



## ACEC Scholarship Program Guidelines To Issue Awards For Students Entering The 2012 Academic Year

**Deadline for Submissions: March 16, 2012**

These 2012 ACEC Scholarship Program Guidelines explain how Member Organizations can participate in ACEC's national program in order to forward MO scholarship winners or recommended applications to ACEC for national award consideration.

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### **ACEC/RMF AWARDS SCHOLARSHIPS AMONG FINALISTS SUBMITTED BY MOs**

ACEC/RMF, under the auspices of ACEC's College of Fellows, will award four (4) *General Scholarships* in 2012.

- **ACEC Scholar of the Year Scholarship**
- **Kennedy/Jenks Consultants Scholarship in Honor of David D. Kennedy**
- **Small Firm Council Scholarship**
- **Business Insurance Trust (BIT) Scholarship**

In addition, ACEC/RMF will award one (1) Specialty Scholarship:

- **Council of American Structural Engineers (CASE) Scholarship**

*The general scholarships are open to all eligible students seeking a degree in engineering while the specialty CASE scholarship is limited to students pursuing a Master's degree in Structural Engineering.*

Funding for these awards as well as all expenses incurred will come exclusively from the endowment and from funds generously provided by firms for named scholarships and the identified sponsoring coalitions of ACEC.

ACEC/RMF will rely solely on applications derived from the MOs that administer their own scholarship programs (or, if they do not issue scholarship themselves, are at least able to screen applicants). Each MO is encouraged to submit three (3) candidates to ACEC for award consideration – *two (2) applicants for the general scholarships and (1) applicant for the specialty CASE scholarship*. The CASE applicant must be enrolled in a Master's degree program for Structural Engineering in the 2012 fall semester.



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## ACEC/RMF PROVIDES AN APPLICATION FORM TO ENSURE USE OF CONSISTENT CRITERIA

A "2012 ACEC Scholarship Application Form" for use by MOs is included as an attachment in the accompanying materials. Each MO will be responsible for adding its deadline, name and address, and then reproducing and distributing it. It is necessary that all MOs continue to use the same criteria to judge their applicants. MOs have historically used the same guidelines supplied by ACEC/RMF. We trust this practice will continue; non-standard applications cannot be accepted by ACEC/RMF.

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## THE SCHOLARSHIP INITIATIVE IS CENTERED ON THE MEMBER ORGANIZATION

ACEC's scholarship initiative is meant to be local. The national office will issue what might be considered "derivative" awards to a pool of finalists from MO programs around the country. MOs will establish, maintain, publicize, and respond to inquiries on the activities within their borders. In addition to providing an application form and the method of evaluating scholarship applications, ACEC/RMF:

- Requests that MOs without programs respond to student inquiries (MOs with programs would provide details on their own awards program). Because of budget constraints, ACEC/RMF will not have funds to respond to inquiries it receives. Instead, it will forward inquiries from students to each MO via email or in the Friday mailbag.
- Requests that MOs who wish to participate in the ACEC/RMF national scholarship awards program submit three applications (two applicants for the general scholarships and one applicant for the CASE scholarship) with completed checklists to be received by ACEC/RMF no later than **Friday, March 16, 2012** for screening and judging by ACEC's College of Fellows. Announcement of the 2012, "ACEC National Scholarship" award winners will be made during ACEC's Fall Convention in Boca Raton, Florida.

To view a list of ABET, Inc.'s (ABET) accredited engineering programs, visit ABET's website at [www.abet.org](http://www.abet.org).

If you have any questions, please call Daisy Nappier ([dnappier@acec.org](mailto:dnappier@acec.org)) at 202.347.7474.



## ACEC College of Fellows' Method of Evaluating Scholarship Applications

Scholarship applications are scored against five criteria. The criteria and their maximum scores are:

- I. College Grades (Cumulative GPA): 24 Points**
- II. Essay: 25 Points**
- III. Work Experience: 24 Points**
- IV. Recommendation: 17 Points**
- V. Extracurricular College Activities: 10 Points**
  - A. Student organizations (3 points)
  - B. Community activities (2 points)
  - C. Athletics (2 points)
  - D. Other (3 points)

Each applicant is scored according to the guidelines below. Scores are entered and totaled on a scoring sheet (see below).

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### SCORING Guidelines

When evaluating applications, it is important for the judges to make note of the year the student is entering the engineering or land surveying program—junior, senior, fifth, Master's, or PhD. It is only fair that work experience and college activities be weighted so that sophomores entering their junior year are not penalized for lack of opportunity to become involved in activities that older students have had more time for. An applicant can deserve all or portion of the points available in each area. Judges' scores are averaged to develop one score for each criterion.

#### **I. Cumulative Grade Point Average: 24 Points Maximum**

- A. Determine cumulative GPA using transcripts.

Some schools list cumulative GPA.

Others list only quarterly/semester GPAs.

If there are no cumulative GPAs, determine by assigning points for each course unit: A = 4pts., B = 3 pts., C = 2 pts. (Example: An A is a 3-unit course = 12 grade points) Divide total number of grade points by total number of units.

Some schools do not use a 4-point scale, the basis for ACEC scoring. If so, first convert school GPA to a 4-point maximum scale.



B. For Bachelor's Undergraduate Candidates: Multiply cumulative GPA by 6  
Cumulative GPS (on 4-pt scale) \_\_\_\_\_ # X 6 = \_\_\_\_\_ points.

C. For Master Candidates:

1. Add cumulative GPA for Bachelor's (A) and Master's (B) degrees.
2. Divide by 2.
3. Multiply by 6.

Equation:

$$\frac{A+B}{2} \times 6 = \text{_____ points}$$

D. For PhD Candidates:

1. Add cumulative GPA for Bachelor's (A), Master's (B), and PhD (C) degrees.
2. Divide by 3.
3. Multiply by 6.

Equation:

$$\frac{A+B+C}{3} \times 6 = \text{_____ points}$$

## II. Essay: 25 Points Maximum

- A. Score six basic points for writing the essay.
- B. Score three points for neatness, good English and proper spelling.
- C. Score seven points if applicant indicates knowledge of what a consulting engineer or land surveyor is and does. In other words, does the applicant know the definition of "consulting engineer or land surveyor?"
- D. Score seven points for an unusual or unique idea or some unusual or "catchy" feature
- E. Score two points if applicant indicates an understanding that consulting engineers or land surveyors work with people (clients, employees, the public, etc.); are administrators; service clients; and use their talents, experience, and knowledge to develop the best engineering project possible.



**III. Work Experience: 24 Points Maximum**

- A. Score a possible twelve points for any employment during high school and college (high school – two; college: freshman – four, sophomore – three, other – three).
- B. Score four additional points if work experience was in any way involved with the building industry. Industrial work, or general engineering-type practice, public agencies, etc.
- C. Score four additional points if employment was in the consulting engineering or land surveying field.
- D. Score four additional points for any part-time work, work study or practicum while attending for-credit classes. (Such students usually do not have time for extracurricular activities.)

**IV. Recommendation: 17 points**

- A. Using the recommendation form, add the total number of rating points.
- B. Divide total number of rating points (A) by total possible points (B), where B=44.
- C. Multiply by 15.
- D. Add two points if the recommendation is from a consulting engineer or land surveyor.

Equation:

$$\frac{[\text{ } / 44]}{(A) (B)} \times 15 = \frac{\text{ } (C)}{\text{ } (D)} + \frac{\text{ } (D)}{\text{ } (D)} = \text{ } \text{---}$$

**V. Extracurricular College Activities: 10 Points Maximum**

- A. Student Organizations: 3 points maximum  
 Score two points for any organizations membership.  
 Score one additional point for more than one organization membership.  
 If a student is an officer in an organization and a member of two or more groups, score three.
- B. Community Activities: 2 points maximum  
 Score one point for any community activity or community organization membership.  
 Score one additional point for more than one activity.
- C. Athletics: 2 points maximum  
 Score on point for any athletic activity (intramural or intercollegiate).  
 Score one additional point for more than one athletic activity.
- D. Other: 3 points maximum  
 Score one, two, or three points for activities totaling more than the above number of any academic or athletic awards, any additional or multiple church activities, your organizations, or other type of activity that is felt deserving of *additional points*.



Student's Name: \_\_\_\_\_

	<b>Maximum Score</b>	<b>Total</b>
<b>I. College Grades (Cumulative GPA)</b>	24 pts	___ pts
<b>II. Essay</b>	25 pts	___ pts
<b>III. Work Experience</b>	24 pts	___ pts
<b>IV. Recommendation</b>	17 pts	___ pts
<b>V. Extracurricular Activities</b>	(10 pts)	
A. Student Organizations	3 pts	___ pts
B. Community Activities	2 pts	___ pts
C. Athletic	2 pts	___ pts
D. Other	3 pts	___ pts
	<b>Overall Total</b>	<b>___ pts</b>

*Comments:*

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