

APPLICATION

CONSTRUCTION LEADERSHIP COURSE

CON464 Construction Leadership Application

Application must be submitted to the CM Front Office (102 Guggenheim)
by Friday, October 28th

Name: _____ Student ID #: _____

Email Address: _____ Phone: _____

To be considered for the Construction Leadership course submit the following:

- Application with description of leadership experience
- Cover Letter
- Resume
- Recommendation From

Students will be notified of selections no later than November 9th.

If selected you will be cleared to register for CON464 001 and R01.

Application

Provide the following information:

- 1) Cumulative GPA: _____ (*minimum 3.00 GPA, if GPA < 3.00 discuss in cover letter*)
- 2) Class Level: _____ (*must be junior, senior, or graduate level*)
- 3) List term in which you completed or will complete the following courses:
_____ CON365 _____ CON367 _____ CON487 A or B or E
- 4) Have you previously volunteered on a CM Cares project? _____ Yes _____ No
If yes, which project(s)? _____
- 5) Attach a typed description of your current and/or past leadership experience (*submit with application*)

Cover Letter

Address the following in your cover letter

- 1) Your specific interest in the class and what leadership strengths you possess
- 2) Your passion or previous commitments to community service projects
- 3) Your availability to commit the additional hours required to meet class project goals
- 4) Your prior work experience in the construction industry
- 5) If your GPA < 3.0 provide a written explanation

Resume

Provide an updated resume. Include experience in construction industry.

Recommendation from an Instructor

Provide instructor with Construction Leadership Recommendation Form to be completed and returned to the CM Front Office in 102 Guggenheim Hall by the application deadline.

RECOMMENDATION FORM

CONSTRUCTION LEADERSHIP COURSE

TO THE APPLICANT

Complete your information below and submit completed recommendation in a sealed envelope with your application to the CM Front office in 102 Guggenheim Hall.

(Last Name)

(First Name)

(CSUID)

WAIVER: Under the federal law entitled the Family Education Rights and Privacy Act of 1974, students are given the right to inspect their records, including letters of recommendation. While we shall consider all letters of recommendation carefully, we believe that in many instances letters written in confidence are, in the long run, of greater utility in the assessment of a student's qualifications, abilities, and promise. We invite you, therefore, but do not require you, to sign the following waiver.

I expressly waive any rights I might have to access of this letter of recommendation under the Family Educational Rights and Privacy Act of 1974, or any other law, regulation or policy.

Applicant's Signature: _____ Date: ____/____/____

TO THE RECOMMENDER

The person whose name appears above is applying for the Construction Leadership course for Fall 2013 and is requesting that you provide an evaluation be included as part of the information on which a selection decision will be made for the course. We would appreciate your candid evaluation of the applicant, and we thank you for your time and effort.

After completing this form, please enclose it in an envelope, seal the envelope, sign across the seal, and return to the applicant for submission or you may submit to the CM Front Office.

APPLICATION DEADLINE: Friday, October 31st

In responding to the following questions regarding the applicant's qualifications, please use additional paper if necessary. Supporting documentation may be attached.

Name of individual completing this form: _____

Position/Title: _____

Organization/Institution: _____

Office Address: _____

Telephone: _____

Email: _____

Please complete questions and evaluation on reverse side.

How long and in what capacity have you known the applicant?

What are the applicant's major strengths?

What are the applicant's most noticeable weaknesses or areas for improvement/growth?

How would you rank the applicant (Top 1%, 5%, 15%, 30%, Average, Below Average) in comparison to other students at a comparable stage?

Please rate the applicant on the qualities listed below:

| | INADEQUATE OPPORTUNITY TO OBSERVE | BELOW AVG. | AVERAGE | GOOD | VERY GOOD | EXCEPTIONAL |
|----------------------------------|-----------------------------------|------------|---------|------|-----------|-------------|
| ACADEMIC ABILITY | | | | | | |
| MATURITY | | | | | | |
| MOTIVATION | | | | | | |
| LEADERSHIP | | | | | | |
| INTEGRITY | | | | | | |
| INITIATIVE | | | | | | |
| COMMITMENT TO SERVICE | | | | | | |
| ABILITY TO WORK WELL WITH OTHERS | | | | | | |

Additional Comments:

Signature: _____

Date: ____/____/____