



CATHERINE E. PUGH
MAYOR



UNIVERSITY OF
BALTIMORE



The City of Baltimore Department of Human Resources
Presents

University of Baltimore 17th Annual City Fellows Program

APPLICATIONS ARE DUE BY FRIDAY, MARCH 29, 2019

The University of Baltimore (UB) in collaboration with the Department of Human Resources (DHR) is pleased to announce the 2019 City Fellows Program for undergraduate and graduate study. Scholarship recipients must begin their studies at UB in the Fall 2019 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 | • Human Services Administration |
| • Business Administration | • Information Systems and Technology Management |
| • Criminal Justice | • Real Estate and Economic Development |
| • Forensic Studies | |
| • Government and Public Policy | |

Graduate Study*

- | | |
|--|---|
| • Accounting and Business Advisory Services (M.S.) | • Forensic Science - High Technology Crime (M.S.) |
| • Business Administration (UB M.B.A.) | • Global Affairs and Human Security (M.A.) |
| • Business Finance (M.S.) | • Human Services Administration (M.S.) |
| • Criminal Justice (M.S.) | • Nonprofit and Social Entrepreneurship (M.S.) |
| • Doctor of Public Administration (D.P.A.) | • Public Administration (M.P.A.) |

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:

- Undergraduate Scholarship recipients must maintain a 2.5 GPA
- Graduate Scholarship recipients must maintain a 3.25 GPA

Scholarship Committee Structure

The Scholarship Award Committee will be comprised of representatives from the City of Baltimore's Office of the Mayor; The Department of Human Resources Executive Leadership, DHR Chief of Learning & development or their designee; and representatives from the University of Baltimore.

*Does not include Law Programs or Law School Admissions

To be considered for UB City Fellows Scholarship Award, applicants must meet the requirements outlined below and submit all documents to DHR and University of Baltimore by **March 29, 2019**.

CITY FELLOWS SCHOLARSHIP 2019 APPLICANT QUALIFICATIONS

ALL DOCUMENTS ARE DUE BY MARCH 29, 2019

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.

University of Baltimore Application Requirements:

1. If you currently attend or have been accepted to University of Baltimore for the Fall 2019 semester, you do not need to complete an application again, however you must contact Jennifer Artis at JArtis@UBalt.edu before the deadline **AND** complete the **Department of Human Resources Required Documents**.
2. Online Application - please use the following application fee waiver: **BCFELLOW19**
3. Official transcripts from all institutions attended.
4. All supplemental materials required for admission for the program of interest. Please review the requirements at www.ubalt.edu

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.**

DHR 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.

2019 UB City Fellows Program Scholarship Application Check List

University of Baltimore Required Documents

<u>ITEM</u>	<u>DESCRIPTION</u>
<input type="checkbox"/> UB Online Application <p style="text-align: center;">Or</p> <input type="checkbox"/> Email Jennifer Artis	<ul style="list-style-type: none"> Complete the UB online application at www.ubalt.edu/apply Please use the following application fee waiver when applying online: BCFELLOW19 If you currently attend or have been accepted to UB for Fall 2019 semester, you do not need to complete an application again however, you must contact Jennifer Artis at JArtis@UBalt.edu
<input type="checkbox"/> Transcripts	<ul style="list-style-type: none"> Submit official transcripts from all institutions attended.
<input type="checkbox"/> UB Application Supplemental Materials	<ul style="list-style-type: none"> All supplemental materials required for admission for the program of interest. Please review the requirements at www.ubalt.edu

Department of Human Resources Required Documents

<u>ITEM</u>	<u>DESCRIPTION</u>
<input type="checkbox"/> Verification Form	<ul style="list-style-type: none"> Attached to this packet.
<input type="checkbox"/> City Employment Verification	<ul style="list-style-type: none"> The applicant is responsible for submitting the following verifications of current employment status with the City of Baltimore on the Applicant Verification Form: <ol style="list-style-type: none"> (1) Entry On-Duty Date: (MM/DD/YYYY) (2) Employee ID # (3) Copy of City Employee ID Badge
<input type="checkbox"/> 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. <u>The essay must be:</u> <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
<input type="checkbox"/> 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.
<input type="checkbox"/> Resume	<ul style="list-style-type: none"> Each applicant must submit a complete and current resume.



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2019 UB City Fellows Program Applicant Verification Form

Include this form with all DHR required documents per check-list by **March 29, 2019*

SECTION I: APPLICANT INFORMATION

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

Job Title: _____

Agency/Bureau/Division: _____/_____/_____

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

Work Email: _____

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

Supervisor's Name & Title:

Supervisor's Email:

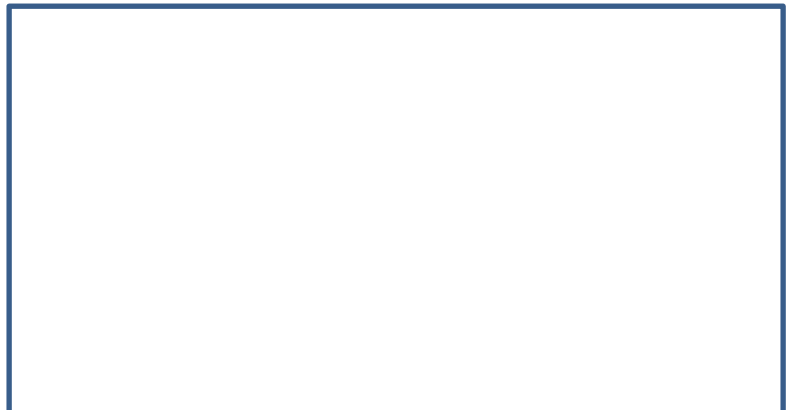
SECTION II: EMPLOYMENT VERIFICATION INFORMATION

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

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

Employee ID #: _____

Copy of City Employee Photo ID Badge



**UB City Fellows Program
2019 Scholarship Application Submission Information**

Important Information:

- All scholarship applicants **MUST APPLY, SUBMIT DOCUMENTS** and **COMPLETE ALL STEPS** to appropriate parties listed below by **March 29, 2019**
- Final Committee Selections:
 - Scholarship recipients shall be contacted via phone & email by May 31, 2019
 - Non-recipients shall be contacted via email by May 31, 2019
- University of Baltimore Fall Session Start Date: August 26, 2019

ALL COMPLETED DOCUMENTS ARE DUE BY MARCH 29, 2019

Verify all check list items have been accounted for and submit original documents to the corresponding locations listed below

Department of Human Resources	University of Baltimore
<ul style="list-style-type: none"> • Employment Verification Form • Statement of Purpose • Supervisor’s Letter of Recommendation and Support • Resume 	<ul style="list-style-type: none"> • Online Application OR Email Jennifer Artis if already attending or accepted for Fall 2019 • Official transcripts from all institutions attended • All supplemental materials required for admission for the program of interest
Mail to: Ché Evans Department of Human Resources Executive 7 E. Redwood Street, 17 th Floor Baltimore, MD 21202	Mail to: Jennifer Artis University of Baltimore Office of Admission 1420 N. Charles Street, Suite 117 Baltimore, MD 21201
For Questions: Email: Che.Evans@BaltimoreCity.gov Office: 410-396-3851	For Questions: Email: JArtis@UBalt.edu Office: 410-837-6750

Webinar: How to apply for the UB City Fellows Program

**Wednesday, February 27, 2019 at
9:00AM**

Please register NOW at
https://ubalt.secure.force.com/events/targetX_eventsb_events#/esr?eid=a004A00001Fw14fUAB

**Friday, March 15, 2019 at
12:30 PM**

Please register NOW at
https://ubalt.secure.force.com/events/targetX_eventsb_events#/esr?eid=a004A00001Fw15TUAR