



MISA Student Scholarship Application

Introduction

The MISA Student Scholarship is awarded each year to a State of Michigan Student Assistant employee. The purpose of this scholarship is to reward both academic and professional achievement.

Scholarship Application Requirements

- Must be currently employed by the State of Michigan as a Student Assistant (paid or unpaid). (Verification of employment status can be produced by signing in to your SIGMA or HRMN Self-Serve accounts).
- Must submit an essay along with all required forms. Essay questions will vary from year to year (form MSS-01).
- Must be attending an accredited Michigan-based college or trade school and have a cumulative GPA of 2.50 or better (form MSS-02).
- Must have participated in a minimum of 4 hours of local volunteer or community service within the previous 12 months (form MSS-03).
- Must be sponsored by a Supervisor who can provide information related to job duties and performance (form MSS-04).

Optional / Recommended Documentation

- Participation in organized activities such as coaching or mentoring.
- Membership in academic, professional or hobbyist organizations.
- Awards and recognition.
- Work history.

Application Process

Applicants will be able to acquire all necessary forms by downloading them electronically from the MISA web site at <http://www.misasom.org>.

The student is responsible for submitting all completed forms and additional documents either by emailing them to: misasubmissions@misasom.org or may hand deliver them to a current MISA Board member. A list of board members may be found by clicking www.misasom.org.

Final candidates may be required to sit for a 10-minute personal interview should there be a need. You will be notified to arrange for an interview.

Award Parameters

- This scholarship will be available to all qualifying applicants whether they have previously won or not.
- This scholarship is not restricted to any specific area of study
- This scholarship will be paid directly to the school in the student's name.
- The funds from this scholarship may be used for tuition and/or books only.

Contact Us

Please direct your questions to **Annie Smith**, Committee Chairperson or **Alka Kumar**, MISA President at misasubmissions@misasom.org.



MISA Student Scholarship Essay

MISA is an Information Technology focused organization and we are constantly looking at the world through that prism. The essay portion of this application is perhaps the most critical piece of information to be evaluated. Our committee will be looking at grammar, spelling, articulation and above all, relevance to Information Technology. Be as thorough as you can.

Essay Requirements

- The Cover Page must include a title, name and date.
- The essay must be typed using "Times New Roman" font, size 12.
- All margins must be a standard of 1".
- The essay must be double spaced.
- The typed text must be left aligned.
- Paragraphs are identified by an indentation of five spaces (a tab). Do not include extra spaces between paragraphs.
- Include the title in the header
- Include page numbers in the footer.
- Cite any outside references on the last page under the title "Work Cited".
- The essay should be between 3 - 5 pages in length.
- Print your essay on only one side of paper using standard 8.5" X 11" white paper.

Essay Topics

1. Explain why you feel you should be considered for a MISA Student Scholarship.
2. Please explain how Information Technology has impacted your specific career or area of study.



Student Enrollment Verification / Academic Achievement Form

Please provide student enrollment information specific to the University, Community College, Trade School or other institute of continued learning.

Student Information

Student Name	Student Identification Number
Address	Contact Phone Number
Level of Student (freshman, sophomore, junior, senior, graduate, etc.)	Cumulative Grade Point Average

Educational Institution Information – Please note the School Name and Address listed in this section will be used for the award check. If a different School Name or Address should be used, please provide that as well.

School Name	Contact Name
Address of School	Contact Phone Number

Educational Institution Information

Institution Authorized Name (print)	Title
Authorized Signature	Date
Student Signature	Date

Please attach a copy of your current transcript or other documentation from your school in support of your current academic status. If you have not yet completed a full semester or term, attach a current course listing and a verification of classroom progress.



Student Scholarship Community Service Form

Student Information

Student Name	Contact Number
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Please provide detail concerning your participation in community service or charitable event activities. Remember, community service is work performed without pay or compensation for the benefit of a community or charitable organization.

Department or Organization	Name of Direct Supervisor
Address of Organization	Contact Phone Number

Please provide a specific, detailed description of the work performed including the benefits to the community, qualifying organization or specific individual(s). You may attach testimonials or other supporting documents to this form if applicable.

Description of Work Performed (attach additional materials, if necessary)
Total Hours Worked:

I hereby acknowledge that the work as described above is a factual accounting of the job duties and performance regarding Student Employee _____.
 Name of Student (please print)

Supervisor Name (print)	Supervisor Title
Supervisor Signature	Date
Student Signature	Date



Student Scholarship Supervisor Endorsement Form

Please provide detail information concerning your Student Employee's job duties and performance. Be sure to include comments that highlight the individual's strengths as a valued team member.

To be completed by Immediate Supervisor

Student Name	Employee ID Number
Department/Agency	Name of Direct Supervisor
Supervisor Title	Contact Phone Number

Description of Job Duties (attach additional materials, if necessary)

Job Performance (attach additional materials, if necessary)

I hereby acknowledge that the work as described above is a factual accounting of the job duties and performance regarding Student Employee _____.
 Name of Student (please print)

Supervisor Signature	Date
Student Signature	Date