Virginia Talent + Opportunity Partnership

Call for Applications

Professional Development Scholarships for Practitioners

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. **These instructions are for applications by working practitioners.** The application for graduate students 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 affordably 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 full-time or part-time employees whose job involves advancing work-based learning, such as by directly connecting students, institutions of higher education and the employer community for the purpose of expanding paid and credit-bearing internship and other work-based learning opportunities or through research and scholarship that contributes new knowledge related to work-based learning.

Applicants must be employed at one of Virginia's:

- o Public institutions of higher education, including community colleges
- o Private non-profit institutions of higher education that participate in the Virginia Tuition Assistance Grant (TAG) Program
- o Higher education centers (IALR, NCI, RHEC, SVHEC, SWVHEC)

Personnel employed in any department who have a role in preparing students for careers, connecting students to internships and supporting students throughout their experience, and/or engaging employers with the goal of connecting them to students are eligible. Also eligible are researchers and scholars who are focused on work-based learning and college to career transitions.

Scholarship **recipients** who are employees of institutions and institutes are **ineligible** to apply for two years 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, 2023, 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. Each category includes three sub-categories:

- Early career professional (less than 3 years' experience)
- Emerging leader (over 3 years' experience and aspirations to achieve a leadership position)
- Diversity (applicant will provide a persuasive description of how an award to them will increase diversity based on attributes of the institution, the applicant, and/or the conference)

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 <u>MUST BE</u> 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 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 job 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 the applicant's job
- For early career professionals only: The narrative of the candidate's journey to their current role clearly indicates that they have found their true passion; the

likelihood that the candidate will continue working to connect students to employers

- For emerging leaders only: The appropriateness of the educational opportunity related to the applicant's future career goals
- For diversity candidates only: The presentation of a compelling case that the applicant's participation will increase diversity based on attributes of the institution, the applicant, and/or the conference (diversity may include traditional aspects such as race/ethnicity, gender, etc., as well as other aspects such as a career services practitioner attending a marketing or scientific conference, a community college practitioner attending a conference traditionally attended by personnel from four-year institutions, a faculty member attending a conference traditionally attended by career services personnel, etc.).
- Impact on students and/or employers
- Future potential contributions of the applicant to the profession in Virginia and/or nationally
- Application readability, grammar and punctuation
- Compliance with application instructions
- Overall impact, such as the candidate's eagerness to learn and their plan to apply the skills and knowledge gained to advance work-based learning in Virginia, and to benefit their careers, their organizations, students, employer partners, and their communities

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: Practitioner 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 practitioners:
https://docs.google.com/forms/d/e/1FAIpQLSdlrDfv-oIsziDmGnisC2j3191UPkpir6QOhA7d0wVLAE9Qtw/viewform?vc=0&c=0&w=1&flr=0&usp=mail_form_link

Eligibility Questionnaire

Applications start with an eligibility question. Applicants must be employed at an eligible Virginia institution. 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.

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

Eligible Public Institution	Eligible Private Institution
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

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 Professional Information

Job Title

Department

Number of years in the profession

Number of years in your current position

Indicate which scholarship you are applying for:

- Conference (online form will continue to questions below)
  - Early career professional
  - Emerging leader
  - Diversity
- Membership Fees (online form will jump to questions in the next section)
  - Early career professional
  - Emerging leader
  - Diversity

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?

- o Yes
- o No
- o Maybe

Have you attended this conference in the past three years?

- o Yes
- o 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?

Conference Scholarship Essay Questions

1. **For all applicants,** in 250 words or less, please describe (1) how your role relates to advancing work-based learning in Virginia, such as preparing students for careers, connecting students to internships and supporting students throughout their experience, engaging employers with the goal of connecting them to students and/or through research and scholarship that contributes new knowledge related to work-based learning; and (2) how the conference relates to your role. (250 words or ~1,500 characters)

2. **For early career professionals,** in 500 words or less, please describe your journey to your current role; consider including aspects such as your educational preparation, previous jobs, how you discovered your passion for this career, etc. (500 words or ~3,000 characters)

3. **For emerging leader applicants,** in 500 words or less, please describe your aspirations to achieve a leadership position and how your conference presentation/attendance will benefit your growth as a professional, your professional development plan, and your future goals. (500 words or ~3,000 characters)

4. **For diversity applicants,** in 500 words or less, please provide a persuasive description of how an award to you will increase diversity based on the attributes of your institution or institute, the applicant, and/or the conference. (500 words or ~3,000 characters)

5. **For all applicants,** in 250 words or less, please describe how your attendance at the conference will benefit the students and employers you serve (250 words or ~1,500 characters)

6. **For all applicants,** in 250 words or less, please describe how your attendance at the conference will benefit your institution, colleagues across the state, Virginia in general, and perhaps the nation. (250 words or ~1,500 characters)

7. **Optional for all applicants,** please provide any other pertinent information that the selection committee should take into consideration. (250 words or ~1,500 characters)

8. 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.

Membership Fee Essay Question

In 250 words or less, please describe how your current role relates to advancing work-based learning in Virginia, how your membership in this organization will contribute to your professional growth, and what you anticipate doing to support the organization. (250 words or ~1,500 characters)

Attachments and Forms to Upload

Please upload your resume, 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 for further directions.

Please upload you resume/vitae.

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:

- o Yes
- o No