

Community and Public Service (CPS) Marshall Project Guidelines

I. OVERVIEW

These instructions are only for the Community and Public Service (CPS) Marshall Scholars project. If you are interested in a research project, visit the web site: <http://www.fandm.edu/x19302>.

Students are advised to consult with Ms. Lisa Wolfe, Associate Director of the Ware Institute for Civic Engagement. Community and Public Service (CPS) Marshall projects must provide a valuable service to either the local, national or international community or the environment.

You may use the grant money for one project or divide it between two or more projects (each of which must be approved by the Faculty Committee on Campus Life), totaling no more than \$3,000. The grant is not for the normal expenses of academic-year college education such as tuition, or room and board, but rather for enhancing your education by financing a special project that goes beyond your regular college expenses.

Projects are not usually (but may be) linked to course credit at Franklin & Marshall or elsewhere. If the grant is to be used in connection with an Independent Study, follow departmental procedures to determine the project's eligibility for credit. If you wish to receive Franklin & Marshall credit for academic work at another institution, follow normal procedures to obtain transfer credit.

The committee generally does not accept applications for projects that are less than two weeks in duration. The most frequent times for doing projects are the summer after junior year, a vacation during study abroad, and winter breaks; but other times can work too.

You must be in good academic and disciplinary standing to submit and to carry out a project. You must have a 3.0 cumulative grade point average when you submit a proposal. If your cumulative GPA falls below 3.0 after your project is approved, you can still carry out the project, except that if another full semester intervenes between approval and the beginning of the project, your cumulative GPA will need to be back over 3.0 after that intervening semester.

There is no requirement that you have completed a certain number of graded courses (that requirement is only for the merit scholarship aspect of the Marshall program).

If you plan to take a semester away from F&M to work on your project, follow the same guidelines and procedures as any other student planning to take a semester away from F&M. The College reserves the right to make adjustments in these conditions consistent with the purpose of the program.

Upon returning from your project, you will be required to make a presentation about what you saw, experienced, and learned, at the immediately following fall or spring semester's Research Fair or, if you are a senior, during the remainder of the semester then at-hand.

2. PREPARING YOUR APPLICATION

Applicants are encouraged to consult with -- as long as possible before the deadline you have chosen -- your Project Advisor, staff of the Ware Institute for Civic Engagement, students who have already planned or completed projects, and the John Marshall Scholars Advisors [House Prefects for first-years and sophomores; House Dons for juniors and seniors].

Select a faculty member or administrator as Project Advisor to help you in planning and carrying out your project. Usually, this is the person on campus with the most knowledge of the specific area of interest. Give the Project Advisor plenty of time to talk through your ideas and comment on your draft.

Apply using the form entitled CPS John Marshall Project Application. Do not use any other form. This form is available electronically through the F&M web site at <http://www.fandm.edu/x19997>. To request an electronic copy be emailed to you, please contact the Ware Institute at 717-291-4164 or email your request to ware@fandm.edu.

REQUIREMENTS

Every proposal/project should include all of the following:

- a letter of endorsement from your Project Advisor explaining why the project is worth doing and why you have the background to carry it out.
- a comprehensive bibliography of readings you plan to complete before your project commences. These readings are critical in providing context for your project and preparing you for the experience.
- within the 1,000 word write-up:
 - a thorough explanation of the service component of your project and your specific goals,
 - a plan to write and submit daily reflections to the Ware Institute.
- your plan to present your service project upon returning to campus the next semester at the Research Fair. Abstracts are due to Jill Graham, Office of the Provost, by early August for the fall Research Fair and in January for the spring Research Fair.

If you carry out your project in a place of interest away from Lancaster, you may devote up to 15% of your total budget to general educational activities, such as visiting cities and museums in a foreign country. Be sure to specify these activities as well, in your write-up and budget.

Students must submit the application electronically and by hard copy to the Ware Institute for Civic Engagement by 4:30 p.m. on the first Friday of September, October, November, February, or March, during the regular academic semester(s). You should hear a response from the Faculty Committee on Campus Life within three weeks after the relevant deadline.

3. CARRYING OUT YOUR PROJECT

Be sure to save every receipt for your financial report to the Business Office and for tax purposes. The project funding is treated as a cash advance, which means that you will be billed for the amount of any expenditures that you cannot justify with receipts. No stipends to yourself are allowed.

If you have financial aid and doing a project in the summer prevents you from earning the expected amount toward the next year's expenses, you can apply to the Financial Aid Office for the missing sum in additional loans; that Office will make a decision, but of course a favorable one is not guaranteed. Be sure your application and project follow the F&M non-exempt Travel Expense Policy, which can be found at: <http://www.fandm.edu/x14654>.

Some of the instructions may not apply (for example, since you are not a College employee, College insurance will not cover your own car or a rental car that you drive). *Some items may not be addressed, so you will need to find out about these expenses by contacting Human Resources, Financial Aid, or the Business Office.*

Some of the items that may apply are:

- mileage reimbursement at the current rate for car travel in connection with CPS Marshall projects;
- Research the lowest possible airfare and then contact Travel Time, the College's official travel agency at 717-299-2521, to compare costs.
- food and lodging reimbursement, within current college guidelines, when applicable. <http://www.fandm.edu/x15250>.
- Additional conditions for foreign travel may apply.

4. AFTER COMPLETING YOUR PROJECT

As soon as you get back, fill out a Personal Expense Account form for the Business Office, including all relevant receipts. For receipts in foreign currency, convert into dollars using the exchange rate in effect at the time of the expense.

Carry out the plans you described to share your results with others on and off campus.

Any capital equipment (cameras, computers, software, books, sound equipment, etc., but not consumable supplies such as film, audio tapes, etc.) paid for with project funds remains the property of the College, unless you have received special written permission to retain it. If you withdraw from F&M within one semester of completing the project, you must refund the amount of the project grant to the College.