A limited number of ACE scholarships and paid summer internships is available for graduates of the ACE Mentor Program of Chicago. The criteria we consider include attendance, program participation, aptitude, team contributions and character. To be considered for either, eligible students should submit an on-line scholarship application. **The deadline to apply is Friday, February 20, 2015. Late applications will not be accepted.**

1. Scholarships

To be eligible, you should:

- Be an active member of the ACE Chicago for a minimum of one program year (this year included)
- Intend to enroll as a full-time student in a program related to architecture, engineering or construction at an accredited college or university within two school years following high-school graduation
- Proof of eligibility to work (e.g., Social Security #) is **NOT** required to be considered for underline scholarships only or the _Design-Build Workshop_. But a Social Security # _is required_ from students chosen for summer internships.

The number of scholarships to be awarded and their amounts will be determined based on the number of qualified applicants and our available resources. All active students are eligible to apply, including seniors who previously won an ACE scholarship as a junior.

2. Summer Internships

Our summer internships at our member firms are our highest and most valuable awards. Not only do internship winners receive a competitive wage, they also gain extremely valuable work experience in design, engineering or construction management firms, and make important contacts that will benefit them throughout their careers.

To qualify for a summer internship, a student must be:

- Eligible for employment and able to produce documentation of his/her eligibility to work (e.g., Social Security #)
- Willing and able to meet the conditions for summer employment as outlined by the sponsoring firms
- Available to work full-time from Mon-Fri for at 8 weeks from June through August 2015

Candidates for internships may be interviewed in person or by phone. The final decision will be made at the discretion of the hiring companies. The scholarship application will be one of the tools used to select summer interns.

3. Design-Build Workshop – 2015 Summer Studio

The ACE Design-Build Workshop is a unique summer program that develops design and construction skills though a 2-month, hands-on summer studio. The workshop will be made up of students (current juniors/seniors eligible) from across the city, who will be solely responsible for the design and construction of a real project with a real client. Participating students may be eligible for a scholarship based on successful completion and performance in the studio.
http://acementorchicago.org/designbuild/

To qualify for the Design-Build Workshop, a student must be:

- Available part-time Mon-Fri for 7 weeks from late June through early August 2015 (days/times to be confirmed)
- Interested in developing design/construction skills & dedicated to a successful team project (see example photos).

APPLICANTS MUST STATE ON THE APPLICATION THAT THEY ARE INTERESTED IN SUMMER INTERNSHIPS AND/OR PARTICIPATION IN THE DESIGN-BUILD WORKSHOP. (See page 3, "E. Additional Information" for further instructions.)

ACCESSING THE ON-LINE APPLICATION

Go to www.acementor.org > click on the *Students* tab at the top of the page > click on the *Returning Students Login* link in the left hand column. Enter the e-mail address and password you entered when you applied for the ACE Program. If you do not remember the e-mail address you registered under or are having any other technical difficulties, send an e-mail and a short description of your problem to **webmaster@acementor.org**

Begin by checking the information listed under *Member Information*. If anything needs to change, please click on the *Click here to update your Member Information* **link.**

Only students who are marked "Active" in the database are eligible for ACE scholarships or internships. Move down the page and you will see **School Year: 2014-2015**. The first line should say **Your Status: Active**. If it does not say "Active," you cannot access the link to the scholarship application. Please speak with your team leader to get this updated to "Active." If you are "Active," you will see a link that says *Please Fill Out Scholarship Application for Post-Secondary Education and Skilled Training*. Click this link to begin the application process.

Fill the application out at your own pace, making sure to fill in any sections with an asterisk (*). These are required fields.

SAVING YOUR APPLICATION

You may return to your application at any time prior to submitting it to your local program leader. If you wish to leave the application and come back to it later, you may do so by going to the bottom of the application and clicking the first of the two boxes, confirming the information already submitted. Then click on *Submit*. **DO NOT CLICK ON THE SECOND BOX FOLLOWED BY RED INSTRUCTIONS UNTIL YOU HAVE COMPLETED THE APPLICATION.**

To return to your saved Scholarship Application: click on the *Students* tab at the top of the page > click *Scholarships* in the left—hand column. Log in and you will see a link that says: *Update or Complete Your Scholarship Application.*

SUBMITTING YOUR APPLICATION

When your application are completed and all attachments are included, you may submit your application by checking the final box on the bottom of the application, then hit *Submit*. Once you do this you will not be able to return to the application. Please remember to click on the second box when you are ready to submit. If you do not do so, your application is still considered pending. **The deadline to submit your complete application (including recommendation letters and transcripts) is Friday, February 20, 2015.** Applications submitted after that date will not be considered.

ADDITIONAL INSTRUCTIONS ON APPLICATION SECTIONS

E. Additional Information

- The essay questions are your opportunity to let the judging committee know more about you, and to make yourself stand out. Your reponses should be thought through thoroughly and well presented. We suggest a word limit of 150 to 300 words for each question.

- Essays with good grammar and no misspellings create a good impression. You can type your essay responses in Word, then spell-check and/or have a teacher/parent/mentor proofread, and finally paste into the on-line application.

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- **Please type <u>one</u> of the following in the field for Additional Essay, Question #5** ("Is there anything else you wish to share with the scholarship committee?"),

  1) I wish to be considered for all awards (scholarships, internships, and Design-Build Workshop);
  OR 2) I wish to be considered for scholarships only

  If you have additional information you want to share with the Scholarship Committee, insert your essay response to Question 5 *after* the above notation.

  If you do not include on your application that you want to be considered for all awards, by default we will automatically consider you for only scholarships and not an internship. Internship applicants should be prepared to show proof of documentation of their eligibility to work (e.g., valid Social Security Number).

F. Recommendations

- A recommendation letter from your teacher or counselor is required. S/he should be someone who knows you well and help us better understand what kind of student you are and your academic achievements. Download the form provided for the recommendation. It is a Word document. Type in your name and high school, then give the form to your recommender with a deadline when you need it returned to you. PLEASE GIVE THEM ADEQUATE TIME; DO NOT EXPECT THEM TO WRITE IT IMMEDIATELY. This should be one of the first steps you take.

- Ask your recommender to e-mail to you his/her recommendation letter in a PDF format, then upload the file under "Recommendation 1." If your recommender will only provide a paper copy of the recommendation letter, please give it to your mentor leader or ask your recommender to <u>send it to be received no later than February 20, 2015</u> to: **Carol Moy, Hartshorne Plunkard Architecture, 232 N. Carpenter, Chicago, IL 60607.** Your recommender can also e-mail the recommendation letter directly to Carol Moy at **carol@acementorchicago.org**

- The application form also requests a recommendation letter from an ACE mentor. Our Chicago affiliate is following a different process and will *NOT* be providing individual mentor recommendations. Please disregard the request for a mentor recommendation – you are <u>not</u> required to provide this.

- Additional recommendation letters beyond the one teacher/counselor letter are not required. However, you may upload additional letters (from another teacher, your employer, etc.) as Recommendations 2 or 3.

G. Academic Transcript

- Please ask your school to e-mail you your academic transcript and attach it electronically to the designated location. If your school will only mail a hard copy, ask them to <u>send it to be received no later than February 20, 2015</u> to: **Carol Moy, Hartshorne Plunkard Architecture, 232 N. Carpenter, Chicago, IL 60607.** We will also accept an unofficial transcript, so long as it reflects your full academic record for all years attended.

The deadline to submit your complete application (<u>including recommendation letters and transcripts</u>) is Friday, February 20, 2015. Applications submitted after that date <u>will not</u> be considered.

If you have any questions about the scholarship application process, please talk to your ACE team leaders or contact Carol Moy at **carol@acementorchicago.org** or at 773.220.5816.