

# DYCD Scholars

## 2013 Application

**NYC Department of Youth  
and Community Development**

*in partnership with the*

**John F. Kennedy, Jr. Institute for Worker  
Education, The City University of New York**

*Extended Deadline* | Friday, January 4, 2013, 5pm



# 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 program 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 participate in the program for one calendar year, from January 2013 through December 2013. Selected Scholars may be eligible to apply for a second award year.

## **Activities and Expectations**

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 must commit to ongoing participation in an on-line community, one webinar each semester, and one in-person event each semester. As such, Scholars are expected to have access to a phone and to a computer with internet, and be fluent with technology.

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.

## **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 be within 45 credits of graduation.

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

**Award Stipends:** DYCD Scholars will receive \$500 each semester for up to two semesters (spring 2013 and fall 2013) for tuition, books, transportation, fees, childcare, and other expenses associated with their higher education.

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 continued funding in fall 2013, 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 B- 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 fall stipend or MetroCard. However, they will be invited to continue to participate in other program activities.

**MetroCard:** DYCD Scholars will receive one monthly unlimited MetroCard for each participating semester.

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

**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.

### **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
- Resume
- Student transcript from current CUNY college you are attending
- Proof of enrollment for the fall 2012 semester (e.g. bursar's receipt)

### **Deadlines and Important Dates**

The completed application must be received no later than **Friday, January 4, 2013 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 by **January 25, 2013**. A waitlist may also be maintained.

#### **Mail your complete application package to:**

Ashleigh Thompson  
CUNY  
101 West 31<sup>st</sup> Street, 14<sup>th</sup> Floor  
New York, NY 10001

**Questions may be directed to [Ashleigh.Thompson@mail.cuny.edu](mailto:Ashleigh.Thompson@mail.cuny.edu) or 646.344.7316.**

To learn more about the program, visit our website at  
<http://www.cuny.edu/about/administration/offices/hhs/ysc.html>

# DYCD Scholars Program Spring 2013 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): *(Check all that apply)*

- |  |  |
|--|--|
| <input type="checkbox"/> Black/African American (Non-Hispanic) | <input type="checkbox"/> Hispanic/Latino                       |
| <input type="checkbox"/> White/Caucasian (Non-Hispanic)        | <input type="checkbox"/> Native American or Alaskan Native     |
| <input type="checkbox"/> Asian/Pacific Islander                | <input type="checkbox"/> Other ( <i>Please specify</i> ) _____ |

## **PRESENT EMPLOYMENT**

Agency Name: \_\_\_\_\_

DYCD Program Area:  OST  Beacon  SYEP  Cornerstone  Teen Action  NDA MS & HS  Other

Agency Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Current Job Title: \_\_\_\_\_ Start Date of Employment: \_\_\_\_\_

Description of Duties: \_\_\_\_\_  
\_\_\_\_\_

Month/Year

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)	Academic Major	Total Credits Earned (if any)

## **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 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](http://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 212-652-2082 or Dr. Ashleigh Thompson at 646-344-7316. 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 212-794-5504 or by email at [arita.winter@mail.cuny.edu](mailto:arita.winter@mail.cuny.edu)

I give consent     I do not give consent

Signed \_\_\_\_\_ Date \_\_\_\_\_

