

**THE HUNTER R. BOYLAN
CLADEA CONFERENCE SCHOLARSHIP
FOR
NEW PRACTITIONERS**



Purpose: The CLADEA Conference Scholarship for New Practitioners seeks to recognize and financially assist a new professional in the field of learning assistance or developmental education, providing the new professional the opportunity to attend a CLADEA member organization's professional conference. The conference may be held in person or online.

Frequency and Amount: CLADEA will award one scholarship of up to \$1,500 per calendar year.

Applicant Demographics: Applicants must be new professionals within the first two years of employment in a full-time learning assistance or developmental education position. Applicants must be a member of a CLADEA sister organization (ACTLA, ACTP, CRLA, ICLCA, ICSI).

Application Requirements: The application includes the applicant's professional development plan, conference goals (purpose for attending the conference), resume/CV, letter of recommendation/support from supervisor, and scholarship budget proposal (list of projected expenses and the total amount of expected expenses not to exceed \$1,500).

Application Submission and Deadline: Submit your application to CLADEA Chair Jenny Haley, jhaley@bsu.edu. Documents can be submitted as separate PDFs, Word documents, in a zipped folder, or a shared cloud link. **Applications must be received by December 1.** Scholarships will be awarded to attend a conference in the following calendar year, beginning January 1.

Award Dispersal: The scholarship will be used to pay the conference registration fee directly to the organization (CLADEA will pay your conference registration fee). Receipts and documentation of expenses must be sent via email to CLADEA after the awardee attends the conference, at which time CLADEA will issue a check to the scholarship recipient for conference expenses not to exceed a total of \$1,500, including the registration fee. For example, if the conference registration fee is \$500, CLADEA will pay the fee directly to the organization, and

after the awardee attends the conference and submits documentation and receipts, CLADEA will issue a check for the remaining \$1,000. Expenses can include airfare, mileage, registration, lodging, parking, transportation to/from airport, and food.

Application Details:

Professional development plan (500 words):

- 500 words
- What do you want to accomplish in the learning assistance or developmental education field at your institution and in the field at large? Make a plan for achievable goals for this year and within the next five years.
 - Examples: programming, assessment, events, special projects, coursework, degrees, job change/promotion, committee work, national organization or affiliate board work, conference committee, research and publication, presentations, certifications for yourself or your center.
- What is your specific plan for accomplishing those goals?

Conference goals (300 words)

- Which conference do you wish you attend (name the organization and conference location and date)?
- Why did you choose this organization and conference?
- What knowledge and skills do you hope to gain from attending the conference?
- How will attending the conference help you to achieve your professional development goals?
- How will you share newly-acquired knowledge and skills with your staff/institution after the conference?

Curriculum Vitae

- Should include contact information, work experience, education, and skills, and any relevant certifications, associations, training and courses, conferences, publications, projects, and awards.

Letter of recommendation/support from immediate supervisor

- In addition to the recommendation, the letter should include a statement confirming that the applicant has been working in the field of learning assistance or developmental education for two or fewer years.

Scholarship budget proposal

- Should include a list of projected expenses and total amount of expected expenses not to exceed \$1,500.
- Expenses can include airfare, mileage, registration, lodging, parking, transportation to/from airport, and food.

Questions?

Please contact CLADEA Chair Jenny Haley, jhaley@bsu.edu.