

December 10, 2002

<b>DIRECTIVE:</b>	<b>JOB CORPS PROGRAM INSTRUCTION NO. 02-08</b>
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**TO:** ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF  
ALL JOB CORPS REGIONAL DIRECTORS  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL NATIONAL TRAINING CONTRACTORS  
ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

**FROM:** RICHARD C. TRIGG  
National Director  
Office of Job Corps

**SUBJECT:** Job Corps Executive Management Program

1. Purpose. To announce the availability of Fellowships leading to a Master of Science in Management through the Job Corps Executive Management Program (JCEMP), to provide admission standards for applicants, and to outline the application process.
2. Background. Congress has earmarked \$385,000 to develop a specialized Executive Master of Science Degree in Management for Job Corps line and middle management staff at centers and O/A-CTS offices, which will be offered to 15 Fellows (students in the Job Corps Executive Management Program). The Job Corps Executive Management Program will be located at, and administered by, Minot State University's (MSU) College of Business.

The program will consist of 30 credits of graduate classes delivered through a combination of in-residence courses at MSU and distance learning education developed and managed by MSU. During the single 9-week in-residence session (which includes a mid-session break), Job Corps Fellows will pursue their studies at the MSU campus in Minot, ND. The remainder of the course will be provided by distance learning (primarily through web-based training), which allows the Fellows to perform their studies while at home and at their respective Job Corps centers. This method of delivery affords Job Corps staff from all regions easy access to the program.

This program addresses the Department of Labor's need for the development of potential Job Corps center directors and senior staff and directly correlates to 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. The

program covers tuition, room, and textbooks, but does not cover transportation to and from the University nor food during the summer semester. The applicant's current Job Corps employer will absorb these costs. The applicant agrees to reimburse his/her current Job Corps employer for these costs if he/she voluntarily or involuntarily fails to complete the program.

The first semester will consist of 9 credit hours (three classes) to be delivered via distance learning from February 10, 2003 through May 14, 2003. The Fellows will be operating from their home locations, with their employers' agreement that time will be made available to the Fellows to work on the distance learning courses. The second semester will consist of 15 credit hours (five classes) to be delivered in-residence at MSU from May 21, 2003 through August 1, 2003. The third semester will consist of 6 credit hours (Job Corps specific individual projects and one class) from August 26, 2003 through December 18, 2003, during which time the Fellows will be operating from their home centers. December 19, 2003 through January 31, 2004 will be reserved for project grading and evaluation, grade submission, and all details leading to the issuance of degrees to the Fellows.

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 "family." Applicants should demonstrate high levels of academic and management potential, and a long-term commitment to Job Corps. Since there will only be 15 Fellowships, in order to ensure fair representation, and to provide application reviewers with a manageable number of applications, each region should submit no fewer than two (2), but no more than four (4) applications from that region. 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 OA/CTS offices, the opportunity for future advancement, thus enhancing the Department's "succession management" initiative.

3. Eligibility for Fellowships. 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.

Minot State University eligibility requirements include:

- Applicants must possess a Baccalaureate Degree from an accredited educational institution.
- Applicants must have a minimum undergraduate grade point average of at least 2.75 (scale of A = 4.0).

In addition to the eligibility requirements listed above, the Job Corps National Office has established the following eligibility requirements:

- The applicant has been employed in a Job Corps position for at least the past 2 years.

- The applicant works at a Job Corps center or O/A-CTS office in a position which 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 as contract center funds are. 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 O/A-CTS office.

4. Application Process. All applicants must submit two complete copies of their applications to their respective Job Corps Regional Offices by January 3, 2003. The regional offices will perform initial screenings and qualifications checks for each applicant, and qualified applications will be forwarded to Mr. Greg Evans in the Denver Regional Office, not later than January 10, 2003. Each regional office will notify applicants as to whether their application was submitted for further consideration or return the application with a brief explanation as to why it was not.

Mr. Evans, in association with professional educators from Minot State University, will screen candidates to ensure qualifications and equitable distribution of Fellowships amongst regions. Upon completion of his initial screening, Mr. Evans will ensure that qualified applications are forwarded to the final selection committee at the Minot State Graduate School by January 15, 2003.

MSU will inform the Job Corps National Office of the outcome of the applications no later than January 24, 2003. Successful applicants will be informed no later than January 30, 2003. The program begins on February 10, 2003.

## **JOB CORPS EXECUTIVE MANAGEMENT PROGRAM APPLICATION PROCESS**

### **Job Corps Regional Office**

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

- A completed Graduate School Application Form (see Attachment B of this document). Refer to attached Special Guidelines for Completing the Application Form (Attachment A). Faxed or e-mailed copies are acceptable.
- A 500-800 word essay describing past training, experience, and plans for the future. The essay should include reference to current professional strengths and weaknesses, while discussing how the program will address the same to the future benefit of the Job Corps system. The applicant's resume should be attached as an addendum. Faxed or e-mailed copies of the essay and resume are acceptable.
- All copies of unofficial transcripts from accredited educational institutions verifying receipt of a Baccalaureate Degree. Faxed or e-mailed copies are acceptable.
- Official copies of transcripts must be received prior to program completion.

- 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 with the Master's Program. Faxed or e-mailed copies are acceptable. (See Attachment E for sample format.)
- The applicant has signed a service commitment letter with his/her current Job Corps employer for a period of no less than 2 years after issuance of the Master of Science in Management degree. (See Attachment F for sample format.) Faxed or e-mailed copies are acceptable.
- Three letters of recommendation for graduate admission from persons familiar with the applicant's academic and professional abilities. (See Attachment C of this document.) Faxed or e-mailed copies are acceptable.
- Immunization records (see Attachment D of this document). Faxed or e-mailed copies are acceptable. The Graduate School must receive these by March 10, 2003.

Applicants to this program will be exempt from the normal admission requirements of satisfactory completion of the General Management Admissions Test (GMAT) or the Graduate Record Exam (GRE).

- Applicants to this program are also exempt from including the normal application fee of \$30.00.
- 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 Dean of the College of Business and receive special written permission to be considered for admission.
- Provisional admission may be granted to prospective students not meeting all the requirements for admission. A student granted provisional admission status will be required to meet all the requirements cited above as determined by the College of Business Graduate Admissions Committee prior to the completion of nine (9) semester hours of MSU graduate course work.

5. Action. Regional directors should inform all eligible staff of this Fellowship and invite them to request additional information and prepare applications for admission. Each regional director should submit no fewer than two, but no more than four applications from that region to Gerard O'Hare in the Denver Regional Office for further processing.

6. Expiration Date. February 10, 2003.

7. Inquiries. Questions should be directed to:

Mr. Greg Evans, Regional Director  
US Department of Labor, E.T.A.  
Job Corps Regional Office - Denver  
1999 Broadway, Suite 1760  
Denver, CO 80235-5716  
Telephone: 303-844-1630 (ext. 28)  
Fax: 303-844-1638  
E-mail: [gevans@doleta.gov](mailto:gevans@doleta.gov)

Dr. Gary Ross  
College of Business  
Minot State University  
500 University Avenue West  
Minot, ND 58707  
Telephone: 701-858-3291  
Fax: 701-858-3127  
E-mail: [ross@minotstateu.edu](mailto:ross@minotstateu.edu)

More information regarding this program is available on the Internet at:  
<http://www.misu.nodak.edu/jobcorps/>:

Attachments:

- A - Special Guidelines for Completing the Application Form – Job Corps Executive Management Program
- B - Graduate School Application
- C - Letter of Recommendation for Graduate Admission
- D - Immunization Records
- E - Format for Employer’s Letter of Support
- F - Format for Applicant’s Service Commitment