

October 17, 2003

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 03-08
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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 \$400,000 to develop a specialized Executive Master of Science Degree in Management for Job Corps line and middle management staff at centers and OA/CTS offices. This degree will be offered to 15 Fellows (students in the JCEMP). The JCEMP 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, 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, 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 Job Corps 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 January 13, 2004 through May 13, 2004. 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 27, 2004 to July 29, 2004. The third semester will consist of 6 credit hours (Job Corps-specific individual projects and one class) from August 26, 2004 through December 22, 2004, during which the Fellows will be operating from their home centers. The period December 23, 2004 through March 30, 2005 will be reserved for project grading and evaluation, grade submission, and all details leading to 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. There will 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 but no more than four 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 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 a regionally-accredited educational institution
- Applicants must have a minimum undergraduate grade point average of at least 2.75 (scale of A = 4.0.)
- Applicants **must not** be in default on a federal student loan or can show satisfactory arrangements to repay it
- Male applicants must be registered with the Selective Service

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

- The applicant has been employed continuously in a relevant Job Corps position for at least the past 2 years
- The applicant works at a Job Corps center or OA/CTS office in a position, which is no higher than the middle management level. 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. 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.

4. Application Process.

- a. All applicants must submit three complete copies of their applications to their respective Job Corps regional offices by November 7, 2003.
- b. Each regional office will evaluate the applicant's suitability and qualifications and forward one copy of their regional selections to Gerard O' Hare in the Denver Regional Office of Job Corps and one copy to Dr. Gary Ross, MSU, no later than November 14, 2003. Each regional office will notify its applicants as to whether their applications were ultimately successful or not.
- c. Mr. O'Hare, in association with professional educators from Minot State University, will ensure that candidates meet the criteria listed above and that there is an equitable distribution of fellowships across regions within the Job Corps system.
- d. Upon completion of his initial screening, Mr. O'Hare will ensure that qualified applications are forwarded to the final selection committee at the Minot State Graduate School by November 21, 2003.
- e. MSU will inform the National Office of Job Corps of the outcome of the applications no later than December 8, 2003. Successful applicants will be informed no later than December 9, 2003. The program begins on January 13, 2004.

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 the University are attached and complete:

- A completed Graduate School Application Form (Attachment B). Refer to Special Guidelines for Completing the Application Form (Attachment A). **Faxed or e-mailed copies are acceptable.**
- A 800-1000 word essay describing past training, professional work experience, and plans for the applicant's professional future within Job Corps. The essay should detail professional strengths and weaknesses, while discussing how the program will address the same to the future benefit of the Job Corps system. Applicants should be advised that this essay is to reflect their *professional*, not their *personal* lives. The applicant's resume should be attached as an addendum. **Faxed or emailed copies of the essay and resume are acceptable.**
- All copies of unofficial transcripts from regionally accredited educational institutions verifying receipt of a Baccalaureate Degree. **Faxed or e-mailed copies are acceptable.**
- Official copies of transcripts must be received no later than December 5, 2003.
- Employer's Letter of Support, stating that the employer at no additional cost to the government will absorb the duties, responsibilities, and additional costs of the participant. The letter should also state that the employee's position in the organization would 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 *with the Job Corps system* 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 (Attachment C). **Faxed or e-mailed copies are acceptable.**
- Immunization records (Attachment D). **Faxed or e-mailed copies are acceptable.** The Graduate School must receive this by March 10, 2004.
- *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 9 semester hours of MSU graduate course work.

Note: Applicants to this program are also exempt from including the normal Application fee of \$35.00.

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. This Program Instruction supersedes the following documents:

Program Instruction 02-08
Information Notices 01-18 and 00-17

6. Expiration Date. February 10, 2004.

7. Inquiries. Questions should be directed to:

Mr. Gerard O'Hare, Program Manager
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More information regarding this program is available on the Internet at:
<http://www.misu.nodak.edu/jobcorps/>.

Attachments