



The Houston Chapter of the Project Management Institute (PMI) is celebrating their 40<sup>th</sup> year as the premier chapter in the world. The Houston Chapter Board of Directors approved \$40,000 in scholarships during their April 2014 board meeting to be given out in \$2,000 increments to students who are studying the Project Management field. We are excited to support students who are pursuing project management in their education.

#### Criteria Eligibility:

Below are the guidelines for consideration of eligibility for the scholarship:

1. Undergraduate and graduate level students **must be studying a degree program in the field of project management OR in a field of study which uses project management**
2. Graduate students must take a minimum of 6 semester hours per semester. An undergraduate student must take a minimum of 12 semester hours per semester.
3. Students must live within 100 mile radius of downtown Houston
4. Student must be a U.S. citizen or a Texas resident (lived in the State of Texas for 1 year)
5. Student has never been subject to any disciplinary action by the educational institution or law enforcement agency
6. Not currently receiving scholarships which pays for 100% of the semester's tuition

#### Guidelines

1. Students must write an essay on the four project management subjects listed in the application form
2. Students must be eager to use their project management skills to contribute to the community
3. Students must attend at least one PMI monthly meeting after receiving scholarship

PMIH Scholarship Committee. The PMIH Scholarship Committee will not consider incomplete applications or contact a student regarding an incomplete or missing application items. A student will only be contacted by the PMIH Scholarship Committee if there are questions regarding the application or if the student is awarded a scholarship

#### Application

1. Application and recommendation deadline is October 16, 2014 at 3:00 CST
  - Application will be submitted to PMIH scholarship committee via [Zelbst@shsu.edu](mailto:Zelbst@shsu.edu) (Subject line: **PMI scholarship application**) or  
Attn: Dr. Pamela Zelbst  
SHSU  
MGMT & MKTG Dept.  
Box 2056  
Huntsville, Texas 77341-2056
2. Resume is limited to one page single spaced
3. Scholarships funds will be awarded in 2014 for use during the spring semester of 2015

**Application Submission Instructions:** In order to be eligible for consideration, scholarship applications must:

- Have a complete application submitted:  
PMIH scholarship committee via [Zelbst@shsu.edu](mailto:Zelbst@shsu.edu) (Subject line: **PMI scholarship application**) or  
Attn: Dr. Pamela Zelbst  
SHSU  
MGMT & MKTG Dept.  
Box 2056  
Huntsville, Texas 77341-2056
- Have a complete recommendation submitted:  
PMIH scholarship committee via [Zelbst@shsu.edu](mailto:Zelbst@shsu.edu) (Subject line: **PMI scholarship application**) or  
Attn: Dr. Pamela Zelbst  
SHSU  
MGMT & MKTG Dept.  
Box 2056  
Huntsville, Texas 77341-2056
- Be clearly legible and submitted in English. The PMIH Scholarship Committee is not responsible for misinterpretation of illegible applications.
- Include all requested information. Applicants should refrain from including additional materials not requested. (i.e., newspaper articles, research papers, etc.).
- Include current and complete contact information.
- Include all signatures in each place required on the application.
- Transcripts must be an official copy and sent to: PMIH scholarship committee via [Zelbst@shsu.edu](mailto:Zelbst@shsu.edu) (Subject line: **PMI scholarship application**) or  
Dr. Pamela Zelbst  
SHSU  
MGMT & MKTG Dept.  
Box 2056  
Huntsville, Texas 77341-2056

## Application Checklist

Please submit application items listed below. Do not include the Application Eligibility, Instructions or Checklist Page. The recommendation letter must be submitted online (email) or mailed directly by the recommending party. An applicant's transcript can either be sent with the recommendation letter or in a separate envelope.

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Fully completed and signed Application/Educational Data Form     |
| <input type="checkbox"/> | Current Resume   |
| <input type="checkbox"/> | Written one-page essay on the topic of your choice from the list |

From school or university:

|                          |                         |
|--------------------------|-------------------------|
| <input type="checkbox"/> | One Official Transcript |
|--------------------------|-------------------------|

From a teacher, professor or advisor:

|                          |                       |
|--------------------------|-----------------------|
| <input type="checkbox"/> | Recommendation Form   |
| <input type="checkbox"/> | Recommendation Letter |

# APPLICATION COVER PAGE

## PROJECT MANAGEMENT INSTITUTE HOUSTON CHAPTER, INC. 2014 COLLEGE/UNIVERSITY SCHOLARSHIP AWARD

Please fill in the following:

|   |   |                  |        |                  |
|---|---|------------------|--------|------------------|
| <b>Applicant's Full Name:</b>                           |   |                  |        |                  |
|   | <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">First/Given</td> <td style="width: 33%; border: none;">Middle</td> <td style="width: 33%; border: none;">Last/Family Name</td> </tr> </table> | First/Given      | Middle | Last/Family Name |
| First/Given   | Middle  | Last/Family Name |        |                  |
| <b>Current Address:</b>                                 |   |                  |        |                  |
| <b>Mailing Address (if different):</b>                  |   |                  |        |                  |
| <b>Birth Date:</b>                                      |   |                  |        |                  |
| <b>Phone Number (Daytime):</b>                          |   |                  |        |                  |
| <b>Email:</b>   |   |                  |        |                  |
| <b>How did you hear about this scholarship program?</b> |   |                  |        |                  |

**Applicant's Statement:**

I agree to the provisions of this application, and I understand that scholarship funds must be returned if I am unable to meet the stipulations set out by **Project Management Institute Houston Chapter**. I signify that the information given on this application is, to the best of my knowledge, complete, factually correct, and honestly presented. I have not received assistance or falsely represented myself on the 2014 PMI Scholarship Application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

The following questions need to be answered but will not affect you application:

|  |  |
|--|--|
| <b>Are you a member of PMI Houston?</b>        | <input type="checkbox"/> Yes<br><input type="checkbox"/> No              |
| <b>Are related to a member of PMI Houston?</b> | <input type="checkbox"/> Yes, If so, who?<br><input type="checkbox"/> No |

## EDUCATIONAL DATA

|  |  |
|--|--|
| <b>Name:</b>   |  |
| <b>High School attended:</b>   |  |
| <b>City, State:</b>  |  |
| <b>Date graduated high school:</b>   |  |
| <b>Current student status</b> (i.e. High School Senior, College Sophomore, Second Year Graduate Student) |  |
| <b>Current university</b>  |  |
| <b>Intended university</b> (High School Seniors only)  |  |
| <b>Expected university start date?</b> (High School Seniors only)  |  |
| <b>Degree Program(s)</b>   |  |
|  |  |
| <b>What is your career goal?</b>   |  |
|  |  |
|  |  |
| <b>Expected graduation date?</b>   |  |

# RESUME

The purpose of the scholarship is to recognize students from the Houston area, who are attending an area university or educational institution, while pursuing a degree in the project management field, and contributing to their school and community in the areas of leadership and service. The Scholarship Committee is looking for applicants that are well-rounded individuals who are able to manage their grades, their time, serve their school and community as well as demonstrate leadership skills in these areas. Please include the following information in your resume:

- Extracurricular school activities - member, officer, or leader in school activity, club or sport.
- Extracurricular non-school activities – member, officer, or leader in professional organizations such as PMI, philanthropic groups, religious groups or community service.
- Indicate an estimate of the number of volunteer/service hours you have provided in any of the above listed organizations.
- Honors, awards, talents, special achievements received in the last four years for school and community service.
- Employment, internships, summer activities with specific role or job title and relevant dates.

# Essay

The Award Committee is interested in the quality of your writing, as well as the quality of your thinking. Include your name at the top of the essay page. The essay should be included as part of the entire application packet.

Prepare a one page (double-spaced, 450 words maximum) word document response to one of the following questions/topics:

1. Describe a time when you have been involved in a project and what role did you play.
2. Why I want to be a Project Manager.
3. How is a Code of Ethics important to Project Managers?
4. Why are you excited about working in the project management field?

# Scholarship Agreement

Project Management Institute Houston Chapter, Inc. will notify winners of their selection via phone and email. Acceptance of the scholarship is contingent upon the following items:

- If awarded a scholarship, the recipients must agree to provide to the Scholarship Committee a written report on their academic progress at the end of the semester after receiving the scholarship.
- The scholarship recipients are expected to attend at least one event held by the **Project Management Institute Houston Chapter** during the school year, over school breaks or during the summer.



## Contact Information

Completed applications and recommendations can be submitted online or submitted to the address below.

Recommendations should be sent to:

**Project Management Institute Houston Chapter, Inc.**  
Attn: Dr. Pamela Zelbst  
SHSU  
MGMT & MKTG Dept.  
Box 2056  
Huntsville, Texas 77341-2056

Inquiries regarding eligibility or the application process should be sent via email to [zelbst@shsu.edu](mailto:zelbst@shsu.edu) (Subject line: PMI scholarship application)

For additional assistance please visit [pmihouston.org](http://pmihouston.org)



# RECOMMENDATION FORM

The PMIH Scholarship Committee requires a letter of recommendation from a teacher, professor or school advisor. Please complete:

- 1- **this form** and submit it with
- 2- a recommendation letter. Emailed directly to Dr. Pamela Zelbst at [zelbst@shsu.edu](mailto:zelbst@shsu.edu) (Subject line: PMI scholarship application).

**SCHOLARSHIP APPLICANT'S NAME:**

**TO BE COMPLETED BY THE RECOMMENDER:**

Please complete this form and return it to the address listed below.

|   |                   |
|---|-------------------|
| Name:   | Occupation:       |
| Phone:  | Email:            |
| How long have you known the applicant?                    | In what capacity? |
| What three words would you use to describe the applicant? |                   |

Please rate the student in the following areas:

|  | One of the best I've ever met | Excellent | Above Average | Below Average | Average | Not able to rate |
|--|-------------------------------|-----------|---------------|---------------|---------|------------------|
| Potential for college success  |                               |           |               |               |         |                  |
| Personal initiative  |                               |           |               |               |         |                  |
| Respect for others   |                               |           |               |               |         |                  |
| Intellectual curiosity   |                               |           |               |               |         |                  |
| Sense of humor   |                               |           |               |               |         |                  |
| Creativity (scholastic or artistic)  |                               |           |               |               |         |                  |
| Peer relationships   |                               |           |               |               |         |                  |
| Maturity and integrity   |                               |           |               |               |         |                  |
| What is this student's principal strength?   |                               |           |               |               |         |                  |
|  |                               |           |               |               |         |                  |
|  |                               |           |               |               |         |                  |
| Has this student demonstrated leadership ability? Please cite specific examples.   |                               |           |               |               |         |                  |
|  |                               |           |               |               |         |                  |
|  |                               |           |               |               |         |                  |
| Please explain any special circumstances or provide information and insights that would be helpful to the Award Committee. |                               |           |               |               |         |                  |
|  |                               |           |               |               |         |                  |
|  |                               |           |               |               |         |                  |
|  |                               |           |               |               |         |                  |

To submit recommendations by mail, send to: Project Management Institute Houston Chapter, Inc.

Attn: Dr. Pamela Zelbst

SHSU

MGMT & MKTG Dept.

Box 2056

Huntsville, Texas 77341-2056

