INTRODUCTION TO SIGNATURE WORK
2024-25

WHAT WE'LL DO TODAY

1. A brief introduction to Signature Work

2. SW Grants with Associate Dean Paul Stanley

3. Updates to SW Policies

Resources:

signature-work.dukekunshan.edu.cn

signaturework@dukekunshan.edu.cn

WHAT IS SIGNATURE WORK?

WHAT IS SIGNATURE WORK?

**Large, individually-designed project that DKU students
plan in Junior year and finish in Senior year – like a senior thesis**

KEY ELEMENTS

- Planned and executed with and evaluated by DKU faculty **Mentor(s)**

- 3 **thematic** courses followed by 8 credits of **Capstone** courses

1. **Proposal** due spring of Junior year

2. **Products** (Paper etc.) and **Portfolio** (documentation) due spring of Senior year

3. **Presentation** at end of year (SWCE)

IMPORTANT DEADLINES (2024-25)

Deadline	Deliverables	Class Year
Fall 2024 - Session 1		
Thursday, August 22nd, 11:59 (Beijing Time)	Change of SW Mentor Agreement and/or Updated SW Project Proposal	2025
Fall 2024 - Session 2		
Friday, November 15th, 11:59 (Beijing Time)	SW Paper/Product SW Project Video Presentation and Digital Poster for the SW Fair	LOA
Friday, November 29th, 11:59 (Beijing Time)	SW Fair • LOA students who will complete all graduation requirements by the end of session 2 in Fall 2024 are required to participate in the SW Fair to fulfil the SW presentation requirement. *See the SW Handbook for more information.*	
Spring 2025 - Session 3		
Friday, February 28th, 11:59 (Beijing Time)	**SW Project Proposal[1]**	**2026**
Sunday, March 9th, 11:59 (Beijing Time)	**SW Paper/Product[2]** **SW Project Video Presentation and Digital Poster for the SWCE** *See the SW Handbook for more information.*	**2025**
Spring 2025 - Session 4		
Friday, April 25th	SW Conference and Exhibition (SWCE) • Class of 2025 students who are expecting to graduate in May of 2025 are required to participate in the SWCE to fulfil the SW presentation requirement. *See the SW Handbook for more information.*	2025

CURRENT SOPHOMORES

Figure out your **major** first!

Once you've decided, begin asking yourself:

- What kind of **project** related to my major might I want to work on?

- What **3 (thematic) courses** at DKU or Duke might help me learn the background/methodologies/etc. I will need?

- What DKU faculty member (**mentor**) works in my field? How can we get to know each other?

CURRENT JUNIORS (1 OF 3)

Before you advance, you'll need to identify a **research question** – that is, a *question* in your field that you'll devise a *method* solve. Common approaches to finding a question include:

- Identify a **gap in knowledge** – some data/information not currently known. Often found in the natural sciences.

- Identify a **paradigm problem** – aspects of theories, beliefs, or understandings that are inconsistent, inadequate, etc. Often found in the humanities.

Your main task for this year is the **SW Proposal**. Work with your **mentor** (who signs it) to figure out the broad shape of your project:

- Project title, focus, key words, intended product, bibliography

- Responsible Conduct of Research (**RCR**) Certification

- Institutional Review Board (**IRB**) and Institutional Animal Care and Use Committee (**IACUC**) if needed

CURRENT JUNIORS (3 OF 3)

Also plan your **capstones** with your mentor:

- When will you take them? Consider the needs of your project and other curricular needs

- What will you *do* during your capstones? Broadly 495 is for research and 496 for writing. How specifically will you divide your time? When will your milestones be?

- **Make a plan** for regular meetings, expected progress, deadlines, etc.

CURRENT
SENIORS

Following your plan, execute (most) of your research during Capstone 495 and write (or finish) your paper etc. during Capstone 496

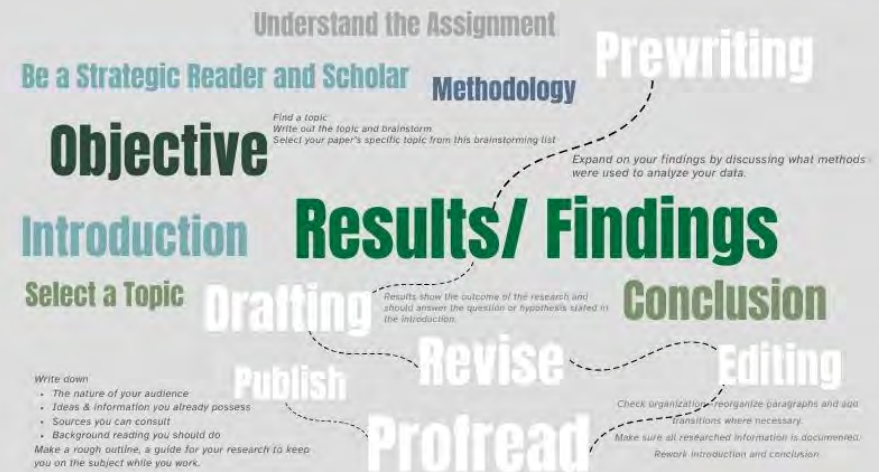Submit your final products and portfolio by **March 9th**

Student Centered Research at DKU

Opportunities Funded by
Office of Academic Services

Paul Stanley, Associate Dean for Undergraduate Studies

Several Funding Opportunities

Programs supported by Office of Academic Services

SELF	SRS	SWRG
SF	Other	

Chinese translations courtesy of ChatGPT 3.5

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SELF: Student Experiential Learning Fellowship

If you find an opportunity that makes sense, then SELF is designed to help make it a reality, but it must support the Signature Work project.

如果你找到一个有意义的机会，SELF旨在帮助你将其变为现实，但你必须先拥有一个Signature Work项目

Student prepares proposal and applies directly to the program
学生准备提案并直接申请该项目。

Needs recommendation from SW mentor & project supervisor
需要一封来自导师或项目经理的推荐信。

Can fund travel, housing expenses, visa fees.
可以资助旅行、住宿费用和签证费用。

Can support summer on campus housing.
可以资助暑期校园住房。

Requires Report AND Poster Session in Fall
秋季需要提交报告和海报展示

Max Award: RMB 12,800 (+ 10,000 SF)

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SRS: Summer Research Scholars

Research stipends for students to engage in a collaborative summer research project with a faculty mentor.

为学生提供研究奖学金，与教职人员导师一起参与夏季合作研究项目。

Faculty member writes a proposal and applies to SRS
教职人员编写提案并提交SRS项目申请

Students express interest directly to the faculty
学生直接向教职人员表达兴趣

Funds a summer stipend, not equipment
资助夏季奖学金，而不是设备

Summer on campus housing is budget free
夏季校园住房费用免费

Requires Report AND Poster Session in Fall
秋季需要提交报告和海报展示

Standard Award: 5,600 RMB + 6,200 RMB

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SWRG: Signature Work Research Grant

Support for approved supplies and non-durable equipment goods (limited exceptions). Can pay research participants for IRB-approved studies.

支持已批准的用品和非耐用设备物品（有限的例外情况）。可以支付经IRB批准的研究参与者。

Student prepares proposal and applies directly to the program
学生准备提案并直接申请该项目。

Needs Letter of Recommendation
需要推荐信

Can fund supplies, expendables, and pay research participants
可以资助研究用品和消耗品,并支付经IRB批准的研究参与者

Equipment is only funded in exceptional cases; no books!
设备仅在特殊情况下获得资助；不包括书籍!

Requires Report AND Poster Session in Fall
秋季需要提交报告和海报展示

Max Award: RMB 3,250 (+ 6,750 SF)

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SF: Signature Fund Supplemental Grants

Generous donations from parents of DKU students to further support student research, can supplement SELF and SWRG.

来自DKU学生家长的慷慨捐赠，用于进一步支持学生研究，可以补充SELF和SWRG。

Student prepares proposal and applies directly to the program
学生准备提案并直接申请该项目。

Needs Letter of Recommendation
需要推荐信

Follows rules of the program it supplements
遵循所补充的项目规则。

Must acknowledge source!
必须承认信息来源！

Requires thank you; possible video for Development Office.
需要提交感谢信；开发办公室可能需要视频。

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Approximate Statistics for 2023-24

Program	Amount Reserved (RMB)	Students Awards	Faculty Participants
SELF	640,000	23	N/A
SRS	1,500,000	151	54
SWRG	150,000	48	N/A
SF	100,000	23	N/A
Housing	750,000	175	N/A

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Other Funding Sources for Students

- Limited funds for students to attend conferences*
  学生参加会议的有限经费

- Limited funds for students to attend competitions*
  学生参加竞赛的有限经费

- Innovation funds for students to be entrepreneurial
  学生培养企业家精神的有限经费

- Some faculty have funding for research support
  一些教职人员有研究支持资金

- Some faculty have discretionary funds
  一些教职人员有自主决定的经费

- Internal Sources (research centers?)
  内部来源（研究中心？）

- Experiential learning hosts
  实践学习主办机构

- External Sources
  外部来源

* Managed by Academic Services

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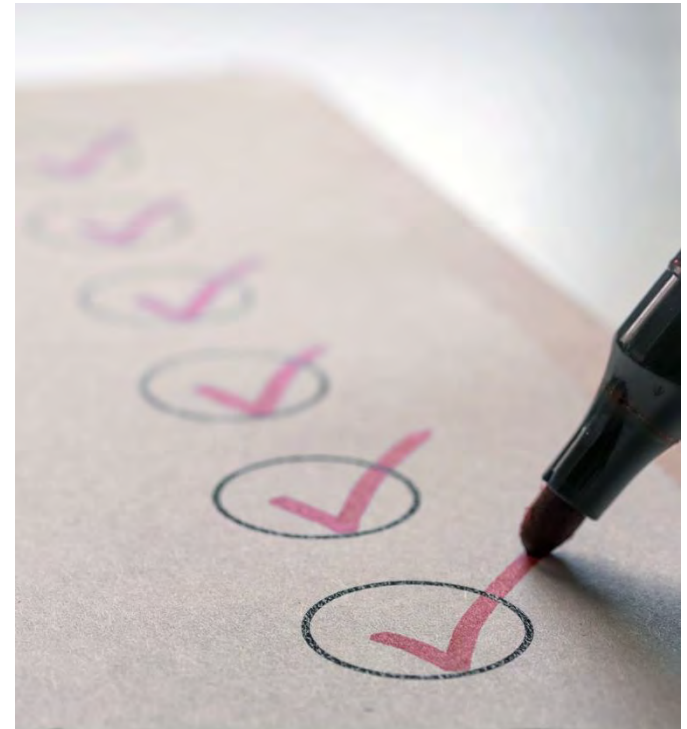UNIVERSITY

More Details on the SWRG

- Competitive Program!

- Student Applies

- Funding to help defray research expenses associated with SW project

- Project might be student independent idea or related to faculty research.

- Academic year or summer.

- Expenses up to 3250 RMB (+6750 RMB)

Eligibility for SWRG

- Approved SWPP (+IRB)

- Recommendation from SW Mentor

- Enrolled in Capstone (during year)

- A well prepared budget is required!

- Yes: disposable items, reagents, consumables, subscription software or services, fieldwork expenses, survey participant compensation.

- Equipment is rarely funded, and becomes property of DKU.

- No: books or permanent software or generic computer hardware.

- No: food or housing or stipend or travel.

- No: conference or publication fees.

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The SWRG Budget

Proposal Worksheet			Name:	Paul Stanley
SWRG: Signature Work Research Grant			NetID:	pes23
			Date:	Monday, August 26, 2024
Material & Supplies Item List	Request Cost (RMB)	Approved Cost (RMB)	Notes	
Steel string set	¥ 50.00		from taobao, necessary to play the bipa	
Wax polish	¥ 150.00		not available in dku chem labs, we are testing different finishes on bipa sound	
Finger nails and tape	¥ 215.00		from taobao, necessary to play the bipa	
Materials & Supplies Subtotal	¥ 415.00	¥ -	Approved Subtotal	
Equipment Item List	Request Cost (RMB)	Approved Cost (RMB)	Notes	
Student model Bipa	¥ 1,500.00		Purchase from Guiyang (6,500 RMB total: 1,500 SWRG + 5,000 SF; will only get 1,500 RMB model if no SF is awarded)	
Protective case	¥ 500.00		Purchase from Guiyang	
Equipment Subtotal	¥ 2,000.00	¥ -	Approved Subtotal	
Research Participant Item List	Request Cost (RMB)	Approved Cost (RMB)	Notes	
Pollfish Survey Service	¥ 800.00		My part of team submission: 2000 RMB allows 200 participants, balance will be covered in team member budget, survey to assess sound perception	
Research Participant Subtotal	¥ 800.00	¥ -	Approved Subtotal	
Other Item List	Request Cost (RMB)	Approved Cost (RMB)	Notes	
Purple Bamboo Music	¥ 35.00		Sheet music	
Other Subtotal	¥ 35.00	¥ -	Approved Subtotal	
Total Requested Amount	¥ 3,250.00	¥ -	Total Approved Amount	

- Only complete the shaded areas.

- Items without explanation will likely be rejected

- Explain how expenses will be shared with SF, and what will happen without SF.

- Explain how expenses will be shared with team.

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SWRG timeline and funding cycle

- **Mid-September:** Fall Application Deadline

- **Mid-October:** Fall awards announced

- December 15: 6-month receipt cycle!

- **Mid-January:** Spring application deadline

- **Mid-February:** Spring awards announced

- April 15: Graduating senior receipts due!

- **Mid-May:** Summer application deadline

- **Early June:** Summer awards announced

- June 15: 6-month receipt cycle!

Funding Timelines

S R S

- **Mid-December:** CFP to FACULTY
- **Mid-January:** Faculty application deadline
- **Mid-February:** Faculty awards announced, students apply directly to FACULTY, who nominate students
- **Mid-March:** Student award letters on rolling basis
- **Late March:** Faculty nominations for students due
- **Late April:** Student commitment for summer housing
- Residence Life decides when dorms can be occupied: expect it to be from June 1 to July 31.

S E L F

- **Mid-March:** Call for Proposals
- **Mid-April:** Application Deadline
- **Mid-April:** Awards Announced
- June 15: 6-month receipt cycle!
- **Late August:** Ordinary Spending Limit!
- December 15: receipt cycle!
- **Early January:** Extraordinary Spending Limit (with permission)

C o n f e r e n c e s

- **First of Month:** Complete proposals evaluated
- **End of Cycle:** when money runs out

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2024-25 UPDATES

WHY ARE WE CHANGING SW?

1. Streamlining and simplifying overly complex process

2. Flexibility and responsiveness to student/mentor needs

3. Quality control via Second Reader

MAJOR UPDATES

1. Second Reader Review

2. 2+2+4 Capstone Option

3. Grades: Late Penalty, No "Z"

4. Creative/Design Option

5. No More Experiential Learning

6. Proposal Simplified

7. No More Narrative + Reflection

1. SECOND READER REVIEW

SECOND READER'S ROLE

Second Readers are faculty in related field assigned by Division Chairs

After receiving SW Products, 2 weeks to offer edits and determine:

- Adequate to minimum academic standards and qualified for Distinction
- Adequate to minimum academic standards
- Inadequate to minimum academic standards

INADEQUATE SW

SW Products judged Inadequate will go back to students for 2 weeks of revision

Second Reader will again determine Adequate or Inadequate

COMMITTEE'S FINAL JUDGMENT

SW Projects still judged Inadequate or with no edits by deadline will go to committee assembled and headed by VCAA

After reviewing work, committee empowered to change Capstone 496 grade to "F"

FALL AND SPRING SCHEDULE

Fall Graduates:

Nov. 15	Final SW Submission
Nov. 15-29	2nd Reader Review
Nov. 29	**SW Fair (Presentations)**
Dec. 13	Edits Due

Spring Graduates:

Mar. 9	Final SW Submission
Mar. 9-28	2nd Reader Review
Apr. 11	Edits Due
Apr. 25	**SWCE (Presentations)**

2. 2+2+4 CAPSTONE

NEW CAPSTONE MODEL

All students must take 8 credits of Capstones (495 & 496) by end of Session 3 senior year

- 4+4 in senior year

- 2+2+4 with *up to* 2 credits in spring junior year

POSSIBLE ARRANGEMENTS

Y3 S3 (proposal)	Y3 S4	Y4 S1	Y4 S2	Y4 S3
		4	4	
			4	4
		4		4
	2	2	4	
	2	2		4
	2		2	4
2		2	4	
2		2		4
2			2	4

PROS, CONS, CAUTIONS

Pros

- Added flexibility, responsiveness to certain kinds of projects

- Less trouble with required courses

Cons

- Danger of discontinuous project work

- Danger of 2-credits overwhelmed by other 8

Cautions

- Students wanting to register in spring junior year must have mentor and RCR

3. GRADING

NO MORE "Z" GRADE

Capstones now graded individually, including 2-credit capstones

Grades for Capstone 495 should be based on student's process – what they've done

Opportunity to use grade as wake-up call for students not demonstrating consistent work

CAPSTONE 496 GRADES

Capstone 496 grade based on SW **product** (paper etc.)

Submitted to SW Office at end of Session 3 (even for students taking 496 in Session 2)

LATE SUBMISSION PENALTY

Late final papers are not eligible for Distinction

SW Office/Registrar automatically reduces grades:

- By 10 pts (1 full letter grade) after first 7 days

- By 10 pts (1 full letter grade) after each subsequent 5 day period

On day 22 papers not submitted receive an automatic "F"

4. CREATIVE/DESIGN OPTION

2 MODELS

1. Scholarly Projects
   a) 25-30 page Academic Paper
2. Creative/Design Projects
   a) Primary Object (artwork, business model, policy paper, app, etc.)
   b) 15-20 page formal Explanatory Text (background, procedures, outcomes)

5. EXPERIENTIAL LEARNING

NO MORE EXPERIENTIAL LEARNING

Indefinitely suspended

Class of 2025 may incorporate into SW Paper (Reflections)

6. PROPOSAL

ONE SIMPLE FORM

SW Proposal is short and incorporates RCR and Mentor Agreement (just signature)

Mentors asked to note IRB/IACUC needs

7. NARRATIVE + REFLECTION

ONE ESSAY

SW Paper (25-30 pages) or Explanatory Text (15-20 pages) to incorporate shorter Reflection section

ANY QUESTIONS?

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