



*The City of Baltimore Department of Human Resources
presents the*

University of Baltimore 15th Annual City Fellows Program

Applications being accepted through June 30, 2017

The University of Baltimore (UB) in collaboration with the Department of Human Resources (DHR) is pleased to announce the 2017 City Fellows Program for undergraduate and graduate study. Scholarship recipients must begin their studies at UB in the Fall, 2017 semester.

All active regular full-time employees in good standing who meet the requirements outlined in this document are eligible to apply for a scholarship. The Scholarship Award Committee will review all qualified application submissions and make candidate scholarship recommendations to the University of Baltimore based on the stated guidelines. The selection process is highly competitive; therefore demonstration of accomplishments and aptitude for success in this type of program must be clearly evident in the candidate’s application package.

Available Fields of Study

To be eligible, the selected field of study must be related to the applicant's current job function and in line with their Agency’s goals.

Undergraduate Study

Applied Information Technology	Criminal Justice	Human Services Administration
Business Administration	Forensic Studies	Information Systems and Technology
Community Studies and Civic Engagement	Government and Public Policy	Management
		Real Estate and Economic Development

Graduate Study

Business Administration (UB M.B.A.)	Forensic Science – High Technology Crime (M.S.)
Business Finance (M.S.)	Global Affairs and Human Security (M.A.)
Accounting and Business Advisory Services (M.S.)	Public Administration (M.P.A.)
Criminal Justice (M.S.)	Human Services Administration (M.S.)
Justice Leadership and Management (M.P.S.)	

Scope of Award:

The scholarship award, valued at in-state tuition, is granted:

- Up to 8 semesters for undergraduate students.
- Up to 6 semesters for graduate students

Scholarship recipients are responsible for the costs of all books and related university fees.

Academic Standing:

Scholarship recipients must maintain the University's Satisfactory Academic Progress standards as defined in the UB SAP Policy in order to continue in this program.

Scholarship Committee Structure

The Scholarship Committee will be comprised of 5 members, including representatives from the City of Baltimore Executive office of the Mayor; The Department of Human Resources Executive Leadership, DHR’s Chief, Training Division or their designee; and a representative from the University of Baltimore Scholarship Department.

**To be considered for a scholarship award,
applicants must meet the requirements outlined below.
UB City Fellows Applicants must submit all documents to DHR by June 30, 2017**

CITY FELLOWS SCHOLARSHIP 2017 APPLICANT QUALIFICATIONS

All scholarship candidates must 1ST submit an application for admission to the University of Baltimore by June 26, 2017.*

**Acceptance to the University of Baltimore does not constitute a scholarship. The City Fellows Scholarship application process is separate, however admittance to the University of Baltimore is required for all scholarship applicants.*

Requirements:

Applicants must meet the following academic requirements:

- **Undergraduate Applicants:** Must have a minimum of 60 transferable credits earned with a cumulative grade point average of 2.5 or higher.
- **Graduate Applicants:** Must have verification of graduation and degree conferred with a cumulative grade point average of 3.0 or higher.
- Apply to the University of Baltimore: <http://www.ubalt.edu/admission/apply-now/>

Application Fee Waiver: BCFellow17

Note: UB Application & Acceptance Process can take up to two weeks

**TO MEET THE JUNE 30th CITY FELLOWS APPLICATION DEADLINE,
SCHOLARSHIP APPLICANTS MUST SUBMIT FOR ADMISSION TO THE UNIVERSITY OF BALTIMORE BY 6/26/17**

Employment Qualification:

1. Applicants must be a current, regular full-time employee with the City of Baltimore for a period of not less than two (2) years.
2. Recipients of this scholarship will commit to maintain full-time employment in the Baltimore City Government while participating in this program and for at least a period of two years after program completion.
3. Failure to remain employed with the city as described will result in charges for tuition.

2017 UB City Fellows Program Scholarship Application Check List

<u>ITEM</u>	<u>DESCRIPTION</u>
<ul style="list-style-type: none"> ☐ Scholarship Application Form 	<ul style="list-style-type: none"> • Download a copy of the scholarship application form at http://humanresources.baltimorecity.gov/hr-divisions/training-and-development.
<ul style="list-style-type: none"> ☐ Statement of Purpose 	<ul style="list-style-type: none"> • Prepare a three-page essay describing your long-term and short-term career goals as they relate to the identified area of study. • This statement may include references to a specific position that you seek to attain, or to a general area of Baltimore City government where you hope to make a significant contribution; how you envision being impactful; and why this is important. <p><u>The essay must be:</u></p> <ol style="list-style-type: none"> (1) On 8 ½” x 11” paper with one inch borders (2) Typed double spaced with a font size of 12 points (3) Accompanied by a cover page that includes: <ul style="list-style-type: none"> ○ Applicant’s Name ○ Home Address ○ Telephone Number ○ Agency Name ○ Work Location (Address) ○ Work Telephone ○ Email Address
<ul style="list-style-type: none"> ☐ Employment Verification 	<ul style="list-style-type: none"> • The applicant is responsible for submitting verification of current employment status with the City of Baltimore Government. • Acceptable verification includes either of the following: <ol style="list-style-type: none"> (1) Letter from current supervisor (including hire date), or (2) Copy of City Employee ID
<ul style="list-style-type: none"> ☐ Supervisor’s Letter of Recommendation and Support 	<ul style="list-style-type: none"> • It is important that the fellowship result in an employee’s real contribution to the City of Baltimore. Most courses will be available to recipients during nights and weekends; however the supervisor’s full support of the candidate’s participation is a vital element to a successful program.
<ul style="list-style-type: none"> ☐ University of Baltimore Acceptance 	<ul style="list-style-type: none"> • University of Baltimore will notify Department of Human Resources of applicants’ acceptance. • To meet the 6/30/17 application deadline, applicants should apply to UB <u>no later than 6/26/17</u>.
<ul style="list-style-type: none"> ☐ Resume 	<ul style="list-style-type: none"> • Each applicant must submit a complete and current resume.
<ul style="list-style-type: none"> ☐ Assemble Package 	<ul style="list-style-type: none"> • Verify that all check list items have been accounted for. • Assemble the package, sign the application, and submit the original documents to: Sheri Artz / Department of Human Resources Training Division / 201 East Baltimore Street, 2nd Floor / Baltimore, MD 21202



2017 UB City Fellows Program Scholarship Application Form

**Include this application form with all other required documents per check-list*

SECTION I: PERSONAL INFORMATION

Name (Last) _____ (First) _____ (Middle) _____

Home Address: _____

City: _____ State: _____ Zip Code: _____ Phone Number: _____

Proposed Major: _____

Work Email: _____

**If no work email, provide personal email:* _____

SECTION II: EMPLOYMENT INFORMATION

**Must submit acceptable employment verification as listed on application check-list*

Job Title: _____

Agency/Bureau/Division: _____ / _____ / _____

Supervisor's Name: _____

Entry On-Duty Date: (MM/DD/YYYY) _____ (Minimum 2 years of City service required)

Work Phone Number: (____) _____ - _____ Ext. _____

SECTION III: ACADEMIC INFORMATION

To meet the June 30, 2017 application deadline, applicants should apply for admission to the University of Baltimore before June 26, 2017

SPECIALIZED TRAINING CONTINUING EDUCATION CREDITS (CEUs) EARNED

Accredited Organization	City/State	Program / Class Date(s)	Credit Hours Earned (CEU's)	Certification Received

UB City Fellows Program 2017 Scholarship Application Submission Information

Important Information:

- Scholarship applicants MUST APPLY for admission to the University of Baltimore by June 26, 2017
- Scholarship applications MUST be received by DHR no later than June 30, 2017
 - Scholarship recipients shall be contacted via phone & email on July 20, 2017
 - Non-recipients shall be contacted via email by July 21, 2017
 - e-Blast announcement of Scholarship recipients shall be sent on July 24, 2017
- University of Baltimore Fall Session Start Date: **August 28, 2017**

Qualified Baltimore City employees may submit a complete Application Packet **no later than June 30, 2017**

➤ The Application Packet must include:

1. Application Form
2. Statement of Purpose
3. Employment Verification
4. Supervisor's Letter of Recommendation and Support
5. Resume
6. UB Acceptance (verification by University)

If you have questions, please contact one of the following:

Sheri Artz / Department of Human Resources Training Division

(410) 396-1411, TTY 711 or Sheri.artz@baltimorecity.gov

OR

Jennifer Artis, Assistant Director, Office of Graduate Admission, University of Baltimore

410-837-6780 or jartis@ubalt.edu

**COMPLETE Application Packets must be received
no later than June 30, 2017.**

Mail to:

Sheri Artz

Department of Human Resources Training Division

201 E. Baltimore Street, 2nd Floor

Baltimore, MD 21202