

June 10, 2009

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 08-52

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
 ALL JOB CORPS REGIONAL OFFICE STAFF
 ALL JOB CORPS CENTER DIRECTORS
 ALL JOB CORPS CENTER OPERATORS
 ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
 ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: ESTHER R. JOHNSON, Ed.D.
 National Director
 Office of Job Corps

SUBJECT: Job Corps Executive Management Program

1. Purpose. To announce the availability of fellowships leading to a (1) Master of Science in Management or (2) Master of Science in Information Systems through the Job Corps Executive Management Program (JCEMP); provide admission standards for applicants; and outline the application process.

2. Background. Congress has earmarked funds to develop a specialized Executive Master of Science Degree in Management for Job Corps line and middle management staff. Subject to confirmation of funding, it is anticipated that the next cohort will be 30 Fellows, 15 in each graduate degree program (Master of Science–Management [MSM] or Master of Science–Information Systems [MSIS]). The Job Corps Executive Management Program will be located at, and administered by, Minot State University’s (MSU’s) College of Business in Minot, ND.

The first contingent of 10 students began this program during spring semester of 2001. Since then, more than 84 Fellows have participated in the program.

The 2009-2010 JCEMP will consist of 33 credit hours of graduate classes delivered through a combination of online instruction (distance learning education) developed and managed by MSU, and 8 weeks of on-campus instruction. The 2009–2010 JCEMP will allow the student to earn a master’s degree along with a Certificate in Knowledge Management.

Participating Fellows will progress through the program as follows:

- a. Fellows will attend an on-campus, 3-day orientation session at MSU. The session will introduce the students to the MSM or MSIS program, the online delivery system, and faculty teaching in the programs.
- b. Fellows then return to their homes/centers to complete the online courses. They will be operating from their home locations with their employers' agreement that time will be made available for them to work on the distance learning courses. This method of delivery affords Job Corps staff from all Job Corps regions easy access to the program:
 - (1) The fall semester (2009) will consist of 12 credit hours (four classes) to be delivered online.
 - (2) The spring semester (2010) will consist of 12 credit hours (four classes) to be delivered online.
- c. Finally, Fellows return to MSU for summer semester (2010) where, during the single 8-week in-residence session at the MSU campus in Minot, ND, they will complete three on-campus courses leading to the degree and graduate certificate.

This program addresses the Department of Labor's need for the development of potential Job Corps center directors and senior staff, and directly correlates with the Department's "succession management" initiative. The program will provide a quality, graduate educational experience for current and future Job Corps leaders through education and training that combines theory, advanced practical business concepts, and applied aspects unique to the Job Corps system.

Potential applicants for these fellowships may wish to note that in the criteria for selection, emphasis is placed on applicant career growth opportunities within the Job Corps program. Applicants should demonstrate high levels of academic and management potential, and a long-term commitment to Job Corps. In order to ensure fair representation and to provide application reviewers with a manageable number of applications, each region should submit no fewer than 6 but no more than 10 applications for each degree program. We encourage those canvassing for potential applicants to seek out individuals whose potential within Job Corps is particularly noteworthy. It should also be noted that applicants should not already be at the senior management level, nor located in corporate offices or parent federal agency offices. The purpose of the grant is to offer exceptional line and middle management staff at the Job Corps centers and/or Outreach and Admissions/Career Transition Services (OA/CTS) offices the opportunity for future advancement, thus enhancing the Department's "succession management" initiative.

3. Costs Covered by the Fellowship. Successful applicants will receive a fellowship that covers all tuition and textbooks during the entire program, as well as room costs and basic student supplies while in residence at MSU. The fellowship does not cover transportation to and from MSU, nor food during the summer semester. The applicant's current Job Corps employer

will absorb these costs. The applicant agrees to reimburse his or her current Job Corps employer for these costs if he or she voluntarily or involuntarily fails to complete the program

4. Eligibility for Fellowships.

- a. MSU eligibility requirements include the following:
 - (1) Applicants must possess a baccalaureate degree from a regionally-accredited educational institution.
 - (2) Applicants must have a minimum undergraduate grade point average of at least 2.75 (scale of A = 4.0).
 - (3) Applicants *must not* be in default on a *federal student loan* or must be able to show satisfactory arrangements to repay it.
 - (4) Male applicants must be registered with the Selective Service.
 - (5) Additional requirements apply to international students. See MSU's Graduate Catalog, page 89.
- b. In addition to the eligibility requirements listed above, the National Office of Job Corps has established the following eligibility requirements:
 - (1) The applicant has been employed in a Job Corps position for at least the past 2 years.
 - (2) The applicant works at a Job Corps center or OA/CTS office in a position that is no higher than middle management level. Also, federal staff working on Civilian Conservation Centers (CCCs) will be permitted to participate since funds appropriated to these activities are provided from operational program funds, just the same as contract center funds. The restriction that bars federal employees from participating applies only to Department of Labor staff and parent agency staff who are not directly employed on a center or at an OA/CTS office.

5. Application Timeline.

- a. All applicants must submit two complete copies of their applications to their respective Job Corps Regional Offices by June 30, 2009.
- b. The Regional Office will perform an initial screening and qualifications check of each applicant.
- c. Qualified applications are to be forwarded to Ms. Patricia Rivers, Program Manager, Dallas Regional Office of Job Corps, 525 Griffin St., Rm. 403, Dallas,

TX 75202, no later than **July 15, 2009**. Each Regional Office will notify applicants if their application was submitted for further consideration or return the application with a brief explanation of why it was not.

Ms. Rivers, in association with professional educators from MSU, will screen candidates to ensure qualifications and equitable distribution of fellowships among regions. Upon completion of her initial screening, Ms. Rivers will ensure that qualified applications are forwarded to the selection committee at MSU by **July 30, 2009**.

MSU will inform the National Office of Job Corps of the outcome of the applications no later than **August 10, 2009**. Successful applicants will be notified of their acceptance by **August 15, 2009**.

6. Application Contents.

Each Regional Office will verify that all of the following items required by MSU are attached and complete:

- a. A completed Graduate School Application form (see Attachment A of this document). Refer to attached special guidelines for completing the application form (Attachment B). Faxed or e-mailed copies are acceptable.
- b. A 1,500-word autobiography in which applicants address their professional backgrounds, career goals, how this program fits into their career goals, and their management philosophies. Autobiographies will measure applicants' organizational and writing skills.
- c. A current resume.
- d. Official score of the GRE or GMAT for MSM application has been sent to MSU Graduate School. MSIS **does not** require the GRE or GMAT.
- e. Copies of **unofficial** transcripts from regionally-accredited educational institutions verifying receipt of a baccalaureate degree must be submitted with original applications to your Regional Office. Faxed or e-mailed copies are acceptable. Simultaneously, students must request **official** transcripts to be sent directly from their university records office to: Dr. Lori Willoughby, JCEMP Director, Minot State University, 500 University Ave. W., Minot, ND 58707.
- f. Employer's Letter of Support, stating that the duties, responsibilities, and additional costs of the participant will be absorbed by the employer at no additional cost to the government. The letter should also state that the employee's position in the organization will not be compromised by their participation in the Master's Program. Faxed or e-mailed copies are acceptable (see Attachment C for sample format).

- g. The applicant has signed a service commitment with the Job Corps family for a period of no less than 2 years after issuance of the Master of Science in Management or Master of Science in Information Systems degree (see Attachment D for sample format). Faxed or e-mailed copies are acceptable.
- h. Three letters of recommendation must be included in the application packet. These letters should be completed by persons familiar with the applicant's academic and/or professional achievements. Applicant should send a Letter of Recommendation for Graduate Admission to each reference person, who should return the completed letters to the applicant in a *sealed envelope*. **The applicant should not open the envelopes**, but include them in their application package (see Attachments E, F, G, H of this document). Faxed or e-mailed copies are acceptable.
- i. Immunization records (see Attachment I of this document) **must** be included in the application packet.
- j. Applicants to this program are exempt from the normal application fee of \$35.00.
- k. Applicants must have a minimum undergraduate grade point average of at least 2.75 (scale of A = 4.0) before they can be admitted to this program. Students without this requirement must appeal to the Director of JCEMP and receive special written permission to be considered for admission.

7. Action. Regional Directors should inform all eligible staff of this fellowship and invite them to request additional information and prepare applications for admission.

Addressees are to ensure that this Information Notice is distributed to all appropriate staff.

8. Expiration Date. July 1, 2009.

9. Inquiries. Questions should be directed to:

Ms. Patricia Rivers, Program Manager
 Dallas Regional Office of Job Corps
 525 Griffin St., Rm. 403
 Dallas, TX 75202
 Telephone: (972) 850-4111
 Fax: (972) 850-4101
 E-mail: rivers.pat@dol.gov

or Dr. Lori J. Willoughby, JCEMP Director
 Minot State University
 500 University Avenue West
 Minot, ND 58707
 Telephone: (701) 858-3314
 Fax: (701) 858-3295
 E-mail: lori.willoughby@minotstateu.edu

Attachments

A – Graduate School Application

B – Special Guidelines for Completing the Job Corps Executive Management Program Application Form

C – Format for Employer’s Letter of Support

D – Format for Applicant’s Service Commitment

E – **Academic** Letter of Recommendation for Master of Science in Management Graduate Admission

F – **Professional** Letter of Recommendation for Master of Science in Management Graduate Admission

G – **Academic** Letter of Recommendation for Master of Science in Information Systems Graduate Admission

H – **Professional** Letter of Recommendation for Master of Science in Information Systems Graduate Admission

I – Immunization Records

J – Major Field Tests