

To: All Faculty  
All Administration

# CALL FOR FELLOWSHIP PROJECTS & MENTORS

## Presidential/Malesardi/Merit Fellowship Programs

*New Project Descriptions for Presidential Fellows, Malesardi Fellows, and Engineering Dean's Merit Fellows are now being accepted for 2025-2026.*

These Fellowship programs offer faculty and staff an opportunity to engage talented and motivated students in challenging projects with all financial expenses provided by the sponsoring program.

The goals of these fellowship programs are:

- to recruit highly talented, intellectually-curious, self-motivated students to Bucknell.
- to provide intellectually stimulating work experiences and opportunities for academic development with remuneration for Fellows through mentor relationships with faculty and administrative advisors.
- to provide members of the campus community with talented student assistants for research, special projects, and positions of increasing responsibility.

Each year, Presidential Fellowships are offered to 1-2% of applicants to Bucknell. Selection is based on academic merit, intellectual curiosity, and potential for achievement. In almost all cases, students who accept the Presidential Fellowship remain as Fellows for all four years, although their project may change from year-to-year. The time of admission is the only opportunity for a student to enter the program.

You are invited to develop a Fellowship project for the 2025-2026 academic year. Your position will be shared with both incoming and returning Fellows.

### Important Information for Fellowship Mentors

1. The Office of Financial Aid will cover the full costs of the Fellow's allowance. At present, the maximum allowance is \$2400 per academic year. *No funding is required from the department or the program affiliated with the Fellow.*
2. Fellows are paid at an hourly rate and expected to commit 6 - 8 hours per week to their fellowship project throughout the academic year.
3. Requests for Fellows are welcome from all departments, offices, and programs.
4. Fellowship position descriptions will be received any time from now until **Friday, May 9**. Matching of Fellows with Fellowship positions will occur during the summer.
5. The nature of the Fellowship encourages Fellows to participate in creative and interesting work. While routine duties may be part of the project, they must be balanced with more challenging responsibilities.
6. Please think carefully about the amount of time your project will require and how that time falls during the semester. If your project requires many hours over a short period, it may not be well-suited to the Fellowship programs. Fellows will expect to work steadily each week over the course of the year.
7. Mentors will be responsible for authorizing (or nominating someone to authorize) the Fellows' online time-slips every two weeks throughout the academic year, enabling Fellows to be paid in a timely manner.
8. **IMPORTANT:** Mentors must have time to meet with the Fellow to provide adequate direction, instruction, feedback, and encouragement, especially at the beginning of the Fellowship. The mentoring relationship of supervisor to Fellow is a key aspect of this program.

## To Request a Fellow

Requests for a Presidential Fellow can be made by filling in the form at: <http://www.eg.bucknell.edu/~koutsolts/PFP>

Please submit your requests by **Friday, May 9, 2025**.

This request form will ask for the following information.

A. Project Mentor's Name.

Include department/office/program, e-mail, phone; summer phone/e-mail if different.

B. Title of Fellowship Project.

C. Description of Project or Position. (*Typically, the description is 2-3 paragraphs.*)

Please include the following elements:

- Each Fellowship project should have an interesting, well-defined assignment requiring 6 - 8 hours per week. The project should be of a long-term nature and intellectually challenging to the Fellow.  
*NOTE: Typical work-study jobs would not be appropriate; neither would strictly clerical work.  
It is not appropriate to simply 'cut-and-paste' a Work/Study job description.*
- Make clear the type of work involved (lab/library research, field work, program organization, etc.)
- Are special skills or prerequisites required or helpful (Web or computer skills, interest in working with the public, etc.)?
- The work situation of the fellowship position may involve flexible hours (such as students doing library or laboratory research including time on evenings or weekends) or scheduled hours (for example, Tuesdays and Fridays 1-4 p.m.). Please make clear your expectations for the Fellow in your request (flexible or scheduled).
- Anything else you think would define the type of position you have in mind.

*NOTE: There are generally more positions available than we have Fellows to fill them. The more appealing the position description, the more likely you are to attract interested Fellows. Typically, an opening paragraph that sets the project in a broader context is well-received.*

D. Number of Fellows requested.

How many Fellows are needed for this project? If more than one, please consider seriously the expectations of close and involved interaction between the mentor and each Fellow.

E. Are first-year Fellows eligible or even preferred?

It is anticipated that many Fellowship positions will last for the full four years of a Fellow's undergraduate career. If your project or program is of more limited scope (one year or less), please consult with the Program Director.

### Matching of Fellows with Fellowship Positions (*a modification from past practice*)

Incoming Presidential Fellows are provided with a list of the available Fellowship positions in June. They are encouraged to contact their top choices to learn more about the project. (This can take the form of an email, followed by a telephone call or Zoom chat.) The Fellows then provide a list of preferred positions. When this information is collected, the Director, *in consultation with the Mentor*, assigns Fellows to fellowship positions, attempting to place everyone in a position of interest to them. Placements are completed in the summer and Mentors and Fellows will be notified usually by early August. A special Fellows Reception will occur during Orientation Week where Fellows and Mentors will have a chance to meet. Information about the procedure for Merit Fellows' payroll will be provided at that time.

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