

Pathways Fellowship

St. John's College, Annapolis, MD

Application Handbook & Instructions 2021

Career Services Office

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Application deadline: April 1, 2021

**Please read all instructions carefully as the
application process has changed.**

Pathways Fellowship, Summer 2021

St. John's College, Annapolis, MD

Program Overview

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.

We strongly recommend that students interested in pursuing summer course-work consult with the Career Services Office in the early stages of their planning.

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
- Students may apply for funding each year, even if they have already received a Pathways award. However, priority may be given to students who have not been awarded previously
- Financial need does not affect the selection process, however students must be in good financial standing to receive an award
- Students with serious attendance and/or disciplinary problems may not be eligible

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 17, 2021:***
 - 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, on the St. John's College website, 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 Components & Instructions

Application materials are due by **Thursday, April 1, 2021.**

Please read submission instructions carefully as this is a new process!

Application Process

- ◆ *Students apply directly to the college, university or certificate program in which they are interested*
- ◆ *The Career Services Office is available to provide advice and guidance for any part of the application*

Application Components Checklist (detailed descriptions of each follows):

- Application & Budget Details Form
- Letter of Interest
- Resume
- Program Description
- Recommendation
- Unofficial College Transcript

Application Details

Please prepare all application components before accessing the form (link on page 6). You will not be able to save the form and return to it later.

Application Form & Budget Details

The application form will ask for your student information and details about the program(s) you're considering—all must be on a common topic. The budget details section allows you to indicate the cost of the program, and to include any other costs such as room and board, transportation, and supplies (books, etc.). **You may choose more than one program.**

The link to the application form is on page 6.

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 (i.e., 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(s), including course/program title, number of credits (if applicable), cost, etc. This can be a copy of a catalog or webpage description.

Resume

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

Recommendation

One recommendation from a tutor is required. The link for the recommendation form is below. Your recommender should be able to comment on your academic ability, professional work, and/or character, and be able to provide a strong and objective recommendation. The recommendation is due on April 1, 2021.

Copy and paste this link and send it to your St. John's tutor:

https://forms.office.com/Pages/ResponsePage.aspx?id=biqb8yuRCECrlc-DQM_pmWleoCSBj4hFh_MOdeDcJgNUQkFNWUo5UE5YQk1TVVNVVzVDQVdXQVIEMS4u

Unofficial College Transcript

Submit a Records Request Form on the Registrar page of mySJC no later than **Thursday, March 25** or you risk not meeting the application deadline. If you have any questions you may contact the Office of the Registrar at Annapolis.registrar@sjc.edu or 410-626-2513.

Tips for Requesting Recommendation

- **Give recommenders at least 3-4 weeks to complete the recommendation letters.**
- Provide recommenders with copies of your *Letter of Interest* so they can write well-informed recommendation letters.
- Share a copy of your resume with recommenders so they can reference it as needed.

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 have 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 Application Form

You will need to have all of your application materials ready before completing the application Form. You will not be able to save this form and return to it later. Technical support cannot be guaranteed on weekends or on the due date for the application. Please begin the process early. If you have any questions, please contact Kathleen Cady at Kathleen.cady@sjc.edu or Jaime Dunn at Jaime.dunn@sjc.edu.

[Click here](#) to complete the Application and to submit your application materials.