

Falk-Griffin Foundation/Teach My People Work-Study Scholarship Application Packet

To apply for the Falk-Griffin Foundation/Teach My People Work-Study Scholarship applicants must submit a complete Application Packet which includes:

- Cover Letter
- Work-Study Scholarship Application (*see attached document*)
- Three Work-Study Scholarship References Forms (*see attached document*)
- Current Transcript and Course Load

Application Cover Letter: Prepare a general application cover letter (no longer than two pages single-side), using standard formal business letter format. Address the letter to the “Selection Committee.” Include your address, the date, and a closing *with your signature*. The text should be single-spaced with double spaces between paragraphs in a 12 pt. font (New Times Roman, Arial, or Courier).

In the letter introduce yourself, but do not begin with “My name is...” or use your name in the body of the letter. Explain the events and circumstance that have influence you to pursue this work study assignment, also share the attributes that you bring to this assignment (*past experiences, major in college, etc.*). It is also important to describe your experience with working with children and what you have learned from the experiences.

References: Should be completed by professors/instructors, employers, clergy, or other professionals who know you well (at least 6 months) in a professional capacity and can evaluate your potential to execute the duties and responsibilities of working with at-risk youth in an after-school program. It is not acceptable to have a student, friend, or family member to provide a reference. Return all reference with application to Kearns Hall 216. *Letters of reference may not be substituted for the reference forms.*

Review of Applications will begin on January 31, 2009 until positions are filled

Falk-Griffin Foundation/Teach My People Work-Study Scholarship

Overview

The work-study scholarship recipient must be a current Coastal Carolina University student. The scholarship is for the fall and spring semesters of school year 2008-2009 and may be renewable for the summer semester as well as academic year 2009-2010. This scholarship requires the recipient to be a full-time student with an undergraduate major in education (early childhood, elementary, middle grades, physical education or special education), health promotion, or recreation and sport management, or MAT major (secondary education, music or art). The recipient must complete at least 30 credit hours per academic year (fall, spring, and subsequent summer terms) and work a minimum of 12 hours weekly in the Teach My People after-school program for at-risk students. Recipients must maintain a minimum 2.75 GPA and preference will be given to students who have their permanent residence in Georgetown County. Recipients must also complete a work-study orientation to learn about the Teach My People after-school program and its mission as well as the duties and responsibilities of your work-study placement.

The mission of Teach My People is to teach children, youth and families in the Waccamaw Neck community to overcome academic, economic and social challenges through the delivery of Christ centered programs and services that address educational, spiritual and emotional growth. Teach My People currently serves students in grades 1 through 8, and adds an additional grade of coverage each year.

Representative Duties

- Mentoring
- Tutoring
- Instructional and activity planning
- Helping children with homework
- Special unit projects
- Computer Lab
- Small group activities: sports, crafts, music, art, etc.
- Free play
- Room preparation/cleanup
- Limited clerical work

Work Hours:

- Monday thru Thursday, 2:00-6:00 p.m. or 3:00-6:30 p.m.
- Potential for additional hours if desired by recipient

Compensation:

- \$8.00 per hour
- Travel Compensation (when applicable)

Falk-Griffin Foundation/Teach My People Work-Study Scholarship Application

Personal Information

Today's Date: _____

Name: _____

Local Address: _____

Home Address: _____

Phone Number: _____ Mobile: _____

E-mail: _____ SS#: _____

Major: _____ Year (Fresh, Soph, Jr, Sr): _____

Date of Birth: _____ Expected Graduation Date: _____

References

1. _____
 2. _____
 3. _____
-

Previous Work Experience

1. Occupation: _____ Employer: _____ Employed From/To: _____
 2. Occupation: _____ Employer: _____ Employed From/To: _____
 3. Occupation: _____ Employer: _____ Employed From/To: _____
-

Current Campus Involvement/Extracurricular Activities

1. _____
 2. _____
 5. _____
-

Any Questions? Contact:

Biddle Center for Teaching, Learning, and Community Engagement
(843) 349-2665 • Facsimile: (843) 349-2670
E-mail: BiddleCenter@coastal.edu

Coastal Carolina University
P.O. Box 261954 • Conway, SC 29528-2950

Falk-Griffin Foundation/Teach My People Work-Study Scholarship Reference Form

(Please do not complete if you are a family member, friend, or university student.)

Applicant's Name: _____
Name and Address of Reference: _____ _____

The person named above has applied to for the Falk-Griffin Foundation/Teach My People Work-Study Scholarship at Coastal Carolina University. Please provide information which you believe to be pertinent in evaluating this person's potential to work with at-risk youth in an after-school program.

1. In your opinion, does this person usually demonstrate the qualities listed below in a manner which you believe to be desirable of a person working with children? If you respond "no", please describe the person's behavior which illustrates your response. *(Please Check One)*

CHARACTERISTICS	YES	NO	UNABLE TO EVALUATE	COMMENTS
Communicates effectively in oral form				
Communicates effectively in written form				
Works collaboratively and cooperatively with others				
Follows rules and regulations				
Responds favorably to suggestions for improvement				
Acts with poise, mature judgment and self-control				
Demonstrates good listening skills				
Demonstrates ability to respond and adapt to changing situations.				
Is punctual and regular in attendance				
Sets appropriate priorities				
Meets deadlines				
Demonstrates a willingness to learn				
Exhibits the ability to make decisions				
Strives for professional growth and development				
Demonstrates responsibility and dependability				
Demonstrates respect for community values				
Demonstrates respect of diversity				

COMMENTS:

2. How would you evaluate this applicant's interpersonal skills necessary for working successfully with children and in an after-school program? *(Please Check One)*

- Excellent Good Fair Poor Unable to Evaluate

(Please describe the applicant's behavior which illustrates your response, if you marked "poor.")

3. Do you know of any undesirable traits or habits this applicant may have? *(Please Check One)*

- Yes No *(If yes, please explain.)*

4. Would you recommend this applicant as a teacher for your own child or child of a close friend? *(Please Check One)*

- Highly Recommend Recommend with Reservation Would Not Recommend

(Please describe the applicant's behavior which illustrates your response, if you marked "recommend with reservation" or "would not recommend.")

5. Please provide a brief statement that describes this person's potential for becoming a good role model for children.

6. Approximately how long have you known the applicant? *(Indicate appropriate dates)* _____

7. Do you feel you know the applicant well? *(Please Check One)* Yes No

8. In what position(s) have you known the applicant? _____

9. Please share why you feel this applicant is a fit for the work-study assignment.

Signature _____ Date _____

Position _____ Phone _____

Thank you for your assistance.

Please return to: Biddle Center for Teaching, Learning, and Community Engagement, Kearns 216,
P.O. Box 261954, Conway, South Carolina 29528