

**2015 Scholarship Application Package**  
**for**  
**CMAA National Capital Chapter (NCC)**  
*for Undergraduate and Graduate Student Applicants*





## 2015 CMAA National Capital Chapter Scholarship Application Guidelines

### About CMAA Foundation Chapter Scholarships

The Construction Management Association of America (CMAA) National Capital Chapter (NCC), a 501(c)3 charitable organization awards a limited number of scholarships to qualified students to help them 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. The local National Capital Chapter awards scholarships in up to \$2,000 increments. Previous recipients may only be awarded one undergraduate and one graduate scholarship.

**The CMAA Foundation (nationwide) awards scholarships separately based on the winners of the local chapter program.**

### 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.
3. Must attend college or retain permanent residence in Maryland, Washington, D.C., or Virginia.

**NOTE: Incomplete applications will not be considered by the CMAA National Capital Chapter Scholarship selection committee. The application and all associated attachments must be submitted via mail.**

### CMAA National Capital Chapter Scholarship Application Process

Simply complete the scholarship application, making sure to refer to the application directions, and return it to the National Capital Chapter by March 13, 2015. The CMAA NCC will announce scholarship recipients at the CMAA National Capital Chapter awards banquet in May 2015. If you have any questions, please call C. Grant Howerton, P.E., CMIT at (703) 246-0028, or email [ghowerton@rkk.com](mailto:ghowerton@rkk.com).

### CMAA National Capital Chapter Scholarship Review Process

1. The CMAA National Capital Chapter scholarship selection committee will review all complete applications received from direct submittals, and make its decision based on the received application. Selected winners will be notified in late March 2015.
2. Scholarship checks will be mailed directly to the student's provided address upon the student's acceptance of the scholarship and CMAA's verification of the student's enrollment status.

### CMAA National Capital Chapter Scholarship Selection Criteria

The CMAA National Capital Chapter scholarship selection committee will consider the following in selecting winners of the chapter scholarships:

- academic performance: 40%
- quality of essay on future plans and scholarship interest: 20%
- recommendation of faculty advisor: 15%
- extracurricular activities: 25%

### Helpful Hints

- All sections of the application must be completed in full and submitted before March 13, 2015. 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; presentation is important.



## 2015 CMAA National Capital Chapter Scholarship Application Guidelines

- Please keep a copy of your complete application package. The returned proof of delivery will serve as verification that your application has been received. No additional notification will be provided.
- Good luck!

### **Before you Begin...**

- A completed application will include: a completed and signed application form, an official academic transcript, the enclosed advisor's evaluation sent directly to the CMAA NCC selection committee representative, the student's current resume, a letter of recommendation from the most current employer on company letterhead, and the Student Chapter/Regional Chapter Membership Verification (If Applicable). If the applicant is not currently employed, a letter of recommendation from a department faculty member is required.
- Please keep a copy of your complete application package. When you mail it to the CMAA NCC request a "proof of delivery" from the Postal Service. The returned proof of delivery will serve as your notification that the CMAA NCC has received your application. No other notification will be sent. You will be notified of the postmark deadline. Exceptions will not be made.



## Scholarship Application Checklist

To be considered for a CMAA NCC scholarship, you must complete the following checklist and include it with the application submission.

☐ 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

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☐ Extracurricular Activities

☐ Employment (If applicable)

☐ One Essay on Future Plans and Scholarship Interest

☐ CMAA Student Chapter/Regional Chapter Membership Verification (If applicable)

☐ 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 NCC by **March 13, 2015**.

☐ Proofed the spelling, grammar, and the presentation of the application.

☐ Signed and dated the application package.

☐ Made a copy of the completed application package.

### Mail Application to:

CMAA University Liaison Committee  
C. Grant Howerton, P.E., CMIT  
RK&K  
12600 Fair Lakes Circle  
Suite 300  
Fairfax, VA 22033

### 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	
<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 NCC Scholarship Recipient?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No If yes, when?	
<b>Qualify for 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, e.g. 3<sup>rd</sup> year undergraduate, 1<sup>st</sup> year graduate</b>	
<b>Type of Degree Sought, e.g. BS, MA</b>	
<b>Anticipated Graduation Date</b>	
<b>Cumulative GPA</b>	
<b>Major Field of Study</b>	
<b>GPA in Major</b>	
<b>Minor (or Concentration) Field of Study</b>	

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

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

1. 

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2. 

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3. 

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4. 

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## 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.

Application packages will not be considered complete unless the current academic schedule and official transcript(s) are received.

## Extracurricular Activities

Please list any extracurricular information you consider to be significant, beginning with the most recent and working back chronologically. 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.

<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>	



## CMAA Student Chapter/Regional Chapter Membership Verification

(If applicable)

NOTE TO THE CHAPTER OFFICER: Please complete, sign and seal this evaluation in an envelope with your signature over the envelope flap by **March 13, 2015**, and return directly to the CMAA NCC University Liaison Committee at:

**CMAA University Liaison Committee  
C. Grant Howerton, P.E., CMIT  
RK&K  
12600 Fair Lakes Circle  
Suite 300  
Fairfax, VA 22033**

If there is a CMAA Student Chapter at your college or university, or a regional chapter in your area, you must submit this form. The chapter faculty advisor and Student Chapter President (or regional chapter president) should complete and sign the appropriate sections.

Student:

College/University:

**This is to verify that the applicant is an active member in good standing with the CMAA Student Chapter and/or an active member in good standing with the CMAA Regional Chapter.**

Chapter President or Student Chapter Faculty Advisor:

Title:

***I certify that to the best of my knowledge that this person is a member in good standing.***

Signature:

Date:

Please place an "X" in the appropriate cell.	Poor	Below Average	Average	Above Average	Superior
Cooperation					
Courtesy					
Dependability					
Industriousness					
Initiative					
Maturity					
Ability to select & achieve goals					
Self-Control					



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



## 2015 CMAA National Capital Chapter Scholarship Application

### 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 CMAA NCC scholarship selection committee why you should receive a CMAA NCC scholarship, including any hardships you have overcome.

### Applicant Signature

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

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

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## 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 your responses to be considered as part of his or her CMAA NCC scholarship application, which is not complete without your evaluation (due no later than **March 13, 2015**). We would appreciate knowing about specific intellectual abilities and accomplishments. We encourage frank statements regarding the applicant's ability to complete his or her work and a prospective future in CM or a CM-related field. Your evaluation/recommendation will be confidential and not shared with the student. Please send a one-page statement, along with this completed form. If you have any questions, please call C. Grant Howerton at (703) 246-0028 P or email [ghowerton@rkk.com](mailto:ghowerton@rkk.com).

<b>How long have you known this student?</b>		<b>In what capacity?</b>			
<b>How often do you see this student?</b>					
<b>Please place an "X" in the appropriate cell.</b>	<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>					
<b>Position</b>					
<b>Organization</b>					
<b>Email</b>			<b>Phone</b>		

Name:

Date: