

Guidelines for Departments Involved in the B&B Program

In the Fall 2012, the Interdisciplinary Committee of the Neuroscience Institute collected information through a questionnaire from the eight GSU departments that receive B&B Fellowships. Based on that information, the IDC is now issuing a set of binding guidelines as a way to share what we take to be 'best practices' in recruitment and administration of B&B Fellows:

1. Departments should allocate B&B Fellowships to students whose interests are relevant to neuroscience, understood from the variety of perspectives encompassed by the departments in the Brains & Behavior Program.
2. Departments should allocate B&B Fellowships to two types of students: incoming students and students currently enrolled. The balance between the two types of students is left to the individual departments, but it is important that *at least some* Fellowships in each department are used each year to recruit the best students. This was one of the rationales for having B&B Fellowships in the first place, and the participating departments should preserve it. Departments can also choose to allocate all B&B Fellowships to incoming students.
3. Departments should make maximal efforts to select high quality recipients. Applicants must be selected based on at least the following elements (where applicable): fit to the B&B Mission, GREs, GPAs, letters of recommendation, writing samples, background in neuroscience, research experience, research productivity as evidenced by publications, presentations, and involvement in outreach programs.
4. Departments should advertise the B&B Fellowships widely through websites, listservs, blogs, and the like, to ensure as large an applicant pool as possible.
5. Departments should develop criteria for being B&B Fellows in good standing, and a timely probationary system to warn students who are not meeting such standards. The criteria should include doing neuroscience-related work (broadly understood), taking the B&B seminar course associated with the B&B Lecture Series and attending those lectures, holding the Fellowship for a maximum of 5 years and a minimum of 1 year. If the fellowship is held for less than 1 year, we ask that the departments petition the IDC for a shorter term, explaining what motivates the request.
6. B&B Fellows should develop a minimal degree of proficiency in neuroscience before enrolling in the B&B seminar course associated with the B&B Lecture Series. Students are required to obtain permission to enroll from the class instructor, who in the absence of prior exposure to neuroscience will recommend postponing enrollment until proficiency in neuroscience is acquired through coursework.
7. Departments should select a faculty member to play the role of B&B Ambassador. The function of B&B Ambassadors will be to make sure that the needs of the departments are conveyed to the Neuroscience Institute, and that relevant information is distributed among B&B faculty and fellows in a timely fashion. This information may concern funding opportunities, events/workshops, changing requirements within the B&B Program, petitions to the IDC, problems with students' attendance and performance, etc.