



Advancing Professional Construction
and Program Management Worldwide

CONNECTICUT CHAPTER

2017 Scholarship Application Package

An Additional Scholarship Sponsored By:



DPM

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 CONNECTICUT CHAPTER AT

rmumtaz@aiengineers.com

About CMAA Connecticut Chapter Scholarship

The Construction Management Association of America (CMAA) Connecticut Chapter is awarding a scholarship to one qualified student to help them defray the costs of pursuing a degree in Construction Management, Civil Engineering or other related fields. The amount of the scholarship is \$1,000. Students may also be eligible to apply CMAA Foundation Scholarships (see www.cmaafoundation.org for additional information).

Eligibility Criteria

1. For accepted or current undergraduate students, must be accepted to attend a full-time accredited college or university in the next academic year or currently enrolled as a full-time student at an accredited college or university. For graduate students, must be accepted to attend a graduate program or currently enrolled in a graduate program at an accredited college or university. Undergraduate students must have a minimum of one full academic year left. Graduate students must have a minimum of two courses left.
2. Must be accepted to or enrolled in a Construction Management, Civil Engineering, or related degree program at an accredited college or university, and show a strong interest in a career in Construction Management, as demonstrated by a response to the essay question in the application package.
3. Must have a 3.0 GPA or higher.
4. Must be accepted to attend or attending a college or university located in Connecticut or be a Connecticut State Resident.

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 Connecticut Chapter Scholarship Application Process

All applications and supporting materials must be submitted directly to the CMAA Connecticut Chapter. Be sure to fill out the application completely and submit it with all accompanying attachments electronically to rmumtaz@aiengineers.com no later than **midnight, October 14, 2017**.

See the Application Checklist on page 4 for guidance in assembling your application. Page 10 of this application should be provided to your academic advisor, student councilor or an instructor for their recommendation, which they will submit directly to the CMAA Connecticut Chapter.

CMAA Connecticut Chapter Scholarship Review Process

1. The CMAA Connecticut Chapter scholarship selection committee will review all complete applications received, and make its recommendations to the CMAA Connecticut Chapter Board of Directors for approval. The selected winner will be notified on or about November 1, 2017.
2. The scholarship check will be mailed directly to the student's college/university upon the student's acceptance of the scholarship and CMAA Connecticut Chapter'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 Connecticut Chapter will provide the check directly to the student.
3. While not mandatory, the scholarship winners are strongly encouraged to attend the CMAA Awards dinner on November 16, 2017 at The Hartford Club in Hartford, CT. The selected student will be recognized at the CMAA Connecticut Chapter Awards dinner.

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

CMAA Connecticut Chapter Selection Criteria

The CMAA Connecticut Chapter scholarship selection committee will consider the following in selecting the winner of the scholarship:

- 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: 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 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 CMAA Connecticut Chapter**. 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.
- Good luck!

Scholarship Application Checklist

To be considered for a CMAA Connecticut Chapter scholarship, you must complete the following checklist and include it with the application submission, which is to be forwarded electronically as one PDF document with the exception of the Advisor's portion.

- 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 Connecticut Chapter electronically by **midnight, October 14, 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 **midnight, October 14, 2017**, with your last name and school name in the email subject line.
- Obtained electronic proof of delivery.

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

General Information

First Name			
Last Name			
Birth Date			
Permanent: Street Address			
City			
State/Province			
Postal Code			
Country			
Phone Number			
Email			
Current College/University: Name			
School Address			
City			
State/Province			
Postal Code			
Phone Number			
CMAA Member?	Yes	No	
CMAA Regional Chapter Affiliation	Yes	No	If yes, provide name:
CMAA Student Chapter Affiliation	Yes	No	If yes, provide name:
CMIT?	Yes	No	
Previous CMAA Foundation Scholarship Recipient?	Yes	No	If yes, when?

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

Academic Information

Student Classification for Which You Are Seeking This Scholarship?	Undergraduate Graduate
Student Classification at Time of Application, i.e. 3rd year undergraduate, 1st year graduate	
Type of Degree Sought, i.e. BS, MA	
Anticipated Graduation Date	
Cumulative GPA	
Major Field of Study	
GPA in Major (if applicable)	
Minor (or Concentration) Field of Study	

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. For accepted students, you must provide a copy of your college or university acceptance letter, confirmation to the college or university, and your **official** high school transcripts.

Both items noted above must be scanned from originals or provided electronically. Application packages will not be considered complete unless all information is included in the overall PDF document.

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

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 Construction Management 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	
Schedule Commitment	
Description	
2. Organization Name	
Activity	
Date Range	
Schedule Commitment	
Description	
3. Organization Name	
Activity	
Date Range	
Schedule Commitment	
Description	
4. Organization Name	
Activity	
Date Range	
Schedule Commitment	
Description	

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

Employment

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

1. From (month/year):		To (month/year):	
Company Name			
Address			
Supervisor Name			
Your Position			
Duties			
2. From (month/year):		To (month/year):	
Company Name			
Address			
Supervisor Name			
Your Position			
Duties			
3. From (month/year):		To (month/year):	
Company Name			
Address			
Supervisor Name			
Your Position			
Duties			

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

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 to the Foundation scholarship committee why you should receive a CMAA Connecticut Chapter scholarship.

Applicant Signature

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

Also, I acknowledge that all decisions of the scholarship committee are final.

Name: _____ Date: _____

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.

Applicant's Full Name	
College/University Attending	
Advisor's School Affiliation	
Academic or Faculty Advisor's Full Name	

NOTE TO ADVISOR: This application (due **midnight, October 14, 2017**) is not complete without your evaluation of the applicant. You are encouraged to provide frank statements about the applicant's academic competency, achievements and prospect as a future CM/AEC professional in a **one-page recommendation letter**.

Your evaluation is confidential and will not be shared with the applicant. The judges consider your evaluation to be very important. Your letter will make up 15% of the applicant's total score.

How long have you known this student?	
In what capacity?	
How often do you see this student?	
Overall rating of student performance	<input type="checkbox"/> Superior <input type="checkbox"/> Very good <input type="checkbox"/> Good
Overall rating of student character	<input type="checkbox"/> Superior <input type="checkbox"/> Very good <input type="checkbox"/> Good

Advisor's Signature

Name: _____ Date: _____

Once completed, please email this form along with your one-page recommendation letter to rmumtaz@aiengineers.com. Please indicate the applicant's last name and school in the subject line of your email. Forms must be scanned and emailed.

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