Career Development Awards

The Florida Southern Career Center has established an annual fund, through our Corporate Partners, to provide awards for the career development activities of our Lakeland day program students who have actively participated with the Career Center. Attendance in Career Center sponsored events, completion of their résumé’s and registration on College Central are some of the activities considered. These funds are provided on a competitive basis, once each semester in the form of monetary awards. Application criteria are listed below.

Fall 2013 Application Deadline - 5:00 pm, Thursday, September 19
Award recipients are announced by 5:00 pm on Friday, September 27

• Students may use award money anytime during the academic year in which it is awarded.
  The current academic year starts August 21, 2013 and ends August 1, 2014.

Eligibility
Activity for which funding is sought must be a conference, or workshop (not currently offered at FSC) which is career, job development or professional networking related, and must be specifically related to the applicant's major field of study and/or defined career interests. Funds will not be awarded to support tuition, class-related fees, or events. Funds are for conference fees, travel expenses and room and board.

Applicant(s) must be:
• Currently enrolled full-time as a student in the Florida Southern College Lakeland daytime program. Award recipients must use money prior to graduation.
• Currently registered with the Career Center through the above mentioned activities/events.
• One-time eligibility: A students may receive only one (1) Career Development Award during their academic careers.

Award Amount - Awards of $500.00 per applicant are available to individual students only. Please check with the Financial Aid Office to see how receiving a monetary award might affect your financial aid package.

Submission Requirements:

To apply for the Career Development Award, submit the following application package:

• A completed application form with a copy of your résumé.
• Your responses to the following questions:
  o What do you propose to do with these funds?
    • Please provide a detailed budget estimate with supporting documentation and/or research.
    • This estimate needs to meet or exceed the amount awarded.
  o What do you hope to learn or accomplish from doing this activity?
  o Why is this activity important to you and for your future career?

Applications must be received in person at the main reception desk of the Career Center (Thrift Building) by 5:00 p.m. on the respective application deadline date. Please note: incomplete or late applications will not be considered. Email Xuchitl N. Coso, Director of Career Development, at xcoso@flsouthern.edu if you have any questions.
Evaluation Process

Each complete award application will be reviewed by the Career Center professional staff and our Corporate Partners based on the following criteria:

- Proposed activity and budget estimate.
- Explain where and when this event will be occurring.
- Statement of learning objectives and rationale for request.
- Academic performance.
- Résumé (remember you are sending a résumé to be reviewed by the Career Center).
- Participation in Career Center events and use of resources:
  - Résumé, cover letter or interview assistance
  - Career counseling or major planning
  - Seminars, Expo or attendance at other Career Center events
- Registration on College Central
- Overall quality of application.

Individual judge’s scores are averaged, and applications are ranked according to this average score.

The winning students will be notified and will need to stop by the Career Center to sign a paper indicating they understand the stipulations for receiving this award. It will need to be signed by your advisor and a Career Center staff member.

Final Report

Within 30 days of completion of activity, student will be required to submit a 1-2 page typed summary report responding to the following questions, along with the itemized receipts accounting for where and how the award money was spent (this should be similar to the budget request submitted during the application process). This has to be turned in to the Career Center within the time frame stated above or your account will be charged:

- How did you use the award money?
- What did you learn or accomplish from doing this activity?
- How did the actual cost of this activity differ from what you had originally planned/budgeted?
- What did you learn by participating in the award process/activity that will assist you in your future career?
- Was this award, provided by the Career Center and their Corporate Partners, a worthwhile process? Please explain

We will also request the winners to write a thank you letter for the Corporate Partners and email it to Mrs. Coso at: xcoso@flsouthern.edu. All of this material needs to be received by the Career Center no later than 30 days from the day of the event.
2013 – 2014 Career Development Award

Application Form

_________________________________________________________________________________________

Applicant Information

Name: _________________________________________________ Student ID: __________________________________

Phone: ________________________________________________ E-Mail: ______________________________________

Major: __________________________________ How you heard about Award: _________________________________

Expected graduation date: _____________________________ Overall GPA: _____________________________________

Career Center Participation: __________________________________________________________________________

___________________________________________________________________ ________________________________

FSC Student Organization(s): ___________________________________________________________________________

Amount requested: ____________________________________

Faculty/Staff Sponsor Information

Name: __________________________________________________ Department: ________________________________

Phone: _____________________________________________ E-Mail: _________________________________________

Signature: __________________________________________________________________________________________

_______ (Please initial) By initialing, I certify I am a faculty or staff member at FSC, and have reviewed and endorse this
student’s application for a Career Development Grant.

Submission Requirements

To apply for this award, submit the following application package:

• A completed application form (this form)
• On a separate piece of paper, your typed response to the questions listed on the award information sheet.
• A current version of your résumé.

Information Release Authorization

If I receive the Career Development Award, I authorize FSC to publish my name, major, graduation date and award
information. I will comply with the written requests on the application. I attest all information provided is true to the best of
my knowledge.

Print Name

Signature/Date