



2018 SCHOLARSHIP APPLICATION FOR UNDERGRADUATE AND GRADUATE STUDENTS

PLEASE READ CAREFULLY THE REQUIREMENTS AND INSTRUCTIONS PRIOR TO COMPLETING THIS APPLICATION. SHOULD YOU HAVE ANY QUESTIONS ABOUT YOUR ELIGIBILITY, PLEASE DISCUSS WITH YOUR ACADEMIC ADVISOR. CLARIFICATIONS ON THE APPLICATION FORM MAY BE EMAILED TO THE CMAA-NE SCHOLARSHIP CHAIR, CONTACT INFORMATION BELOW.

CMAA-NE Scholarship Subcommittee Chair: WRiggs-Smith@massport.com

CMAA-NE 2018 SCHOLARSHIP APPLICATION

❖ ABOUT CMAA-NE SCHOLARSHIPS

The Construction Management Association of America – New England (CMAA-NE) is the local chapter of the national CMAA. Each year, CMAA-NE selects a limited number of student applicants to receive scholarships to help defray the costs of pursuing a degree in Construction Management or a closely related-degree program. The amounts of the scholarships vary from year to year, but typically average \$4,000. Students may also want to apply for the national CMAA Foundation Scholarships (applications open after June 2018 and may be found on the national website: <http://www.cmaafoundation.org>.)

❖ ELIGIBILITY CRITERIA FOR CMAA-NE SCHOLARSHIPS

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 in the response to the essay question in the application package.
3. Must have a **GPA of 3.0 or above**.

❖ CMAA-NE SCHOLARSHIP APPLICATION PROCESS

Scholarship application must be submitted to CMAA-NE in care of Chapter Subcommittee Chair: Wendy Riggs-Smith.

Complete the application fully and submit it, with all accompanying attachments, electronically to the CMAA-NE Scholarship Chair: WRiggs-Smith@massport.com no later than **Noon, Friday March 30, 2018**.

The Application Checklist is provided on **page 4** for guidance in assembling your application.

Give **Page 9** of this application to your academic/faculty advisor for his/her recommendation. Your advisor must email the form and recommendation letter directly to the CMAA-NE Scholarship Chair: WRiggs-Smith@massport.com. **NOTE:** This is the only item to be submitted separately.

❖ CMAA –NE SCHOLARSHIP SELECTION AND AWARD PROCESS

1. The CMAA -NE Scholarship Committee will review all complete applications and make its recommendations to the CMAA-NE Board of Directors for approval. Selected winners will be notified on or before April 18, 2018.
2. Scholarship checks will be mailed directly to the student's college/university upon the student's acceptance of the scholarship and CMAA's verification of the student's enrollment status. If the student has already paid his/her charges to the school and can provide proof thereof in the form of a statement from the school, CMAA will provide the check directly to the student.
3. Scholarship winners will be presented their scholarship award certificate at the CMAA-NE Annual Awards Luncheon on May 9, 2018 in Boston, MA. All Scholarship winners are guests of CMAA-NE at this event.
4. Scholarship winners are strongly encouraged to volunteer at the CMAA –NE Golf Tournament on May 16, 2018 to receive recognition and network with potential future employers.

CMAA-NE 2018 SCHOLARSHIP APPLICATION

❖ CMAA -NE SCHOLARSHIP SELECTION CRITERIA

The CMAA -NE scholarship selection committee will consider the following in selecting winners of the national scholarships:

- academic performance: 30% **Minimum 3.0 GPA required**
- quality of essay on future plans and scholarship interest: 30%
- recommendation of faculty advisor: 20%
- extracurricular activities: 20%
- BONUS: Student member of CMAA: +5%

Helpful Hints

- All sections of the application, including the Application Checklist, must be completed in full and submitted electronically. An application submitted missing any of the sections or without a signature will be disqualified from consideration.
- This application must be typed. Be sure to check spelling and grammar carefully. This application is about potential management skills; the quality of the application speaks to that. Please remember that your application will be 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, e.g., Smith/Perrier College.
- Please submit one email with all completed sections of the application, in one PDF document, including the transcripts.; the only item to come separately is the Advisor's portion. Be sure that separate Advisor portions are submitted within the deadline. Applications received with several individual pieces will be returned for consolidation.
- Please 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.

Note:

For ease of completion, this application is distributed as a word document. Do not change any information. Check boxes as required and fill in requested information.

Good luck!

The CMAA -NE scholarship program does not discriminate on the basis of age, race, gender, religion or national origin in the awarding of scholarship grants.

CMAA-NE 2018 SCHOLARSHIP APPLICATION

❖ SCHOLARSHIP APPLICATION CHECKLIST

For your application to be considered for a CMAA -NE scholarship, you must complete the following checklist and include the checked copy of it with the application submission. The application is to be forwarded electronically as one PDF document with the exception of the Advisor's portion which is to be submitted separately.

Applicant confirms that all sections of the application packet have been completed, including: (check all boxes)

- General Information
- Academic Information, including current academic schedule
- 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) and Date of Transcript Request
- Extracurricular Activities
- Employment (if applicable)
- Essay on Future Plans, Scholarship Interest and Future of Construction Management
- Distributed the Academic/Faculty Advisor Evaluation Form & Recommendation Statement to your academic/faculty advisor and confirmed that your advisor knows the completed form and one-page statement must be submitted electronically, directly to CMAA-NE's WRiggs-Smith@massport.com by the due date of **noon Friday, March 30, 2018**.
- Proofed and corrected the spelling, grammar, and the presentation of the application
- Signed and dated the application package
- Emailed the application by **noon March 30, 2018**, with your last name and school name in the email subject line.
- Obtain electronic proof of delivery.

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

CMAA-NE 2018 SCHOLARSHIP APPLICATION

❖ GENERAL INFORMATION

First Name	
Last Name	
Birth Date	
Permanent Street Address	
City	
State	
Zip Code	
Country	
Phone Number	
Email	
Current College/ University	
School Address	
State	
Zip Code	
Phone Number	

CMAA Member?

- Yes
- No

CMAA Regional Chapter Affiliation

- Yes If yes, provide name:
- No

CMAA Student Chapter Affiliation

- Yes If yes, provide name:
- No

CMIT?

- Yes
- No

Previous CMAA Foundation Scholarship Recipient?

- Yes If yes, when? From what Chapter?
- No

CMAA-NE 2018 SCHOLARSHIP APPLICATION

❖ ACADEMIC INFORMATION CURRENT

Student classification for which you are seeking this scholarship?	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate
Year in program at time of application (i.e. 3 rd year undergraduate, 1st year graduate)	
Degree sought (i.e. BS, MA)	
Anticipated graduation date	
Cumulative GPA	
Major field of study	
Minor (or concentration) field of study	
GPA in Major	

❖ PREVIOUS ACADEMIC EFFORTS

Please list the names, locations, and dates of enrollment for any other colleges or universities you attended while seeking your current degree.

Name of School	Located at	Dates from/to

❖ ACADEMIC AWARDS AND HONORS

Please list any academic honors and awards you have received.

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

❖ CURRENT ACADEMIC SCHEDULE AND TRANSCRIPTS

Attach your current academic schedule. You 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 document.

CMAA-NE 2018 SCHOLARSHIP APPLICATION

❖ EXTRACURRICULAR ACTIVITIES

Please list any extracurricular information 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.

1. Organization Name	
Activity	
Date range	
Hours	
Description	
2. Organization Name	
Activity	
Date range	
Hours	
Description	
3. Organization Name	
Activity	
Date range	
Hours	
Activity	

❖ EMPLOYMENT

If applicable, please enter information regarding your most recent employment.

1. From (month/year): to (month/year):	
Company name	
Address	
Supervisor name	
Your position	
Duties	
Hours per week	
2. From (month/year): to (month/year):	
Company name	
Address	
Supervisor name	
Your position	
Duties	
Hours Per Week	

CMAA-NE 2018 SCHOLARSHIP APPLICATION

3. From (month/year):	
to (month/year):	
Company name	
Address	
Supervisor name	
Your position	
Duties	
Hours per week	
4. From (month/year):	
to (month/year):	
Company name	
Address	
Supervisor name	
Your position	
Duties	
Hours per week	

❖ **ESSAY**

To be considered for a scholarship, applicants must submit one original essay addressing **all** three of the following topics. Please do not exceed two typed and single-spaced pages.

1. Future Plans

Tell us why you are interested in a career in Construction Management and what specific interests or goals you have in it.

-AND-

2. Scholarship Interest

Explain to the scholarship committee what your financial needs are and why you believe you are qualified for a CMAA-NE scholarship.

-AND-

3. Future of Construction Management

Describe your vision of construction management’s role in the future and how it (and you) may improve current practice.

❖ **APPLICANT SIGNATURE**

By submitting this application package for a CMAA-NE Foundation scholarship, I certify that the information contained herein is accurate and factual to the best of my knowledge. I acknowledge that all decisions of the scholarship committee are final.

Name:		Date:
-------	--	-------

CMAA-NE 2018 SCHOLARSHIP APPLICATION

❖ ACADEMIC/FACULTY ADVISOR EVALUATION FORM & RECOMMENDATION STATEMENT

NOTE TO THE APPLICANT:

Fill in the first portion of this form before giving it to your advisor.

Be sure the professor/advisor you ask to write this recommendation knows you and your work well, and will be able to speak effectively to your strengths, unique qualities and weaknesses.

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

NOTE TO ADVISOR:

The scholarship committee gives your evaluation and recommendation letter careful consideration and weights your recommendation at 30% in the selection criteria.

Provide a frank statement about the applicant's academic competency, achievements and prospect as a future CM/AEC professional in enough depth to provide the committee with a clear understanding of the candidate. In your recommendation letter, please address at least three of the following:

1. Strengths and weaknesses
2. Creativity
3. Collaboration in teams with his/her peers
4. Future prospects of the student
5. Commitment

Your recommendation letter should be one-page in length, completed digitally and signed.

This student's scholarship application is not complete without your evaluation of the student.

Email a pdf of this form and your one-page recommendation letter to CMAA-NE Scholarship Chair: WRiggs-Smith@massport.com.

Evaluation Form and Recommendation Statement are **due by noon on Friday, March 30, 2018**. Indicate the applicant's last name and school in the subject line of your email.

Your evaluation is confidential and will not be shared with the applicant.

1. How long have you known this student?	
2. In what capacity?	
3. How often do you see this student?	
4. Overall rating of student performance	<input type="checkbox"/> Superior <input type="checkbox"/> Very good <input type="checkbox"/> Good
5. Overall rating of student character	<input type="checkbox"/> Superior <input type="checkbox"/> Very good <input type="checkbox"/> Good
6. Why is this person a good candidate for this scholarship?	