

B.F. SMITH SCHOLARS FELLOWSHIP

OFFICIAL AGREEMENT

For Academic Affairs/Payroll use only:

Hrs. Reg.: SUM II _____ FALL _____

SPRING _____ SUM I _____

Unit: _____ Date: _____

Upon the recommendation of the B.F. Smith Scholars Committee, the student listed below has been awarded a B.F. SMITH SCHOLARS FELLOWSHIP.

Student: _____ Student ID: _____

Email Address: _____ Phone: _____

Mailing Address: _____

The fellowship will be in the Department/Division/Office of _____

The student will be expected to carry out the responsibilities of the B.F. Smith Scholars Fellowship as listed below:

1. The student must work an average of 20 hours per week for both fall and spring terms, for a total of 300 hours per semester.
2. The student must submit 500-word narratives/progress reports by December 1 and May 1 each year. The supervisor will be responsible for completing mid-semester performance evaluations by October 1 and March 1.
3. The student will submit a typed, 15-page (minimum) "End of Fellowship Report" in the form of a product/project/thesis. The document must include evidence to support the student's roles and responsibilities during the fellowship (semester or year—to be determined). The report must be approved for submission by the fellowship supervisor.
4. The student must be full-time (registered for 9 hours) and enrolled in a degree program. To remain eligible, students must make sufficient progress toward the degree, which includes maintaining a cumulative GPA of at least 3.25.

The Office of Academic Affairs may cancel the fellowship at any time during the semester if the student fails to carry out the responsibilities of the fellowship as designated by the agreement. Students who have had their fellowship canceled are not eligible for refunding.

Accepted: _____
(Student)

Date: _____

Approved: _____
(Supervisor/Advisor)

Date: _____

Approved: _____
(Associate Provost)

Date: _____

DEADLINE: All contracts must be submitted to the Office of Academic Affairs no later than the second Monday of each term.

The student should return this contract and all completed tax forms to: OFFICE OF ACADEMIC AFFAIRS

KENT WYATT HALL, SUITE 228

P: 662-846-4010 | academicaffairs@deltastate.edu

For Office Use: Send scholarship award spreadsheet to Financial Aid.
Send B.F. Smith Scholars list to SBS for exclusion from class cancellation.
Send tax forms to Human Resources for E-Verification.
Email copy of contract/timesheet to student and supervisor.
Submit EAF/EPAF for stipend awarding through Payroll.
Keep copy of signed contract for departmental records.