



# 2017 Scholarship Application Package

## for Undergraduate and Graduate Student Applicants

### About CMAA Gulf Coast Chapter Scholarships

The Construction Management Association of America (CMAA) Gulf Coast Chapter awards a limited number of scholarships to qualified students to help defray the costs of pursuing a degree in Construction Management or a related-degree program. The amounts of the scholarships vary from year to year, but typically average \$1,000.

### Eligibility Criteria

1. Must have completed a minimum of one full academic year of studies, and must have a minimum of one full academic year remaining prior to completing the degree being pursued.
2. Must be enrolled in a Construction Management degree program, or other CM-related degree program, and show a strong interest in a career in CM, as demonstrated by a response to the essay question in the application package.

***NOTE: Incomplete applications will not be considered. The application and all associated attachments must be submitted electronically. Hard copies of transcripts, essays and recommendations must be scanned and sent electronically. Hard copy applications and attachments will not be considered.***

### CMAA Gulf Coast Chapter Scholarship Application Process

Scholarship applications should be submitted (electronically with delivery confirmation request) to the CMAA Gulf Coast Chapter Scholarship Committee Chair (Bill Fogle) no later than May 9, 2017:

[bill@valiint.com](mailto:bill@valiint.com)

### CMAA Gulf Coast Chapter Scholarship Review Process

1. The CMAA Gulf Coast Chapter scholarship selection committee will review all complete applications received and make its recommendations to the CMAA Gulf Coast Chapter Board of Directors for approval. Selected recipients will be notified on or about June 2, 2017.
2. The CMAA Gulf Coast Chapter scholarship selection committee will consider the following in selecting recipients of the scholarships:
  - academic performance
  - quality of essay on future plans and scholarship interest
  - self help endeavors
  - recommendation of faculty advisor
  - nature and extent of extracurricular activities
3. Scholarship checks will be presented to the recipients during the Awards Luncheon in New Orleans in June 2017. Scholarship recipients are strongly encouraged to be present to receive the award. Students will be recognized at the Luncheon and will be invited to participate fully in the luncheon activities. The CMAA Gulf Coast Chapter will pay for students' registration to attend the Luncheon as well as one guest.



## 2017 CMAA Gulf Coast Chapter Scholarship Application Guidelines

### CMAA Foundation Selection Criteria

The CMAA Gulf Coast Chapter scholarship selection committee will consider the following in selecting winners of the national scholarships:

- academic performance: 40%
- quality of essay on future plans and scholarship interest: 20%
- recommendation of faculty advisor: 15%
- extracurricular activities: 25%
- BONUS: Student member of CMAA National: 5%

### Helpful Hints

- All sections of the application must be completed in full and submitted electronically. An application submitted missing any of the sections and without a signature will be disqualified from consideration.
- The response to the essay must be typed. Be sure to check spelling and grammar carefully. Please remember that your application will be scanned and disseminated to the selection committee electronically; presentation is important.
- The subject line of your email when submitting should include your last name and school name. Please submit one email with **all completed sections of the application, in one PDF document, including the transcripts but not the Advisor's portion as that comes directly to the Chapter.** Applications received with several individual pieces will be returned for consolidation.
- Keep a copy of your complete application package and **request proof of electronic delivery.** The returned proof of delivery will serve as verification that your application has been received. No additional notification will be provided.
- Ensure that the completed application, all forms, letters and transcripts are received **by May 9, 2017.**

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### Scholarship Application Checklist

To be considered for a CMAA Gulf Coast scholarship, you must complete the following checklist and include it with the application submission, which is to be forwarded electronically as one PDF document.

- Completed **all** sections of the application packet, including:
  - General Information
  - Academic Information, including Current Academic Schedule
  - Included an official transcript from each school attended for undergraduate and/or graduate credit, in plenty of time to meet the application submission deadline.

Please supply the following information related to transcripts:

School Name(s)

Date of Transcript Request

- Extracurricular Activities
- Employment (If applicable)
- One Essay on Future Plans and Scholarship Interest
- Distributed the evaluation/recommendation form to your academic or faculty advisor and let your advisor know the completed form and one-page statement must be submitted directly to the CMAA Gulf Coast Chapter electronically by **May 9, 2017**.
- Proofed the spelling, grammar, and the presentation of the application.
- Signed and dated the application package.
- Made a copy of the completed application package.
- Emailed the application by **May 9, 2017**.
- Obtained electronic proof of delivery.

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**General Information**

<b>First Name</b>	
<b>Last Name</b>	
<b>Birth Date</b>	
<b>Permanent: Street Address</b>	
<b>City</b>	
<b>State/Province</b>	
<b>Postal Code</b>	
<b>Country</b>	
<b>Phone Number</b>	
<b>Email</b>	
<b>Current College/University: Name</b>	
<b>School Address</b>	
<b>City</b>	
<b>State/Province</b>	
<b>Postal Code</b>	
<b>Phone Number</b>	
<b>CMAA Member?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

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<b>CMAA Regional Chapter Affiliation</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide name:
<b>CMAA Student Chapter Affiliation</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide name:
<b>CMIT?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Previous CMAA Foundation Scholarship Recipient?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, when?
<b>Qualify for CMAA National Francis M. Keville Scholarship (minority or female applicants)?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Academic Information**

<b>Student Classification for Which You Are Seeking This Scholarship?</b>	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate
<b>Student Classification at Time of Application, i.e. 3<sup>rd</sup> year undergraduate, 1<sup>st</sup> year graduate</b>	
<b>Type of Degree Sought, i.e. BS, MA</b>	
<b>Anticipated Graduation Date</b>	
<b>Cumulative GPA</b>	
<b>Major Field of Study</b>	
<b>GPA in Major</b>	

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<b>Minor (or Concentration) Field of Study</b>	
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**Please list the names, locations, and dates of enrollment for any other colleges or universities you attended while seeking your current degree.**

**Please list any academic honors and awards you've received.**

- 1.
- 2.
- 3.
- 4.



### **Current Academic Schedule and Transcripts**

Please attach your current academic schedule. You also must include an **official** transcript from each school you have attended for undergraduate **and** graduate credit.

Both the current academic schedule and transcript(s) must be scanned from originals or provided electronically. Application packages will not be considered complete unless the current academic schedule and official transcript(s) are included in the overall PDF application document.

### **Extracurricular Activities**

Please list any extracurricular information (eg, school, professional, or community activities) you consider to be significant, beginning with the most recent and working back chronologically. Emphasis will be given during judging on activities connected to the CM industry. Do not list every detail about every position or activity. Rather, provide a general sense of your responsibilities and commitment. Attach additional sheets containing other extracurricular activities if necessary.

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<b>1. Organization Name</b>	
<b>Activity</b>	
<b>Date Range</b>	
<b>Hours</b>	
<b>Description</b>	
<b>2. Organization Name</b>	
<b>Activity</b>	
<b>Date Range</b>	
<b>Hours</b>	
<b>Description</b>	
<b>3. Organization Name</b>	
<b>Activity</b>	
<b>Date Range</b>	
<b>Hours</b>	
<b>Description</b>	
<b>4. Organization Name</b>	
<b>Activity</b>	
<b>Date Range</b>	
<b>Hours</b>	
<b>Description</b>	

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### Employment

If applicable, please enter information regarding your most recent employment. Attach additional sheets containing other employment if necessary.

<b>1. From (month/year):</b>		<b>To (month/year):</b>	
<b>Company Name</b>			
<b>Address</b>			
<b>Supervisor Name</b>			
<b>Your Position</b>			
<b>Duties</b>			
<b>Hours Per Week</b>			
<b>2. From (month/year):</b>		<b>To (month/year):</b>	
<b>Company Name</b>			
<b>Address</b>			
<b>Supervisor Name</b>			
<b>Your Position</b>			
<b>Duties</b>			
<b>Hours Per Week</b>			
<b>3. From (month/year):</b>		<b>To (month/year):</b>	
<b>Company Name</b>			
<b>Address</b>			
<b>Supervisor Name</b>			

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<b>Your Position</b>	
<b>Duties</b>	
<b>Hours Per Week</b>	

**Essay**

Applicants must submit one original essay, addressing both of the following topics, to be considered for a scholarship. Please do not exceed two, **typed**, single-spaced pages.

- 1. Future Plans**  
Please tell us why you are interested in a career in Construction Management.

**AND**

- 2. Scholarship Interest**  
Please explain why you should receive a CMAA Gulf Coast scholarship.

**Applicant Signature**

***By submitting this application package for a CMAA Foundation scholarship, I certify that the information contained herein is accurate and factual to the best of my knowledge.***

***I agree that the application and all attachments may be used for the purposes of evaluation and selection by the CMAA Gulf Coast Chapter. Also, I acknowledge that all scholarship decisions of the scholarship committee are final.***

**Name:**

**Date:**

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**Academic or Faculty Advisor Evaluation/Recommendation Form**

NOTE TO THE APPLICANT: Please fill in the first portion of this two-page form before giving it to your academic or faculty advisor for completion.

<b>Applicant's Full Name</b>	
<b>College/University Name</b>	
<b>Department</b>	
<b>Academic or Faculty Advisor's Full Name</b>	

NOTE TO ADVISOR: The applicant wishes to be considered for a CMAA Gulf Coast Chapter scholarship, the application for which is not complete without your evaluation (due no later than **May 9, 2017**). You are encouraged to give frank statements regarding the applicant's ability to complete his/her work and a prospective future in CM or a CM-related field. The judges would appreciate knowing about specific intellectual abilities and accomplishments. Your evaluation/recommendation will be confidential and not shared with the student. The judges consider this evaluation and recommendation statement to be of great importance and weigh it up to 15% of the total score. Send this form along with the **one-page** recommendation statement electronically to [bill@valiint.com](mailto:bill@valiint.com). In the subject line, identify the student's last name and school name. If you have any questions, please call Bill Fogle at (504) 684-4408 x703.

<b>How long have you known this student?</b>		<b>In what capacity?</b>			
<b>How often do you see this student?</b>					
<i>Please place an "X" in the appropriate cell.</i>	<b>Poor</b>	<b>Below Average</b>	<b>Average</b>	<b>Above Average</b>	<b>Superior</b>
<b>Cooperation</b>					
<b>Courtesy</b>					
<b>Dependability</b>					
<b>Industriousness</b>					
<b>Initiative</b>					
<b>Maturity</b>					
<b>Ability to identify &amp; achieve goals</b>					
<b>Self-Discipline</b>					
<b>Advisor's Full Name</b>					

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<b>Position</b>			
<b>Organization</b>			
<b>Email</b>		<b>Phone</b>	

**Name:**

**Date:**

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