

2017 Scholarship Application Overview of the AASP Minority Scholarship Program for Graduate Training in School Psychology

APPLICATION INTRODUCTION

I. **Background**

An AASP Minority Scholarship is being offered to ease financial barriers facing some minority graduate students embarking on a Specialist Degree (or equivalent) in School Psychology. The Executive Board of AASP has adopted a similar criteria and application process used by NASP's Minority Scholarship Program. One important goal of the Program is for each scholar receiving the award to enter the school community as a practicing School Psychologist following graduation. Award(s) will be announced at the 2017 AASP Annual Conference. Funding will be allocated for the Fall or Spring term after the announcement. A scholarship in the amount of \$500-\$1,000 will be awarded to at least one chosen minority graduate student.

II. **Ethnic Definitions and Eligibility**

To apply and be considered for this scholarship, the Applicant must comply with the Program's Ethnic Definitions and Eligibility:

- Be a full-time or part-time minority student
 - American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identification.
 - Asian and Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands.
 - Black: All persons having origins in any of the black African racial groups not of Hispanic origin.
 - Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- Be a United States citizen
- Be enrolled in or accepted for enrollment in a school psychology program that is NASP-approved and located in an institution that is accredited by the Arizona Department of Education, with the aim of becoming a practicing School Psychologist.
- Be in good academic standing
- Have a minimum cumulative overall GPA of 3.0
- Be an AASP student member

Scholarship funding is available to students enrolled in their program or accepted for enrollment for the Fall 2017 or Spring 2018 term. Scholarship funding is not

retroactive for studies prior to the Fall 2017 term. NOTE: If your graduation date falls before December 2017, you are ineligible to apply.

Students enrolled in specialist level (or equivalent) and doctoral school psychology training programs will be considered.

III. Selection Criteria

All complete applications will be reviewed by the AASP Minority Scholarship Program Selection Committee who will include AASP Board Members on the Professional Development Committee and selected faculty representatives from Arizona's school psychology training programs.

The Committee will consider many factors in reaching their decision, including adherence to instructions, completeness of the application; Applicant's experience, interests and growth as reflected on their resume; Applicant's professional goals statement; recommendations; financial standing; and degree of scholarship.

IV. Application Deadline – June 1, 2017, 5:00 pm (Arizona time).

To be considered for the award, ALL components of the application must be RECEIVED by the AASP office by June 1, 2017, 5:00 pm (local standard time). It is the Applicant's responsibility to ensure that ALL application materials (online and hard copy) are received as instructed. In fairness to all applicants, we do not accept submissions after deadline. AASP office hours are 8:30am-5pm, M-F. For directions to the AASP office or questions about drop-off of hard copies, please contact the AASP office P: [\(602\) 992-0554](tel:6029920554).

V. Completing and Submitting Your Application

The Applicant is urged to carefully review this Application Overview for important instructions and details about the Application, its components, and the submission process.

VI. Notification

Recipients and unselected applicants of the award will be notified by August 2017. Recipient(s) of the award will be formally announced at the AASP Annual Conference, this year November 2-3, 2017, in Phoenix, Arizona.

VII. Questions?

Questions may be answered by carefully reviewing this Application Overview. Additional questions? Contact AASP President, Samara Way at aasppresident@gmail.com.

— IMPORTANT —

The AASP MSP Reserves the Right To confirm or validate the information the Applicant submits and to contact individuals or entities named in the application.

VIII. Process and Submission

Please read this Application Overview completely before starting the process. The Applicant must be an AASP member to begin the Part 1--Online Student Application.

The Applicant should send Recommender Instructions EARLY to their Recommenders (see PART 2). All application components must be received by the AASP office by June 1 2017, 5:00 p.m.).

THE APPLICATION IS A THREE-PART PROCESS PART

1. PART 1. Student's Online Application and Submission
2. PART 2. Recommender's Submission
3. PART 3. Student's Hard Copy Submission of Student Aid Report and Official Transcripts

PART 1. STUDENT'S ONLINE APPLICATION

To start the Online Application process, the Applicant should determine they meet Eligibility Requirements, become an AASP student member (http://www.aasp-az.org/member_login.php?mode=Pending) and submit a request to the AASP President (aasppresident@gmail.com) to be sent a link to the google form application.

Using the google application form, the applicant must complete Steps 1-3 below:

Step 1 – Enter Demographic Info – The Applicant accurately enters their general demographic data (e.g., name/address/e-mail/ethnicity).

Step 2 – Academic Info – The Applicant accurately enters their academic info (e.g., cumulative GPA/school info/graduation date).

Step 3 – Recommender Names – The Applicant accurately enters the names and contact information for TWO Recommenders.

Step 6 – Review/Submit Application – The Applicant reviews and formally submits their Online Application. The Applicant should read and save any/all communications received from the AASP office or president relating to any aspect of their application.

Upon formal submission of the Part 1/Online Application:

- The Applicant will receive an e-mail from the AASP president confirming receipt of the application and reminding the student to submit their Student Aid Report (SAR) and ALL transcripts—undergraduate and graduate—as instructed in PART 3.
- Each Recommender will receive an e-mail from AASP providing Recommender Instructions and a unique, non-sharable link to upload their recommendation (see PART 2).

PART 2. RECOMMENDER’S ONLINE SUBMISSION

IMPORTANT: The Applicant is urged to secure two Recommenders ASAP and, once identified, the Applicant should send each Recommender the Recommender Instructions below.

For the Applicant’s part, PROVIDING:

- An accurate e-mail address for each Recommender is key to the Recommender receiving the link and instructions.
- Advance copy of the Recommender Instructions to each Recommender affords them maximum time to prepare.
- Regular follow-up with each Recommender may avoid delays that could compromise acceptance of the Application. Applicants should also adhere to these criteria for selecting their Recommenders:
- First-year graduate students should provide Recommenders who can attest to the Applicant’s professional qualities with, if possible, at least one who is a faculty member from their undergraduate or graduate studies.
- Second- and third-year students must have at least one Recommender who is a faculty member from their graduate School Psychology program. Each Recommender should address the points outlined in the Recommender Instructions.

When the Applicant formally submits their Part 1/Online Application, AASP will e-mail each Recommender a unique upload link and these instructions:

RECOMMENDER INSTRUCTIONS [Applicant: Please share these instructions with your two Recommenders ASAP.] The AASP Minority Scholarship Program awards scholarships to select one or more minority graduate students enrolled in or accepted for enrollment in School Psychology programs in the United States. One requirement of the application is that each Applicant must secure two Recommenders who will each upload a recommendation letter in the Applicant’s behalf. You have been identified as one of two Recommenders who has agreed to

provide and upload a recommendation letter supporting the Applicant. Your recommendation must be submitted by June 1, 2017 at 5:00 pm (Arizona time). Once the Applicant submits their Online Application, you will receive an e-mail from the AASP office reiterating the information below and providing a unique identifier and directions for submitting your submission.

Please prepare a recommendation letter factoring these criteria:

- 1) *In your recommendation, please fully respond to the following:*
 - *How long have you known the Applicant and in what capacity?*
 - *What are the Applicant's strengths and special talents?*
 - *One of the criteria that this Applicant must meet is interest in pursuing and/or continuing to pursue a degree and a career in school psychology. Please give your assessment of the Applicant's interest in this area.*
 - *Interpersonal skills are important when dealing with schools, outside agencies, parents, and so on. Please give your assessment of the Applicant's interpersonal skills.*
- 2) *Letter Limit: 1,000 words.*
- 3) *NOTE: As part of a consistent policy to all applicants, we do not accept information after deadline. Please be sure to submit your recommendation as prompted in the AASP e-mail and by the June 1, 2017, 5:00 pm (Arizona) deadline. If you have questions concerning this process, please contact Samara Way (aasppresident@gmail.com; 602-992-0554) at AASP. Thank you in advance for recognizing the important role your referral means to the student and the application process they are undertaking as they seek to obtain a scholarship from the AASP Minority Scholarship Program.*

PART 3. STUDENT'S HARD COPY SUBMISSION OF STUDENT AID REPORT (SAR), OFFICIAL TRANSCRIPTS, STATEMENT OF PROFESSIONAL GOALS AND RESUME OR CURRICULUM VITAE

The Applicant must send their complete Official 2017-18 Student Aid Report (SAR; www.fafsa.ed.gov/) and ALL Official Transcripts--undergraduate and graduate--along with the statement of professional goals and a resume or curriculum vitae--together in ONE package--to the AASP office for RECEIPT by June 1, 2017, 5:00 pm (local standard time) deadline.

Remit to: Attn: AASP President – Arizona Association of School Psychologists, 107 S. Southgate Dr. | Chandler, AZ 85226

Items sent separately will not be considered. Our office only receives mail/deliveries Monday-Friday, 8:30am-5:00pm.

SAR: A complete, official downloaded SAR from the FAFSA agency is acceptable. If selected, the Selection Committee reserves the right to request and receive an original SAR directly from the issuing agency.

TRANSCRIPTS: Transcripts must support a minimum cumulative overall GPA of 3.0 for the Applicant's college career-- undergraduate and graduate.

1) First-year students newly enrolled in their graduate programs and who have not yet received graduate transcripts by the time the Online Application is submitted may submit only their undergraduate transcripts.

2) Second- and third-year graduate students MUST submit graduate AND undergraduate transcripts—no exceptions.

IMPORTANT: The MSP defines "Official Transcript" as (1) a transcript from your school, removed from its envelope, embossed with an original stamp or seal of the school, preferably printed on encoded, tamper-proof paper indicating authenticity, and/or (2) a transcript from your school, in the school's unopened envelope with, for example, an intact registrar's signature or seal over the envelope flap. Transferred credits are accepted provided that the transcript which displays the transfer is submitted in "official transcript" form, showing the transferred course name, grade received, and school.

STATEMENT OF PROFESSIONAL GOALS – The Applicant provides a written Statement of Professional Goals (Limit: 1,000 words). Share your future aspirations, including your goals as a school psychologist. Be specific.

RESUME OR CURRICULUM VITAE – Include, as may apply: undergraduate/graduate school history; work/ volunteer experience; awards/honors; student/ professional activities in which you are involved; research/publications/workshops/ presentations you have worked on; special skills/training/experience.

Applicant Checklist and Reminders

Deadline by when ALL materials must be received at the AASP office: June 1, 2017, 5:00 pm (Arizona).

Read and save ALL AASP-issued communications including, but not limited to: instructions, acknowledgements, confirmations.

Secure two Recommenders and provide them with their Recommender Instructions (PART 2). Regularly connect with each Recommender to ensure they are on target to submit their submission by the June 1, 2017, 5:00 pm (Arizona) deadline.

Obtain ALL Official Transcripts, undergraduate AND graduate.

Obtain complete Official 2017-18 Student Aid Report.

Begin the Online Application. You must be an AASP member to access and begin the Online Application process.

Develop and submit Professional Goals Statement (Limit: 1,000 words).

Develop and upload Resume or Curriculum Vitae.

Review your application and entries thoroughly to ensure information is complete and accurate. Fields left blank where information has been requested may remove you from consideration. No further edits will be allowed once the "SUBMIT" button is pressed and the application is formally submitted.

Send ALL paper copies -- complete Official 2017-18 Student Aid Report and all Official Transcripts (graduate and undergraduate), along with Professional Goals Statement and Resume/Curriculum -- to the AASP office, together in ONE package, for receipt by June 1, 2017, 5:00 pm (Arizona)

Questions? Please contact Samara Way (aasppresident@gmail.com). Wishing you much success with this application and your future plans to become a School Psychologist!