

October 27, 2006

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 06-12

TO: ALL JOB CORPS NATIONAL OFFICE 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: 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 Master of Science in Management through the Job Corps Executive Management Program (JCEMP), provide admission standards for applicants, and to outline the application process.

2. Background. In 2005, the U. S. Congress earmarked \$446,800 to develop a specialized Executive Master of Science degree in Management for Job Corps line and middle management staff at centers and Outreach/Admissions-Career Transition Services (O/A-CTS) offices, and to offer this degree to 16 Fellows (students in the Job Corps Executive Management Program). Through program modifications, extension of the grant through June 30, 2008, and resource commitment from Minot State University, this degree will be offered to 12 Fellows beginning the summer of 2007. The Job Corps Executive Management Program will be located at and administered by the College of Business at Minot State University (MSU).

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 8-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 the 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.

Fellows will attend an on-campus session that includes orientation, completing three on-campus courses and one online course from **May 29, 2007** through **July 27, 2007**. The Fellows will return to their homes/centers to complete the remaining courses online. The Fellows will be operating from their home locations, with their employers' agreements' that time will be made available for them to work on the distance learning courses. The fall semester (2007) will consist of 12 credit hours (four classes) to be delivered online. Spring semester (2007) the students will complete two online courses.

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 three but no more than six applications. 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. 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:

- a. Applicants must possess a Baccalaureate Degree from a regionally-accredited educational institution.
- b. Applicants must have a minimum undergraduate grade point average of at least 2.75 (scale of A = 4.0).
- c. Applicants *must not* be in default on a *federal student loan* or can show satisfactory arrangements to repay it.
- d. Male applicants must be registered with the Selective Service.

- e. Additional requirements apply to international students. See MSU's Graduate catalog page 89.

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

- a. The applicant has been employed in a Job Corps position for at least the past 2 years.
- b. The applicant works at a Job Corps center or OA/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 OA/CTS office.

4. Application Timeline.

- a. All applicants must submit two complete copies of their applications to their respective Job Corps Regional Offices by **February 16, 2007**.
- 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 **February 28, 2007**. 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 amongst regions. Upon completion of her initial screening, Ms. Rivers will ensure that qualified applications are forwarded to the selection committee at MSU by **March 15, 2007**.

MSU will inform the National Office of Job Corps of the outcome of the applications no later than **March 30, 2007**. Successful applicants will be notified of their acceptance by **April 16, 2007**.

5. Application Contents.

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

- a. 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.
- 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. 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. Fax or e-mail copies are acceptable. Simultaneously, students must request **official** transcripts to be sent directly from their university records office to: Dr. John Girard, Director, JCEMP, Minot State University, 500 University Ave. W., Minot, ND 58707.
- e. 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 F for sample format).
- f. 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 degree (see Attachment G for sample format). Faxed or e-mailed copies are acceptable.
- g. 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 Attachment C and D of this document). Fax or e-mail copies are acceptable.
- h. Immunization records (see Attachment E of this document) **must** be included in application packet.
- i. Applicants to this program are exempt from the normal Application fee of \$35.00.
- j. 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.

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

7. Expiration Date. April 16, 2007

8. Inquiries. Questions should be directed to:

Ms. Patricia Rivers, Program Manager or
Dallas Regional Office of Job Corps
525 Griffin St., Rm. 403
Dallas, TX 75202
Telephone: (214) 767-6845
Fax: (214) 767-2148
E-mail: rivers.pat@dol.gov

Dr. John Girard, Director
JCEMP
Minot State University
500 University Avenue West
Minot, ND 58707
Telephone: (701) 858-3194
Fax: (701) 858-3295
E-mail: john.girard@minotstateu.edu

Attachments

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