

2021 Scholarship Application Package
for
CMAA Houston Chapter
for Undergraduate Student Application



2021
SAFER STRONGER SMARTER



2021 Houston Chapter Scholarship Application Guidelines

About CMAA Foundation Chapter Scholarships

The Construction Management Association of America (CMAA) Houston Chapter awards a limited number of scholarships to qualified students to help them defray the costs of pursuing a degree in Construction Management or a related-degree program. The amounts of the scholarships vary from year to year. For 2021, the local Houston Chapter intends to award one-time scholarship as follows: one (1) \$1,000.00 scholarship. Previous recipients may only be awarded one undergraduate scholarship.

The CMAA Foundation (nationwide) awards scholarships separately based on the winners of the local chapter program.

Eligibility Criteria

1. Must have completed a minimum of one full academic year of studies and must have a minimum of one full academic year remaining prior to completing the degree being pursued.
2. Must be enrolled in a Construction Management degree program, or other CM-related degree program from a University located in the Houston Chapter's area (Counties of Brazoria, Brazos, Chambers, Fort Bend, Galveston, Harris, Liberty, Montgomery, Waller), and show a strong interest in a career in CM, as demonstrated by a response to the essay question in the application package.

NOTE: Incomplete applications will not be considered by the CMAA Houston Chapter Scholarship selection committee. The application and all associated attachments must be submitted via email (see email address noted below).

CMAA Houston Chapter Scholarship Application Process

Complete the scholarship application, making sure to refer to the application directions, and return it to the Houston Chapter by **December 8, 2021**. The CMAA Houston Chapter will award scholarship recipients at a CMAA Houston Chapter Meeting in late **December, 2021**. If you have any questions, please email the Scholarship Committee Chair, David Garza, P.E. at events@cmaahouston.org and include your name and phone number in case further clarification is needed.

CMAA Houston Chapter Scholarship Review Process

1. The CMAA Houston Chapter scholarship selection committee will review all complete applications received from direct submittals, and make its decision based on the received application. Student's enrollment status will be verified by CMAA Houston prior to the award of all scholarships. Selected winners will be notified on or about **December 20, 2021**.
2. Scholarship checks will be presented as part of the CMAA Houston Chapter Meeting Program. For students that are unable to attend, checks will be mailed directly to the student's provided address.

CMAA Houston Chapter Scholarship Selection Criteria

The CMAA Houston Chapter scholarship selection committee will consider the following in selecting winners of the chapter scholarships:

- academic performance: 40%
- quality of essay on future plans and scholarship interest: 20%
- recommendation of faculty advisor: 15%
- extracurricular activities: 25%



2021 Houston Chapter Scholarship Application Guidelines

Helpful Hints

- All sections of the application must be completed in full and submitted as a “pdf” document by email on **December 8, 2021**. Submittals received after midnight this date will be rejected. An application submitted missing any of the sections and without a signature will be disqualified from consideration.
- The response to the essay must be typed. Be sure to check spelling and grammar carefully; presentation is important.
- Please keep a copy of your complete application package. The returned proof of delivery will serve as verification that your application has been received. No additional notification will be provided.
- Good luck!

Before you Begin...

- A completed application will include: a completed and signed application form, an official academic transcript, the enclosed advisor’s evaluation sent directly to the CMAA Houston Chapter selection committee representative, the student’s current resume, a letter of recommendation from the most current employer on company letterhead, and the Student Chapter/Regional Chapter Membership Verification (if applicable.) If the applicant is not currently employed, a letter of recommendation from a department faculty member is required.
- Please keep a copy of your complete application package. When you email it, you may request a “proof of delivery” from CMAA Houston Chapter. The returned proof of delivery will serve as your notification that the CMAA Houston Chapter has received your application. No other notification will be sent. No exceptions will not be made.



Scholarship Application Checklist

To be considered for a CMAA Houston Chapter scholarship, you must complete the following checklist and include it with the application submission.

- Completed **all** sections of the application packet, including:
 - General Information
 - Academic Information, including Current Academic Schedule
 - Included an official transcript from each school attended for undergraduate and/or graduate credit, with sufficient time to meet the application submission deadline.

Please supply the following information related to transcripts:

| School Name(s) | Date of Transcript Request |
|----------------|----------------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

- Extracurricular Activities
- Employment (If applicable)
- One Essay on Future Plans and Scholarship Interest
- CMAA Student Chapter/Regional Chapter Membership Verification (If applicable)
- Distributed the evaluation/recommendation form to your academic or faculty advisor and let your advisor know the completed form and one-page statement must be submitted directly to the CMAA Houston Chapter using the email address by **December 8, 2021**.
- Proofed the spelling, grammar, and the presentation of the application.
- Signed and dated the application package.
- Made a copy of the completed application package.

email application to:

Mr. David Garza, P.E.
CMAA Scholarship Committee Chair
Email: events@cmaahouston.org



General Information

| | |
|---|--|
| First Name | |
| Last Name | |
| Birth Date | |
| Permanent: Street Address | |
| City | |
| State/Province | |
| Postal Code | |
| Country | |
| Phone Number | |
| Email | |
| Current College/University: Name | |
| School Address | |
| City | |
| State/Province | |
| Postal Code | |
| Phone Number | |
| CMAA Member? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| CMAA Regional Chapter Affiliation | <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide name: |
| CMAA Student Chapter Affiliation | <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide name: |
| CMIT? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Previous CMAA Houston Chapter Scholarship Recipient? | <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? |



Academic Information

| | |
|--|--|
| Student Classification for Which You Are Seeking This Scholarship? | <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate |
| Student Classification at Time of Application, e.g. 3rd year undergraduate, 1st year graduate | |
| Type of Degree Sought, e.g. BS, MA | |
| Anticipated Graduation Date | |
| Cumulative GPA | |
| Major Field of Study | |
| GPA in Major | |
| Minor (or Concentration) Field of Study | |

Please list the names, locations, and dates of enrollment for any other colleges or universities you attended while seeking your current degree.

Please list any academic honors and awards you've received.

1.

2.

3.

4.



Current Academic Schedule and Transcripts

Please attach your current academic schedule. You also must include an **official** transcript from each school you have attended for undergraduate **and** graduate credit.



Application packages will not be considered complete unless the current academic schedule and official transcript(s) are received.

Extracurricular Activities

Please list any extracurricular information you consider to be significant, beginning with the most recent and working back chronologically. Do not list every detail about every position or activity. Rather, provide a general sense of your responsibilities and commitment. Attach additional sheets as necessary.

| | |
|-----------------------------|--|
| 1. Organization Name | |
| Activity | |
| Date Range | |
| Hours | |
| Description | |
| 2. Organization Name | |
| Activity | |
| Date Range | |
| Hours | |
| Description | |
| 3. Organization Name | |
| Activity | |
| Date Range | |
| Hours | |
| Description | |
| 4. Organization Name | |
| Activity | |
| Date Range | |
| Hours | |
| Description | |



CMAA Student Chapter/Regional Chapter Membership Verification

(If applicable)

NOTE TO THE CHAPTER OFFICER: Please complete, sign and submit this evaluation in a “pdf” document(s) with your signature by **December 8, 2021**, and email directly to the CMAA Houston Chapter Scholarship Committee at:

Mr. David Garza, P.E.
 CMAA Houston Scholarship
 Committee
 Email: events@cmaahouston.org

If there is a CMAA Student Chapter at your college or university, or a regional chapter in your area, you must submit this form. The chapter faculty advisor and Student Chapter President (or regional chapter president) should complete and sign the appropriate sections.

Student:

College/University:

This is to verify that the applicant is an active member in good standing with the CMAA Student Chapter and/or an active member in good standing with the CMAA Regional Chapter.

Chapter President or Student Chapter Faculty Advisor:

Title:

I certify that to the best of my knowledge that this person is a member in good standing.

Signature: _____ Date: _____

| Please place an “X” in the appropriate cell. | Poor | Below Average | Average | Above Average | Superior |
|--|------|---------------|---------|---------------|----------|
| Cooperation | | | | | |
| Courtesy | | | | | |
| Dependability | | | | | |
| Industriousness | | | | | |
| Initiative | | | | | |
| Maturity | | | | | |
| Ability to select & achieve goals | | | | | |
| Self-Control | | | | | |



Employment

If applicable, please enter information regarding your most recent employment. Attach additional sheets containing other employment if necessary.

| | | | |
|------------------------------|--|-------------------------|--|
| 1. From (month/year): | | To (month/year): | |
| Company Name | | | |
| Address | | | |
| Supervisor Name | | | |
| Your Position | | | |
| Duties | | | |
| Hours Per Week | | | |
| 2. From (month/year): | | To (month/year): | |
| Company Name | | | |
| Address | | | |
| Supervisor Name | | | |
| Your Position | | | |
| Duties | | | |
| Hours Per Week | | | |
| 3. From (month/year): | | To (month/year): | |
| Company Name | | | |
| Address | | | |
| Supervisor Name | | | |
| Your Position | | | |
| Duties | | | |
| Hours Per Week | | | |



Essay

Applicants must submit one original essay, addressing both of the following topics, to be considered for a scholarship. Please do not exceed two, **typed**, single-spaced pages.

1. Future Plans

Please tell us why you are interested in a career in Construction Management.

and

2. Scholarship Interest

Please explain to the CMAA Houston Chapter Scholarship selection committee why you should receive a CMAA scholarship, including any hardships you have overcome.

Applicant Signature

By submitting this application package for a CMAA Houston Chapter Scholarship, I certify that the information contained herein is accurate and factual to the best of my knowledge.

Also, I acknowledge that all scholarship decisions of the scholarship committee are final.

Name: _____ Date: _____



Academic or Faculty Advisor Evaluation/Recommendation Form

NOTE TO THE APPLICANT: Please fill in the first portion of this two-page form before giving it to your academic or faculty advisor for completion.

| | |
|--|--|
| Applicant's Full Name | |
| College/University Name | |
| Department | |
| Academic or Faculty Advisor's Full Name | |

NOTE TO ADVISOR: The applicant wishes your responses to be considered as part of his or her CMAA Houston scholarship application, which is not complete without your evaluation (due no later than **December 8, 2021**). We would appreciate knowing about specific intellectual abilities and accomplishments. We encourage frank statements regarding the applicant's ability to complete his or her work and a prospective future in CM or a CM-related field. Your evaluation/recommendation will be confidential and not shared with the student. Please send a one-page statement, along with this completed form. If you have any questions, please email David Garza, P.E. at events@cmaahouston.org

| | | | | | |
|---|-------------|--------------------------|----------------|----------------------|-----------------|
| How long have you known this student? | | In what capacity? | | | |
| How often do you see this student? | | | | | |
| Please place an "X" in the appropriate cell. | Poor | Below Average | Average | Above Average | Superior |
| Cooperation | | | | | |
| Courtesy | | | | | |
| Dependability | | | | | |
| Industriousness | | | | | |
| Initiative | | | | | |
| Maturity | | | | | |
| Ability to identify & achieve goals | | | | | |
| Self-Discipline | | | | | |
| Advisor's Full Name | | | | | |
| Position | | | | | |



2021 CMAA Houston Chapter Scholarship Application

| | | | |
|---------------------|--|--------------|--|
| Organization | | | |
| Email | | Phone | |

Name: _____ **Date:** _____