**Step by Step Procedures for Faculty & Staff**

**2019 Hyink Scholarship**

1. Receive 2019 Bernard Hyink Scholarship Flyer, Certification Form and Step by Step Procedures by August 2018.
2. Make yourself familiar with the scholarship eligibility rules and requirements along with your responsibilities in facilitating student recruitment and essay submission to CIWEA (see information at the bottom of this page).
3. Determine **your campus deadline date for students** to submit essays to you prior to the **final essay submission deadline of Friday, January 25, 2019 to the CIWEA Scholarship Director, Julie Collier.** A maximum of **10 essay entries from an individual campus** will be accepted. *If you have more than 10 entries you will need to do your own evaluation process to determine the best ten.*
4. **Enter your campus deadline date and contact information at the bottom of the scholarship flyer.**  **DO** **NOT disseminate** the scholarship flyer information on your campus without it. Any additional staff/faculty who work with eligible students should also receive this Step by Step Procedures sheet. They, too, need to make sure they include whom the student should contact on your campus: name, title, office location, phone, email and campus essay submission deadline. Suggestion: Save Flyer & Step by Step Procedures as a pdf file before distribution.
5. Contact CIWEA Scholarship Director with any questions, [scholarship@ciwea.org](mailto:scholarship@ciwea.org)
6. Assist students through the process over the semester.
7. Receive essays from eligible students on or before **your campus deadline**.
8. Complete Certification Form (Word or handwritten) Fill in all student information and CIWEA sponsor information at the bottom of the page. Save the file and submit as an attachment to an e-mail. **Only CIWEA members can sponsor students and submit the Certification Form.**
9. Submit student essay(s) and Certification Form(s) as an e-mail attachment to CIWEA Scholarship Chair **on or before Friday, January 25th, 2019.**
10. The CIWEA member submitting the essay(s) and Certification Form(s) will receive an e-mail or phone call stating the essay(s) and Certification Form(s) have been received.

**ELIGIBILITY**

To qualify, your student must have completed an Internship, Work Experience or Co-op experience between January and December 2018. In addition, you, your school, or the student's work site **must be a member of CIWEA** (to download and print out a membership form, go to [www.ciwea.org](http://www.ciwea.org)). The scholarship is open to all students in any major. Previous scholarship recipients are not eligible to apply again.

**STUDENT ESSAY REQUIREMENTS**

To apply, your students must submit a **double-spaced, 12-point font, essay using Word format doc or docx of no more than 750 words**, addressing the following topic:

**“How My Internship/Work Experience Has Influenced My Career Choice"**

**Students must include a cover page with the essay title, their name, college or university name, and the total number of words in the essay.** **Without the required formatting and all cover page information, the essay will be disqualified**. The essay will be evaluated on how well the student writes to the topic (5 pts.), career impact (5 pts.), creativity (5 pts.), as well as clear and well- written (5 pts.) and level of analysis/reflection (5 pts.). Essays should reflect college-level writing skills. Poorly-written essays or those with numerous errors will not be competitive. **Save the essay, along with cover page, with a file name that contains student’s first and last name, the college name, and 2- or 4-year institution.** Example: John.Doe.MiraCosta.2 or Jane.Doe.StMarys.4.

**STAFF REQUIREMENTS**

Recruit and assist students during the fall semester. All Internship, Work Experience or Co-op eligible personnel, i.e.CIWEA members, with submitted essays should complete the Scholarship Certification Form. The form, verifying student's eligibility, can be downloaded from [www.ciwea.org](http://www.ciwea.org). While we prefer it filled out in Word, handwritten forms are acceptable. This form must accompany the essay(s) or the applicant(s) will be ruled ineligible. **Reminder:** **Please be sure to include your name, title, office location, phone number, email address, and your own campus deadline on any 2019 Hyink Scholarship Informational Flyer before posting or emailing.**

**DEADLINE:** Essays and Certification Form must be e-mailed and received **no later than 5:00 p.m. Friday, January 25, 2019.**

**E-MAIL TO:** Julie Collier, CIWEA Scholarship Director at [scholarship@ciwea.org](mailto:scholarship@ciwea.org)

Please include your contact information in your e-mail.

Phone: (916) 608-6552 if you have questions.