

2016-2017 Initiative on Undergraduate Participation in Professional Societies

In support of the undergraduate learning goal on lifelong learning

Office of the Cook Campus Dean for Undergraduate Education

The Cook Campus Dean supports co-curricular programming that enhances undergraduate education. The purpose of the following initiative is to support SEBS undergraduate programs that have as a program objective:

To instill an understanding of the importance of lifelong learning.

This initiative also supports the following Campus Dean Objective:

To graduate scholars who continue to learn and teach, sharing research-based information, spreading literacy, honoring Rutgers' historic legacy, and contributing to its Land Grant mission.

The Office of the Cook Campus Dean will provide financial support to encourage a faculty member and a group of students from a recognized **undergraduate club** affiliated with an SEBS major to attend a professional society meeting. In accepting this award, the attending faculty member agrees to provide attending students with guidance on how to best take advantage of meeting opportunities and agrees to organize one group dinner for the students. The addition of alumni to this dinner is encouraged. Successful applicants agree to present a recap of their experience at a student club meeting, in the presence of the attending faculty member. The club will graciously invite the Campus Dean to this meeting and will consent to providing the Dean with feedback to help assess/improve the program.

The Office of the Cook Campus Dean will provide the successful applicants with partial expenses which may include conference registration costs for up to 20 Rutgers students (juniors and seniors) and 1 faculty member; costs for students and the faculty member at the group dinner. A travel reimbursement form and receipt documenting the names, items and cost must be presented to Ms. Joan Bankole-Jones in the Cook Campus Dean's Office, Cook Campus Center). Attending alumni will be expected to cover their own dinner costs. Applicant clubs are encouraged to seek travel funds from other sources, such as the SEBS Governing Council, Cook Community Alumni Association, their Department, and the local chapter of their professional society.

This initiative will also provide partial support (e.g. registration, travel, etc.) for an **individual student** to attend a professional society meeting. Reimbursement requests are as described above for student clubs.

No undergraduate club or individual will be granted more than one award in any calendar year.

To apply, please complete and return this document to Dr. Judy Storch (storch@aesop.rutgers.edu) and Ms. Joan Bankole-Jones (joanba@echo.rutgers.edu) **at least one month before the early bird registration deadline.** **Names of attending students are needed at least 3 weeks before the early bird registration deadline to facilitate registration. **All applications must be signed and submitted in pdf format.**

Name of Initiating Club: _____

Name and e-mail information of student contact: _____

Name, phone and email of faculty member who will attend: _____

Departmental contact to facilitate registration: _____

Name, date and location of the conference: _____

Conference Registration website: _____

Total funding requested (**attach budget**): _____

Below, please provide a brief explanation of why the proposed conference addresses the objectives of this Initiative, as stated above, how the trip will be organized and by whom, what activities will be part of the trip, and how the attending students will be selected: (An additional page may be necessary).

We agree to the terms of this program, as stated on page 1 of this agreement:

_____	_____	_____	_____
Student Club President	Date	Faculty Representative	Date

**Names of students attending should be submitted at least 3 weeks before the end of early bird registration.