



VIRGINIA  
**TALENT +  
OPPORTUNITY  
PARTNERSHIP**

CREATING PATHWAYS TO PROFESSIONS

## Virginia Talent + Opportunity Partnership

### Call for Applications

## Professional Development Scholarships for Graduate Students

### Description and Purpose of Scholarships

#### Overview

Scholarships for professional development are made available through the Virginia Talent + Opportunity Partnership (Virginia TOP), a public-private partnership formed between the Virginia Chamber Foundation and the State Council of Higher Education for Virginia (SCHEV). Virginia TOP is tasked with creating greater connectivity between students, institutions of higher education and the employer community to expand paid and credit-bearing internship and other work-based learning opportunities (job shadowing, tours, mentorship, externships, apprenticeships, field experiences, etc.). Virginia TOP is organized through the Commonwealth Innovative Internship Fund and Program and administered by SCHEV.

Scholarships are available to professionals currently working in the field and to graduate students in selected degree programs who intend to pursue careers in this field. **These instructions are for applications by graduate students.** The application instructions for working practitioners is available on the SCHEV website.

## **Statutory Authority**

In 2019, the Virginia General Assembly enacted into law the Innovative Internship Fund and Program ([Va. Code § 23.1-903.4](#)). The purpose of the program is to expand paid and/or credit-bearing student internships and other work-based learning opportunities in collaboration with Virginia employers. The program comprises institutional grants and a statewide initiative to facilitate the readiness of students, employers and institutions of higher education to participate in internship and other work-based learning opportunities. **Scholarships for professional development facilitate the readiness of Virginia institutions of higher education to scale high-quality paid internships and other work-based learning opportunities and to support students throughout the experience.**

Scholarships are state funds and subject to the rules and regulations governing state appropriations.

## **Applicant Eligibility**

Eligible applicants are graduate students who intend to follow a career that involves connecting students, institutions of higher education and the employer community to expand paid and credit-bearing internship and other work-based learning opportunities. Examples of such career goals include: working in the career services office at a college or university; career and technical education at a high school; human resources at a company when the role includes recruiting student interns; and research with a focus on college to career transitions, etc.

Graduate students should explain in the application how their career aspirations relate to advancing work-based learning in Virginia.

If you are eligible to apply as a graduate student and are also already working in a job similar to the ones listed above, you may choose to use the practitioner application form, even if you are not eligible to apply as a practitioner (for example, if you are not employed by an eligible institution but are working at a company or in a PK-12 school). Please read the Call for Applications for practitioners closely when making this decision. Your application will be scored by the review panel using the practitioner scoring scheme, rather than the review criteria in this document. If you choose this

option, please be sure to explain your graduate student status somewhere in the application.

Graduate students must be enrolled at an eligible institution in one of the following programs:

- Education
- Counseling/School Psychology
- Human Services/Social Work
- Human Resources

Eligible institutions are (1) Virginia public institutions of higher education, including community colleges; (2) Virginia private non-profit institutions of higher education that participate in the Virginia Tuition Assistance Grant (TAG) Program. Students enrolled in an eligible institution who are taking courses at a Virginia higher education center (IALR, NCI, RHEC, SVHEC, SWVHEC) are also eligible.

Graduate student **recipients** are **ineligible** to apply for one year from the date of the previous application. For example, an applicant who applies during the July 1 to August 15, 2021, application window and is awarded a scholarship is ineligible to apply again until the July 1 to August 15, 2022, window. Applicants who are not awarded a scholarship may apply again as soon as the next application window.

### **Scholarship Types, Number of Awards, and Amounts**

Scholarships may be awarded in two categories: (1) conference presentation/attendance or (2) fees for membership in professional organizations.

The number of scholarships awarded may vary each year, with the possibility that no scholarships will be awarded.

The amount of a scholarship will vary by category. Applicants may request up to the amounts listed below; awards may be for a lower amount.

- Conference presentation/attendance: up to \$2,500
- Membership fees: up to \$250

### **Allowable Uses of Funds**

Scholarship funds may be used for expenses related to presenting at or attending a conference and/or membership in a professional organization, including but not limited to the following:

- Conference registration fees, including pre-conference sessions
- Domestic travel following state travel regulations (i.e., mileage at the IRS rate; coach or economy class airfare; ground transportation; rental car; etc.)
- Up to four nights lodging (following state regulations)
- Parking
- Tolls
- State per diem rates for meals and incidentals for overnight travel
- Costs associated with a presentation (i.e., handouts, posters, displays, etc.)
- Membership fees for professional organizations

Scholarship funds may **NOT** be used for:

- International conferences
- International travel
- Membership dues in organizations based outside the U.S., unless the membership is for a U.S. chapter

**Scholarship funds must be spent within 12 months from the award announcement date.**

## **Recipient Requirements**

Conference scholarship recipients are expected to attend a full complement of educational sessions and networking events held during the conference.

Within three months after the conference:

- If the recipient will be presenting at the conference, then the recipient must offer the presentation to an audience in Virginia, to be recorded for a resource library
- If the recipient is not presenting at the conference, then the recipient should develop a presentation for an audience in Virginia that reflects what they learned, either as a single topic or a synopsis of lessons learned

- The recipient must also document their experience in writing (with the option to include photos); the result could be posted on the V-TOP website, included in the V-TOP newsletter, or otherwise disseminated
- The recipient must complete a brief evaluation of the scholarship program.

Recipients of conference scholarships and recipients of scholarships for membership fees should also consider other activities, such as:

- Posting on social media while at the conference and referencing V-TOP support
- Participating in an interview with the V-TOP intern for the newsletter
- Volunteering to serve on the scholarship application review committee
- Becoming involved in the professional development organization, i.e., volunteering at a future event and/or joining a committee

### **Application Deadlines and Award Announcement Dates**

Applications are accepted quarterly with deadlines listed below. Applications for conference presentation/attendance scholarships MUST BE submitted by the deadline prior to the month of the conference. For example, if requesting scholarship funds to attend the VACE conference in April, the application must be submitted by January 1 to be considered.

#### Application Deadlines:

1/1/2023

4/1/2023

7/1/2023

10/1/2023

# Application and Submission Information

## Contents of Application

Applications must be submitted online. See the application form in the Appendix. Please gather the information requested in the Appendix prior to starting the online application process. Note that you must upload your resume, an unofficial transcript and three other forms that you can download from the links in the Appendix or from the website.

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**The online application must be completed in one session. If you close the application form window, you will lose all the answers you have already entered. You will not be able to return to the form later to complete it.**

**Fill out the application form in the Appendix completely and gather, download and fill out the required documents for upload PRIOR TO accessing the online application form.**

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## Application Processing, Review Criteria and Award

### Application Processing

Applications must be submitted online by 11:59 p.m. on the closing date. The online system will send an email confirming submission.

Review of applications is a two-step process. First, SCHEV staff will conduct an administrative review to ensure that the application is complete and conforms to the eligibility and other requirements in this Call for Applications. Some applicants may receive follow-up questions from SCHEV staff. Late, incomplete or ineligible applications will be eliminated from consideration for that quarter and the applicant will be asked to revise the application (if possible) and re-submit prior to the next relevant closing date.

Conforming applications will move to the second stage for evaluation and ranking by a team of interagency and intra-institutional professionals with relevant experience and knowledge. The review team will assess proposals based on the criteria below.

## **Review Criteria**

Applications will be evaluated and assessed for impact based on factors such as:

- Whether the applicant's career goals involve the advancement of work-based learning, such as through connecting students to internships and supporting students throughout their experience, and the relationship of the conference's educational opportunity to those future career goals (long term)
- In addition to the candidate's plan to apply the skills and knowledge gained to benefit their own careers, the extent to which the candidate plans to apply their new knowledge to benefit their programs, other students and/or their communities (short term; prior to graduation)
- Application readability, grammar and punctuation
- Compliance with application instructions
- Overall impact, such as the candidate's eagerness to learn, future potential contributions of the applicant to the advancement of work-based learning in Virginia and/or nationally, etc.

## **Award**

SCHEV leadership and staff will examine the review team's assessment of the applications and make the final decision regarding awards. SCHEV staff may negotiate with applicants prior to making award decisions. SCHEV could consider many factors in making awards, including but not limited to the consensus evaluation expressed by the review team, reviewer comments, overall quality of the application, geographic distribution and distribution across institutional type.

In addition to the Recipient Requirements described above, additional terms and conditions of the award are described in the last section of the application (see Appendix).

## Appendix: Graduate Student Application for Professional Development Scholarship

Applications must be completed online.

**The online application must be completed in one session. If you close the application form window, you will lose all the answers you have already entered. You will not be able to return to the form later to complete it.**

**Fill out the application form below completely and gather, download and fill out the required documents for upload PRIOR TO accessing the online application form.**

Link to online application form for graduate students:

[https://docs.google.com/forms/d/e/1FAIpQLSe12Si9T0eGb8QeiaCNhINC9-1oTpaXyXV\\_q2SmImFl2uKyHw/viewform?vc=0&c=0&w=1&flr=0&usp=mail\\_form\\_link](https://docs.google.com/forms/d/e/1FAIpQLSe12Si9T0eGb8QeiaCNhINC9-1oTpaXyXV_q2SmImFl2uKyHw/viewform?vc=0&c=0&w=1&flr=0&usp=mail_form_link)

### Eligibility Questionnaire

Applications start with an eligibility questionnaire. Applicants must meet three eligibility criteria in order to access the full application. If an applicant does not meet the criteria, the form will default to "Submit" and someone from SCHEV will contact the prospective applicant to discuss the issue. First, you must be enrolled at an eligible Virginia institution.

Please provide your email address (use your .edu email from a Virginia institution):

Choose your institution from the drop-down list

Eligible Public Institution	Eligible Private Institution
Christopher Newport University	Averett University
College of William and Mary	Bluefield College
George Mason University	Bridgewater College
James Madison University	Eastern Mennonite University



<b>Eligible Public Institution</b>	<b>Eligible Private Institution</b>
Longwood University	Emory & Henry College
Norfolk State University	Ferrum College
Old Dominion University	George Washington University (VA campus)
Radford University	Hampton University
University of Mary Washington	Hollins University
University of Virginia	Liberty University
University of Virginia's College at Wise	Mary Baldwin University
Virginia Commonwealth University	Marymount University
Virginia State University	Randolph College
Virginia Tech	Regent University
Institute for Advanced Learning and Research	Shenandoah University
New College Institute	Sweet Briar College
Roanoke Higher Education Center	University of Lynchburg
Southern Virginia Higher Education Center	University of Richmond
Southwest Virginia Higher Education Center	Virginia Union University
	Virginia Wesleyan University

Second, you must be a graduate student to apply for a scholarship. Choose the option that describes your student status:

- Post-baccalaureate certificate
- Master's
- Doctoral
- Other

Third, you must be enrolled in an eligible program to apply for a scholarship. Choose the option that describes your degree program:

- Education
- Counseling/School Psychology
- Human Services/Social Work
- Human Resources
- Other

Fourth, applicants must have career interests that advance work-based learning opportunities for students. Examples of such career goals include: working in the career services office at a college or university; career and technical education at a high school; human resources at a company when the role includes recruiting student interns; and research with a focus on college to career transitions, etc.

Recruiting students for internship courses and preparing for work as faculty/future faculty who focus on areas other than the ones previously listed are not considered work-based learning under this program.

If you have questions about how your career goals align with this scholarship opportunity, email [emilysalmon@schev.edu](mailto:emilysalmon@schev.edu).

**After graduation, do you intend to pursue a career that advances work-based learning opportunities for students? Refer to description immediately above for examples.**

- Yes (If yes, proceed with completing the rest of the application).
- No (If no, you are not eligible for scholarship consideration and should not complete the application).

## **Full Application**

### **Applicant Contact Information**

First Name

Last Name

Address Line 1

Address Line 2

City

State

Zip Code

Phone

Preferred Email Address (this may be your .edu address or a different email address)

### **Applicant Educational Information**

Your degree or post-baccalaureate certificate program is:

How many credit hours have you completed?

How many credit hours are you currently enrolled in?

Your anticipated graduation date is: MM/YYYY

Which scholarship you are applying for:

- Conference (online form will continue to questions below)
- Membership Fees (online form will jump to questions in the next section)

### **Conference Scholarship Questions**

Name of organization hosting/sponsoring/offering the conference and title of conference.

Date(s) of conference

If you are awarded a scholarship, do you need an advance of any funds prior to travel?

- Yes
- No
- Maybe

Have you attended this conference in the past three years?

- Yes
- No

Please list other conferences you have attended in the past three years.

Please describe any previous involvement with the organization offering the conference.

Have you, or do you plan to, submit a proposal to present at this conference? If you already have, has the proposal been accepted?

Please describe your career aspirations, how your aspirations relate to advancing work-based learning in Virginia, and how presenting at or attending this conference will contribute to your career goals and professional growth over the long term. (250 words or ~1,500 characters)

Considering short-term impacts, please describe how you will apply the skills and knowledge you gain at the conference immediately (meaning prior to your graduation) to benefit (1) yourself and your own goals; and (2) your program, other students and/or your communities. (250 words or ~1,500 characters)

Please provide any other pertinent information that the selection committee should take into consideration.

Please provide a short biography for the V-TOP website. (250 words or ~1,500 characters)

### **Membership Fee Scholarship Questions**

Name of organization you want to join

Have you been a member of this organization within the past three years?

- Yes
- No

Please describe any previous involvement with the organization.

Please list other organizations to which you belong.

Please describe your career aspirations, how your aspirations relate to advancing work-based learning in Virginia, and how your membership in this organization will contribute to your career goals and professional growth. (250 words or ~1,500 characters)

### **Attachments and Forms to Upload**

Please upload your resume and unofficial transcript, then find the three forms referenced below on the SCHEV website, fill them out, and upload them in the appropriate place below. If uploading the documents requires a Google account log in, and you don't have one, or if you prefer to submit these documents through a secure, encrypted system, please submit this application without the attachments and email [emilysalmon@schev.edu](mailto:emilysalmon@schev.edu) for further directions.

Please upload your resume/vitae

Please upload your unofficial transcript

Please fill out and upload the form entitled "Travel Estimate and/or Membership Dues," available on the SCHEV website

Please fill out and upload the Virginia W-9, available on the SCHEV website

Please fill out and upload the release form, available on the SCHEV website, consenting to the use of your name and photo in V-TOP newsletters, on the website, and in press releases, with the option to consent for SCHEV to connect you to interested members of the press for interviews.

### **Certification**

I hereby apply to SCHEV for a scholarship. I certify that I meet the Applicant Eligibility requirements. In addition to the Recipient Requirements described in the Call for Applications, I understand that I am bound by the terms and conditions in this certification. I understand that the scholarship pays only for my personal membership fees, conference registration fees, travel, etc., as applicable, and is non-transferable to any other professional development opportunity or to any other person. I confirm that my institution or institute will give me the time off necessary to attend the conference (if applicable) if I am a scholarship recipient. If I receive an award, I will respond to SCHEV within 10 business days of the award announcement confirming that I accept

the award and am still able to attend the conference or join the organization. If I discover later that I cannot, I will notify SCHEV immediately and return any funds I have received within 10 days. Finally, I agree that reimbursement of my expenses after travel will be negotiated via email and my acceptance of these terms and conditions now is the equivalent of my electronic signature.

I agree to the Certification language above:

- Yes
- No