of-program celebration:** Students will present their scholarly achievements at a campus-wide poster session at some point during the first three weeks of Fall Semester (tentatively, September 15, 2023 from 12:30 to 1:50 pm in The Recreation Center ).

# EXTERNALLY FUNDED PROJECT ENROLLMENT PROCESS

Faculty Mentors please provide the following information to the MUSE Co-Directors (fscollab@tcnj.edu; subject line: “externally funded MUSE project”), by March 31, 2023 or as soon as possible thereafter:

Faculty Information

* Name, EMPL ID#, School and Department information
* Title of the project, beginning and end dates
* Source of funding
* Anticipated dates for project period, if different from MUSE Program

Student Information

* Student information: name, email address, PAWS ID#, major, and year in school (students who have graduated or will graduate in May of 2023 are welcome to participate in MUSE, but their housing and access to buildings must be coordinated by the student’s faculty mentor and Dean of their School, rather than by the MUSE program.
* Student Housing: Please indicate if the student needs housing. If the student(s) are to be housed on-campus, they will be housed with the MUSE-funded students (but housing must be paid by the external funding; the cost will be ~$1400.00; final rates will be announced in early spring 2023)
* Signed Student Agreement form