LEEP Projects/ LEEP Fellows Program Checklist

Student Checklist for LEEP Projects

Prospective LEEP Fellows should make certain that each requirement for their intended project type is completed.

☐ Attend a LEEP Project information session
  - Wednesday, October 19 at 5 pm in JC 204
  - Wednesday, November 2 at 5 pm in JC 106
  - Wednesday, November 30 at 5 pm in JC 102
  OR

☐ Attend a LEEP Project Advising Session (By appointment only)
  Contact Ruby Maddox rmaddox@clarku.edu
  Come as often as you’d like throughout the application process

☐ If you’re looking for opportunities, log on to Clark Recruiter to view projects
  - www.clarku.edu/offices/career
  - username: email; password: clarkstudent

☐ Have résumé reviewed by Career Services (If you already have an approved resume, disregard this step)
  - Drop-in hours: Monday-Friday, 12-4 pm in the ASEC

☐ Apply to AND secure a position(s); OR Design your project with the assistance of a faculty mentor
  (Students completing self-design projects are required to have a mentor.)

☐ Attend a Writing Your Proposal workshop (optional)
  - Check the LEEP Center calendar for fall 2016 dates or make an appointment with the Writing Center to have your proposal reviewed.

☐ Attend a Know Before You Go workshop MANDATORY
  - Wednesday, November 16 at 5 pm Room (TBD)
  - Thursday, December 1, at 5pm Room 206
  - Thursday, February 23rd at 5pm Room (TBD)

☐ Request a Letter of Recommendation from a Faculty/Staff Member (Required for all applicants)

☐ Secure a Faculty/Staff Mentor. (Required for all self-design and independent research projects.)

☐ Submit all components of your LEEP Fellow application through the online Application System.
  The Application System goes live November 1st. (Link can be found on LEEP Projects web site) http://www2.clarku.edu/leep-center/opportunities-for-experience/leep-project-application.cfm
  - There are two deadlines: (2017)
    o March 3: Early decision, self-designed projects (no sponsor), and independent research
    o April 14: Final deadline for all LEEP Project applications and resubmissions from March 3rd
      ▪ No resubmissions will be allowed after April 14th deadline.

☐ Be sure your project does not require IRB approval.
  - Clark University has an Institutional Review Board (IRB) which is responsible for ensuring research conducted by faculty, staff, and students, protects the rights and welfare of human subjects.
  - Students doing independent research with human subjects must check in with the IRB office
LEEP Projects/LEEP Fellows Agreement

Students should read through this section carefully and check the box, acknowledging that they understand the requirements of LEEP Projects and the LEEP Fellows program.

(This form will appear on the online application system)

I recognize that the LEEP Projects/LEEP Fellows experience is multifaceted and includes pre-project advising, support, and training; completion of a project; and post-project advising, reflection, and presentation. Specifically, I understand that I am expected to:

1. Complete all components of the application on time, including: 1) application form; 2) project description; 3) LEEP essay; 4) letter of recommendation; 5) résumé; 6) LEEP Project checklist/agreement (this form); and 7) relevant risk/liability forms
2. Attend a pre-departure meeting if traveling abroad
3. Attend a LEEP Center “Know Before You Go Session”
4. Register for LEEP Project with the registrar's Office under the LEEP Project Course*
5. Submit a final reflection and project report
6. Attend any post-project workshops
7. Participate in LEEP Project Symposium, LEEP Talks, Fall Fest or Academic Spree and submit my poster/talk for archiving.
8. Participate in Exit Interviews - optional

I also understand that it is my responsibility to be in regular touch with my faculty mentor and keep him/her updated on my progress.

Finally, I understand that, by completing a LEEP Project and/or participating in the LEEP Fellows Program, I am representing Clark University, and I agree to comport myself appropriately and abide by the standards set forth in the Student Code of Conduct.

I understand that, if I do not complete all components of the LEEP Project/LEEP Fellow experience, if I fail to work with my faculty mentor, and/or if I do not abide by the standards of the Student Code of Conduct, I am at risk of losing LEEP funding and/or expulsion from the LEEP Fellows Program until such time as I have met the requirements or returned any funds awarded to that point.

_________________________________________  __________________________
Student signature                                  Date

---

*The LEEP Project Course awards students with .25 credit for completing all aspects of the LEEP Project program (Preparation, project, presentation, final report, and reflection.) All students completing a LEEP project, must register for the course.