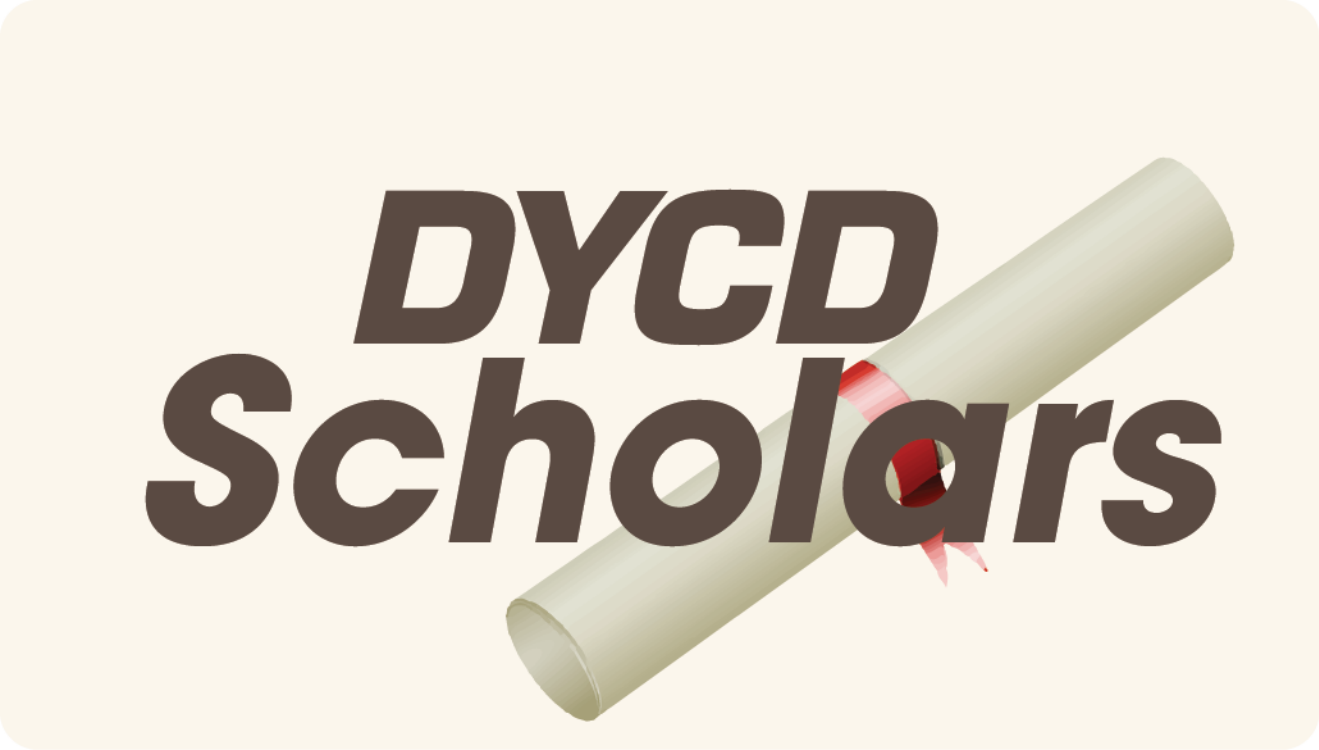

Fall 2016 Application

NYC Department of Youth and Community Development

in partnership with the

John F. Kennedy, Jr. Institute for Worker Ed.
CUNY School of Professional Studies

Deadline | Thursday, August 11, 2016, 5pm

NYC Department of Youth & Community Development

CUNY The City University of New York

The DYCD Scholars Program

Introduction

NYC Department of Youth and Community Development (DYCD) and City University of New York (CUNY) have partnered since 2006 to promote the academic and career advancement of the city's youth work professionals. This partnership aims to build the capacity of youth-serving agencies by investing in the higher education of their staff, thus contributing to their career growth and the quality of services provided to youth in New York City.

Goals and Overview

DYCD Scholars is a program that fosters a community of practice by bringing together a cohort of leaders in the youth field. This investment aims to keep committed, well-trained staff in the youth field and encourage their occupational commitment. The program also supports Scholars' timely graduation from CUNY.

DYCD Scholars are currently being recruited to participate in the program for one academic semester, fall 2016, with the potential for renewal in spring 2017.

Activities and Expectations

Participating in a Community of Practice: DYCD Scholars are expected to actively participate in program activities to foster a community of practice: a cohort of leaders who are able to share professional experiences and a sense of belonging. DYCD Scholars will engage in both in-person and virtual networking opportunities, including workshops, webinars, and an on-line community. Scholars generally meet twice a semester for in-person workshops and should make every effort to attend. Scholars must commit to ongoing participation in an on-line community as such, Scholars are expected to have access to a phone and to a computer with internet, and be fluent with technology.

Networking: DYCD Scholars will participate in program events and experiences which allow them to grow professionally within the youth field. Scholars will also receive information about other relevant offerings. These interactions will allow Scholars to network, share successes and challenges, learn new information, and create a sense of belonging as they serve as sources of peer support.

Counseling: CUNY staff will be available to speak with Scholars about their academic transitions and goals.

Eligibility and Selection

Employment: Candidates must have at least one year of satisfactory employment as staff in the youth field, and must currently be employed with a non-profit agency that receives youth program funding from DYCD, even if the staff does not work in this unit. An established track record of employment in the youth field is expected.

College: Candidates must also be enrolled at a CUNY college and take at least three course credits each semester as either a full-time or part-time student. They must be matriculated in an associate, bachelor's or master's degree program or graduate certificate in a variety of disciplines including related health, education or human services majors. Students must meet the following credit requirements: for an associate degree, must be within 30 credits of graduation; for a bachelor's degree, must be within 45 credits of graduation, and for a

master's degree, must be within 15 credits of graduation. If you were a DYCD Scholar and have transitioned to your next degree, you must apply for support within one year of completing your previously supported degree.

DYCD Scholars must also have a legitimate social security number in order to receive their stipends.

Award Stipends

DYCD Scholars will receive between $500.00 and $1,000.00 in fall 2016 for tuition, books, transportation, fees, childcare, and other expenses associated with their higher education. Stipends are contingent upon fall enrollment for the program. Scholars are responsible for paying their tuition and other fees by the deadline set by CUNY. DYCD Scholars stipends are sent to awardees after those deadlines have passed.

Scholars should also apply for tuition reimbursement and educational leave programs provided by their agency/union, as well as state and federal grant/loan programs for which they are eligible.

In order to be eligible for possible funding in spring 2017, Scholars must provide proof that they are still employed in the youth services field, are still pursuing at least three credits per semester, and have earned a semester average of (2.75) or better. Students who take fewer than three credits, take a leave of absence from college, or leave the youth field will not be eligible for their spring stipend. However, they will be invited to continue to participate in other program activities.

Complete Application Packages

Please include the following in your application package:

[ ] Completed and signed application form
[ ] Typed personal statement
[ ] Sealed Recommendation form from a supervisor or other professional from your agency
[ ] Current Resume
[ ] Student transcript from current CUNY college you are attending
[ ] Proof of enrollment for the fall 2016 semester (e.g. bursar's receipt)

Deadlines and Important Dates

The completed application must be received no later than **Thursday, August 11, 2016 at 5 pm.** Late and incomplete applications will not be considered. Finalists may be interviewed in person or by phone. DYCD Scholars will be notified in early September. A waitlist may also be maintained.

Mail your complete application package to:
Carrie Shockley
JFK, Jr. Institute for Worker Education – CUNY SPS
555 West 57th Street, 10th Floor
New York, NY 10019

Questions may be directed to Carrie.Shockley@mail.cuny.edu or 646.664.8233.

DYCD Scholars Program
Fall 2016 Application

APPLICANT INFORMATION

Last Name: _____ First Name: _____

Date of Birth: _____ Country of Birth: _____

Permanent home address: _____ Apt. # _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____Cell Phone: _____

Personal Email: _____ School Email: _____

Gender: ❒ Male ❒ Female

Ethnic Identity (optional): (C*heck all that apply)*

❒ Black/African American (Non-Hispanic) ❒ Hispanic/Latino
❒ White/Caucasian (Non-Hispanic) ❒ Native American or Alaskan Native
❒ Asian/Pacific Islander ❒ Other (*Please specify*) _____

PRESENT EMPLOYMENT

Agency Name: _____

DYCD Program Area:

❒ COMPASS ❒ Beacon ❒ SYEP ❒ Cornerstone ❒ Teen Action ❒ NDA ❒ Other _____

Agency Address: _____

City: _____State: _____ Zip Code: _____

Current Job Title: _____ Start Date of Employment: _____
Month/Year

Description of Duties: _____

_____

Work Address (if different): _____

City: _____ State: _____ Zip Code: _____

Work Phone & Extension _____ Work Fax: _____

Agency/Facility Director: _____

Supervisor's Name & Title: _____

Supervisor's Telephone: _____ Supervisor's E-mail: _____

Based on your work schedule, when are you most typically available? ❒ AM ❒ PM

PREVIOUS EMPLOYMENT

Agency Name: _____

Agency Address: _____

City: _____State: _____ Zip Code: _____

Job Title: _____

Start Date of Employment: _____ End Date of Employment: _____

Month/Year Month/Year

Description of Duties: _____

_____

How did you learn about the DYCD Scholars Program?

❒ My agency:

❒ Flyer ❒A mailing ❒Staff meeting ❒Conference ❒Other (*specify*): _____

❒ My college (*specify*): _____

❒ DYCD (*specify*): _____

❒ Other (*specify*): _____

EDUCATION INFORMATION

Please list in chronological order all colleges, graduate, and professional schools you attended or are currently attending:

Dates	College/Institution	Degree Granted (or expected graduation date)	Academic Major	Total Credits Earned

PERSONAL AND PROFESSIONAL STATEMENT

On a separate sheet of paper, in no more than 500 words (e.g., two double-spaced pages), prepare a typed statement that specifically addresses the following:

1. What are your future academic and career plans in the youth field?
2. How will the DYCD Scholars program advance these goals? What appeals to you about participating in a community of practice?
3. Describe a situation at your workplace in which you demonstrated your professional ability and/or commitment to youth work.
4. Discuss any additional information you feel might further support your candidacy (volunteer work, awards, personal philosophy, etc).

I affirm that all information and statements provided in this application are complete and accurate. I understand that any false or misleading information or statements will disqualify me from further consideration for DYCD Scholars.

Signed_____ Date _____

FERPA RELEASE AUTHORIZATION

The Family Educational Rights and Privacy Act of 1974 prohibits access to, or release of, educational records or personally identifiable information contained in records (other than directory information) without the written consent of the student, with certain regulatory exceptions. A description of a student's rights under FERPA is set forth in more detail on www.cuny.edu.

I, the undersigned, hereby authorize CUNY to release demographic information and pertinent information from my academic transcripts to NYC Department of Youth and Community Development (DYCD). I also authorize CUNY to release to DYCD information regarding my job status throughout my participation in this program.

Signed_____ Date _____

RESEARCH CONSENT STATEMENT

The JFK, Jr. Institute conducts research on its programs. You are invited to participate in a study on DYCD Scholars.

- The purpose of this research is to understand how participation in DYCD Scholars has affected your continued education and professional and career development. As an applicant your views are important.
- Only administrative records will be used for this study; you will not be interviewed.
- All data collected for this study will be kept confidential. Confidential means that the data will be kept as private as possible. Your name will not be used in any published documents. Your data will be maintained in a secure location such as a locked file cabinet or an encrypted electronic file.
- This study poses minimal risk for participation. In the event that as a participant you feel at risk, you can discontinue participation. The researchers will make necessary referrals to available resources.
- The benefits of this study include being able to contribute to the research on youth workers and to help CUNY develop better programs for those employed in the youth development field.
- Your participation in this study is completely voluntary. You have a right to refuse to participate or to discontinue participation in the research at any time without consequences. If you decide not to participate or withdraw your decision will not affect your relationship with the JFK, Jr. Institute for Worker Education at CUNY.
- There is no cost to you to be in the study.
- Your signature below means that you have read this consent, that you fully understand the nature and consequences of participation and that you have had all questions regarding participation in this study answered satisfactorily. If you have further questions about this research please feel free to contact Dr. Carrie Shockley at 646-664-8233. If you have any questions regarding your rights as a research participant, please feel free to contact the CUNY-wide Institutional Review Board Administrator, Arita Winter, at 646-664-8919 or by email at arita.winter@cuny.edu

❒ I give consent ❒ I do not give consent

Signed_____ Date _____

DYCD Scholars Program

Agency/Organization Recommendation Form

TO THE APPLICANT:
Complete the information below (please print or type) and give it to your **executive director, current supervisor, or other professional at your agency**. They should place this form in a sealed envelope and return it to you, so you can attach it to your application.

NAME OF APPLICANT

_____ _____ _____
Last First Middle

NAME OF RECOMMENDER _____

POSITION/TITLE _____

TO THE RECOMMENDER:

The person named above is applying for the DYCD Scholars Program. We find that candid comments from those who have direct experience with the candidate and can evaluate the applicant's performance and motivation are extremely valuable. We appreciate the time you are taking to provide this information.

How long have you known the applicant? _____

In what capacity? _____

Please use this scale to rate this applicant in relation to his or her peers	Exceptional	Outstanding	Good	Average	Poor	Unable to Judge
Interaction with youth						
Commitment to the youth field						
Supportive of peers						
Initiative						
Leadership						
Maturity						
Dependability						

I recommend this staff: ❒ without any reservations. ❒ with some reservations. ❒ I do not recommend this staff.

Comments:
_____

Signature: _____Date: _____