

**2020 Scholarship Application Package**  
**for**  
**CMAA Baltimore Chapter**  
**(CMAA-Baltimore)**

*for Undergraduate and Graduate Student Applicants*



Advancing Professional  
Construction and Program  
Management Worldwide



## 2020 CMAA Baltimore Chapter Scholarship Application Guidelines

### About CMAA Foundation/Chapter Scholarships

The Construction Management Association of America (CMAA) Baltimore Chapter (CMAA-Baltimore), a 501(c)3 charitable organization intends to award 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 year-to-year; the Baltimore Chapter intends to award scholarships for 2020 in increments and in numbers that the Chapter feels are appropriate to support Student Chapter members and/or other deserving applicants. Recipients may only be awarded one undergraduate and one graduate scholarship total.

**The CMAA Foundation (nationwide) awards scholarships separately based on the submissions to the national program.**

### Eligibility Criteria

1. Must have completed a minimum of one full academic year of undergraduate-level 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 by the CMAA Baltimore Chapter Scholarship selection committee. The application and all associated attachments must be submitted via U.S. Mail.**

### CMAA Baltimore Chapter Scholarship Application Process

Simply complete the entire scholarship application, making sure to refer to the application directions and to include the required attachments (academic schedule, transcripts, essay, etc.), and **return it to the Baltimore Chapter – Scholarship Committee by Friday, May 15, 2020**. The CMAA Baltimore Chapter will announce and present scholarship recipients at the CMAA-Baltimore awards banquet on Friday, June 16, 2020. If you have any questions, please call Joel S. Keels, CCM at (410) 316-7973, or email [joel.keels@kci.com](mailto:joel.keels@kci.com).

### CMAA Baltimore Chapter Scholarship Review Process

1. The CMAA Baltimore 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 on-or-about May 29, 2020.
2. Scholarship checks will be issued directly to the educational institution for payment into the selected students' tuition accounts upon the students' acceptance of the scholarship and CMAA-Baltimore's verification of the students' enrollment status.

### CMAA Baltimore Chapter Scholarship Selection Criteria

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

- academic performance: 25%
- quality of essay on future plans and scholarship interest: 25%
- involvement and/or leadership position in the Student Chapter: 20%
- recommendation of faculty advisor: 20%
- extracurricular activities: 10%

### Helpful Hints

- All sections of the **application must be fully completed** and submitted by May 15, 2020. An application submitted missing any of the sections or signature may be disqualified from consideration.



## 2020 CMAA Baltimore Chapter Scholarship Application Guidelines

- The response to the **essay must be typewritten**. Be sure to check spelling and grammar carefully; presentation is important.
- Please **keep a copy** of your complete application package. A 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: Completed and signed application form; official academic transcript; the enclosed advisor's evaluation sent directly to the CMAA-Baltimore selection committee representative; the student's current resume – including information on Student Chapter involvement/leadership; a letter of recommendation from the most current employer on company letterhead – if applicable; and the Student Chapter/Regional Chapter Membership Verification (if applicable). If the applicant is not currently employed, then 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-Baltimore request a “proof of delivery” from the Postal Service.** The returned proof of delivery will serve as your notification that the CMAA-Baltimore has received your application. No other notification will be sent. You will be notified of the postmark deadline. Exceptions will not be made.



2020 CMAA Baltimore Chapter Scholarship Application

Scholarship Application Checklist

To be considered for a CMAA-Baltimore 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:

Table with 2 columns: School Name(s), Date of Transcript Request. Includes three horizontal lines for data entry.

- 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 CMAA-Baltimore by May 15, 2020.
- 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 (and Advisor Evaluation and Recommendation Letters) to:

CMAA Baltimore Chapter University Liaison Committee
c/o Joel S. Keels, CCM, Scholarship Committee Chair
KCI Technologies, Inc.
936 Ridgebrook Road
Sparks, MD 21152



2020 CMAA Baltimore Chapter Scholarship Application

**General Information**

<b>First Name</b>	
<b>Last Name</b>	
<b>Birth Date</b>	
<b>Permanent Address: 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-Baltimore 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



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Academic Information

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

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

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Please list any academic honors and awards you have 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.

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



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**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>	



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CMAA Student Chapter/Regional Chapter Membership Verification

(If applicable)

NOTE TO THE STUDENT CHAPTER OFFICER: Please complete, sign and seal this evaluation in an envelope with your signature over the envelope flap by May 15, 2020, and return directly to the CMAA Baltimore Chapter University Liaison Committee at:

CMAA Baltimore Chapter University Liaison Committee
c/o Joel S. Keels, CCM, Committee Chair
KCI Technologies, Inc.
936 Ridgebrook Road
Sparks, MD 21152

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:

Table with 6 columns: Please place an 'X' in the appropriate cell., Poor, Below Average, Average, Above Average, Superior. Rows include Cooperation, Courtesy, Dependability, Industriousness, Initiative, Maturity, Ability to select & achieve goals, and Self-Control.





2020 CMAA Baltimore Chapter Scholarship Application

**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>			



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**Essay**

Applicants must submit one original essay, addressing both of the following topics, to be considered for a scholarship. Please do not exceed two, **typewritten**, 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 Baltimore scholarship selection committee why you should receive a CMAA Baltimore scholarship, including any hardships you have overcome.

**Applicant Signature**

*By submitting this application package for a CMAA Baltimore 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:** \_\_\_\_\_



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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 your responses to be considered as part of his or her CMAA-BALTIMORE scholarship application, which is not complete without your evaluation (due no later than **May 15, 2020**). We would appreciate knowing about specific abilities and accomplishments. We encourage frank statements regarding the applicant's ability to complete his or her work, and as a prospective future Construction Manager. 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 Joel S. Keels, CCM at (410) 316-7973, or email [joel.keels@kci.com](mailto:joel.keels@kci.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:** \_\_\_\_\_