

Mass Communication & Communication Studies

Scholarship Application Directions

(Revised August, 2009)

This document is for use with all MCCA scholarships for Spring 2010.

Where can I find the application forms?

- Applications are available at the bottom of these instructions.

When is the deadline?

- Applications are due no later than **October 15, 2009 @ 4:00 p.m. in the MCCA office.**

How do I qualify for the scholarships?

- Make sure you check the qualifications for each scholarship at www.towson.edu/mcca and click on scholarship descriptions. You will not be considered for scholarships where you do not meet the criteria. Criteria are set by the donors and are not flexible. Read the qualifications carefully.
- You must be admitted to the majors to qualify for scholarships. PreMCOM majors do not qualify.

What must be included in my application?

- **5 collated/stapled** copies of **EACH** scholarship application and accompanying materials are required at the time of submission. There are 5 committee members who need their own set of all application materials. No incomplete files will be considered or copies made. Students may apply for more than 1 scholarship. Each scholarship requires separate application materials. Incomplete applications will not be considered.
- The **order** of your collated documents shall be:
 - a. A cover letter explaining your qualifications for the specific scholarship
 - b. A resume (include jobs, internships, clubs, activities, and/or leadership positions)
 - c. 1 brief letter of recommendation (faculty, employer, or professional relationships)
 - d. A copy of your unofficial transcript
 - e. Any additional materials required for specific scholarships such as essays.

When are the interviews for the scholarships?

- Interviews for the O'Connell scholarships will occur on **Friday, October 23, 2009 @ 2:00 p.m. in the morning.** The top 3 candidates will be notified by email and/or telephone to schedule.
- Applicants **must** be available for interviews if required by the scholarship. If you are chosen for an interview, you will be notified by Tuesday, October 20, by 5:00 p.m. Applicants will not be considered if unable to attend the interview.

When will I know if I am awarded the scholarship?

- Decisions will be made on Friday, October 23, 2009. Announcements will occur shortly thereafter. Announcements will be distributed via email to the MCCA major distribution list as well as recipients will be notified via telephone.

When will I receive the money?

- All awards will be deposited into a student's TU account and available in Spring Semester 2010, unless otherwise noted.

- If there is no amount due in your bursar's account, you will receive an overage check for the amount of your scholarship.
- This process may take time. You will know you have received your funds when you receive a letter from the Office of Development notifying you to write a letter of thanks to the donor/donor representatives.

What happens after I am selected as the award recipient?

- Upon reward of scholarship, all student recipients are expected to write a thank you note to the donor/donor representative as appropriate. The recipient will be contacted by the Office of Development with more information on the acknowledgement process soon after notification of selection.
- Additional benefits to scholarship recipients include a Foundation Office Scholarship luncheon where you will meet the donors/donor representatives as well as attending the Mass Communication & Communication Studies Banquet both to be held in the spring.

I still have questions – so who should I contact?

- All questions should be directed to **Dr. Audra McMullen (amcmullen@towson.edu)** or call **410-704-3431**

**Mass Communication & Communication Studies
Scholarship Application Form
(Revised August 2009)**

***Application forms are required for each scholarship.
**5 copies of all materials must be submitted including this application to:
the MCCS OFFICE by October 15, 2009 @ 4:00pm**

Check Name of Scholarship

	Patrick John O'Connell Memorial Fund
	Richard T. Bolan Scholarship for Outstanding Achievement in Integrated Communication

Data:

Your Name:	Student ID:
Email Address:	
Permanent Address:	School Address:
Permanent Phone:	School/Cell Phone:
Major:	Minor/Track:
Overall GPA:	Major GPA:
Earned Credits:	Expected Graduation Date:
Name of Recommender:	Relationship of Recommender:

5 Copies of Additional Materials Needed For EACH Scholarship Include:

- **A cover letter explaining your qualifications for the specific scholarship**
- **A resume (include jobs, internships, clubs, activities, and/or leadership positions)**
- **1 brief letter of recommendation (faculty, employer, or professional relationships)**
- **A copy of your unofficial transcript**
- **Any additional materials required for specific scholarships such as essays.**

I certify the information provided in this application is accurate:

Signature
(An equal opportunity/affirmative action Scholarship Committee)

Date