Pathways Fellowship
St. John’s College, Annapolis, MD

Application Package
2019

Application deadline: March 28, 2019
The Pathways Fellowship was created to enable St. John’s students to transition into graduate study or careers that call for special or prerequisite courses. Through this program, students will be able to enroll, for example, in teacher education courses for the pursuit of public school teaching, art classes in preparation of a portfolio, language study in preparation for graduate school or pre-medical courses for medical school (these are only a sample of options and are not meant to be all-encompassing). St. John’s College is committed to supporting students in the pursuit of such endeavors.

Awarded students will receive a maximum grant amount of $2,500.

**Eligibility**

- Open to rising juniors and seniors and graduating seniors on the Annapolis campus in good academic, financial, and disciplinary standing
- Students must be returning to either the Annapolis or Santa Fe campus in the fall immediately following their fellowship experience, unless they are graduating seniors
- Financial need does not affect a student’s eligibility

**Selection**

- A selection committee consisting of faculty and staff members reviews each completed application
- Review of your application by the Career Services Office prior to submission is encouraged
- Decisions of the selection committee are final

**Restrictions**

- Students may not accept a Pathways Fellowship and a Hodson Internship Award during the same time period—although they may apply for both
- Students do not earn credit toward a St. John’s degree by participating in the Pathways Fellowship Program

**Terms and Requirements**

- The Pathways Fellowship award may be subject to certain state and federal taxes
- Students are required to submit the following no later than September 13, 2019:
  - evidence of successful completion of the course or program, such as a transcript or certificate
  - a brief report describing their experience in the course or program
  - a photograph of themselves at the program site for promotional purposes
- The report and photo are due electronically—they become the property of the College and may be used at the discretion of the administration
- Reports will be available in the Career Services Office and at the reference desk in the Greenfield Library and are accessible to the College community; the reports contain the student’s name and may include their photo
- Failure to submit the report and evidence of successful completion of the course or program by the required deadline will result in a hold being placed on the student’s St. John’s transcript and/or full or partial repayment of the grant
- It’s important for applicants to carefully read the Fellowship Agreement and Release
- **Students are obligated to notify the Career Services Office of any changes to their program listed in their Fellowship Agreement and Release as soon as possible!**
Application Process

♦ Students apply directly to the college, university or certificate program in which they are interested

♦ All of the application components are due by the deadline of March 28, 2019

♦ The Career Services Office is available to provide advice and guidance for any part of the application

Application Components:

☐ Letter of Interest
   Letter addressed to the Pathways Fellowship Selection Committee that outlines how this opportunity will benefit you and contribute to a potential career interest (Is this a prerequisite for a graduate program? Does everyone in this field recognize this credential or program as necessary for entry?)

☐ Program Description
   Copy of the course or program description, including course/program title, number of credits (if applicable), cost, etc. This can be a copy of a catalog or webpage description

☐ Application Form
   A sample form is included in this handbook. The official application form is available for completion and download from: https://www.sjc.edu/career-success/annapolis/pathways-fellowship-program. Complete the form electronically, print it out and sign it before including it with your application. No handwritten copies will be accepted.

☐ Resume
   Seek résumé advice from the Career Services Office before the application deadline. Resume review is highly recommended

☐ Recommendation
   One recommendation from a tutor is required. The recommendation form is included in this handbook. Your recommender should be able to comment on your academic ability, professional work, and/or character. A recommender should be able to provide a strong and objective recommendation

☐ Unofficial College Transcript
   Please visit the Registrar’s Office for your unofficial transcript
Suggestions for Applying for Summer Courses at Other Universities

Because you won’t be transferring credits back to St. John’s, it won’t be necessary to determine if the courses you plan to take meet an equivalent at St. John’s. This is one step in the process you’ll be able to skip!

If you’re considering using the credit to meet a graduate school pre-requisite you may want to visit the websites of a few potential graduate school programs and view their requirements. In this instance, you’ll want your course(s) to be equivalent to their requirement(s).

Selecting a College or University or Other Program
First, visit a few college websites that are in the location of your choice and that offer the courses you seek.

Many students will choose a program near their home. This may allow you to pay in-state tuition and possibly live at home to save money. Some schools may have dorm space available for a fee as well.

Course Search
You’ll need to search the course catalog of the university you’ve selected. This may be a new skill for you but most course catalogs make it relatively easy. Begin by searching the database of courses by subject matter. Most will include the course title, course description, department, subject, name of instructor(s), credits, meeting time, and more.

Register as a Visiting Student
Most colleges and universities will consider you to be a “visiting, guest or non-degree seeking student” and will have a section on their website that will tell you step-by-step what you need to do to apply as a visiting student.

To be a “visiting or guest student” most universities will require that you are currently enrolled in a bachelor’s degree program and are in good academic and disciplinary standing. This standing allows you to apply as an undergraduate visiting student.

In some cases, you will need to apply for admission before registering for classes. A call to the institution’s Admission Office or Registrar/Registration Office should tell you whether admission is required. You will not be allowed to register for classes until your admission has been processed.

Complete all appropriate forms. Some institutions require that guest students complete a guest student course approval form before registering. Check with the transfer college Registrar or Registration Office and complete any forms that may be required. Request your St. John’s College transcript from the Registrar’s Office at St. John’s College (if required).

Admissions will usually take about two weeks to process your application; once your application is processed you will often receive a letter with your username, ID number, and instructions on how to register for your classes (usually with a date indicated).

You will often be able to check the status of your application online using information provided by the university.
**Tuition and Fees**
Most have a non-refundable application fee of at least $25.

Tuition is usually calculated at a per credit hour rate. For example, if you're registering for a 3-credit course and the tuition rate is $800/credit hour, your course would cost $2,400. Calculate these fees carefully!

Besides tuition there may be additional fees. Books and other materials are also a cost you’ll need to consider.

**Course Registration**
Often the courses that you’ll want to take require a pre-requisite that may not completely align with the coursework you’ve completed at St. John’s. If that’s the case you may be able to explain your St. John’s coursework and it may meet their requirement. You may be asked to “test-out” of a pre-requisite or ultimately be required to take it before moving to the course you originally planned to take.

Register for classes and pay the tuition and fees. Check the college's website and catalog for registration information and payment deadlines. Many will supply an application deadline table for your reference. You should do this as early as allowed to insure that your preferred class is not filled or is not cancelled due to lack of applicants.

You may be required to obtain a photo ID and parking pass specific to your new college. You should contact the college’s student services office or campus police for more information.

You will probably be asked to submit transcripts for all colleges and universities that you’ve attended.

You may be asked to compose a short personal statement in response to a specific question.

At many colleges you’ll find that summer courses feature smaller class size, accessible instructors, and a diverse student body.

**Other Information**
Many universities have more than one summer session, so be sure to follow the instructions and deadlines for applying to the appropriate session. Sessions may be as short as three or four weeks or as long as nine weeks.
Pathways Fellowship
St. John’s College, Annapolis, Maryland
Summer 2019 Application Form

SAMPLE ONLY, No handwritten copies will be accepted.

For the fillable form, please visit:
https://www.sjc.edu/career-success/annapolis/pathways-fellowship-program

Complete the form electronically, print it out and sign it, before including it with your application.

Student Information
Name: ____________________________________ Expected date of graduation: _________________
Address (during summer): _______________________________________________________________
____________________________________________________________________________________
Phone: __________________________ Email: __________________________
(Seniors, please provide a non-SJC email address)
Permanent Address: __________________________________________________

Awarded a Pathways previously at either the Annapolis or Santa Fe campus? ☐ Yes ☐ No

Program Information (College, University, Certificate Program name)
Name of Organization: ________________________________________________________________
Address: __________________________________________________________________________
____________________________________________________________________________________
Phone: __________________________ Email: __________________________
Course(s) or study program name: _______________________________________________________
Professor or Instructor name: __________________________________________________________
Duration of program (number of weeks): _______
Number of credits or certificate of completion expected: _______
Total amount of grant requested from Pathways Fellowship Program: ___________________

Budget Details for Proposed Course of Study
Cost of course(s)/program: ____________________________________________________________
Room and board expenses: _____________________________________________________________
Transportation expenses: ______________________________________________________________
Supplies (books, etc.): ________________________________________________________________

Recommender
Include the name of the tutor who is supplying your recommendation:
_____________________________________________________________________________________

Signature: ____________________________________________ Date: ____________________________

Complete application must be submitted by March 28, 2019 to:
St. John’s College, Career Services Office, 60 College Avenue, Annapolis, MD 21401
Pathways Fellowship Recommendation

To be completed by the applicant:

<table>
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<tr>
<th>Statement of Waiver or Nonwaiver of Student’s Right of Access to Confidential Statement</th>
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<tbody>
<tr>
<td>⊗ I hereby voluntarily waive my right of access under FERPA to confidential letters and statements of recommendation.</td>
</tr>
<tr>
<td>⊗ I do NOT waive my right of access under FERPA to confidential letters and statements of recommendation.</td>
</tr>
</tbody>
</table>

| Recommender’s name: _________________________________________________________________ |
| Applicant’s name: _________________________________________________________________ |

In what field of work is this internship? ____________________________________________

To be completed by the recommender:

How long have you known the applicant and in what capacity?
_______________________________________________________________________________
_______________________________________________________________________________

When did the applicant ask for the recommendation? _________________________________

Please rate the applicant on the following. Select ONLY ONE response per question:

**Intellectual Strengths or Qualities**

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<th>Level of Intellectual Curiosity</th>
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<tr>
<td>⊗ Below Average</td>
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Comments: _______________________________________________________________________
_______________________________________________________________________________

**Ability to Analyze Problems and Formulate Solutions**

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<tr>
<th>Level of Intellectual Curiosity</th>
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<tr>
<td>⊗ Below Average</td>
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Comments: _______________________________________________________________________
_______________________________________________________________________________

**Qualities Bearing on Workplace Conduct**

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<th>Level of Maturity</th>
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<tr>
<td>⊗ Below Average</td>
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Comments: _______________________________________________________________________
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<table>
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<tr>
<th>Level of Initiative</th>
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<td>⊗ Below Average</td>
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Comments: _______________________________________________________________________
_______________________________________________________________________________
Meets Deadlines

☐ Below Average  ☐ Average  ☐ Above Average  ☐ Exceptional  ☐ No Basis for Judgment

Comments: ____________________________

Timeliness, in particular for Class Attendance

☐ Below Average  ☐ Average  ☐ Above Average  ☐ Exceptional  ☐ No Basis for Judgment

Comments: ____________________________

Academic Preparedness

☐ Below Average  ☐ Average  ☐ Above Average  ☐ Exceptional  ☐ No Basis for Judgment

Comments: ____________________________

Level of Integrity

☐ Below Average  ☐ Average  ☐ Above Average  ☐ Exceptional  ☐ No Basis for Judgment

Comments: ____________________________

Interpersonal & Communication Skills

Communicates Effectively (both oral & written)

☐ Below Average  ☐ Average  ☐ Above Average  ☐ Exceptional  ☐ No Basis for Judgment

Comments: ____________________________

Collaborates and Works Well with Others

☐ Below Average  ☐ Average  ☐ Above Average  ☐ Exceptional  ☐ No Basis for Judgment

Comments: ____________________________

Please indicate the strength of your overall endorsement:

☐ recommended with reservations  ☐ recommended  ☐ highly recommended

Based on your knowledge of the student, do you believe this internship is a good fit for their strengths & interests? ____________________________

Please describe any additional qualifications and characteristics you consider to be of particular significance in evaluating the applicant’s abilities to succeed in the Pathways Program:

________________________________________________________________________

________________________________________________________________________

Phone: ____________________________  Email: ____________________________
Signature: ____________________________  Date: ____________________________

Please return this completed form by March 28, 2019 to kathleen.cady@sjc.edu, or fax to 410-626-2885 or mail to:
Kathleen Cady, Career Services Office, St. John’s College, 60 College Avenue, Annapolis, MD 21401