

March 11, 2008

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 07-30
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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 Master of Science in Management (MSM) or Master of Science in Information Systems (MSIS) through the Job Corps Executive Management Program (JCEMP), and to 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 20 Fellows. JCEMP will be located at, and administered by, Minot State University's (MSU's) College of Business.

The program will consist of online instruction with 8 weeks of on-campus instruction. The first contingent of 10 students began this program during the spring semester of 2001. Since that time more than 70 Fellows have participated in the program.

Fellows will attend an on-campus 3-day orientation session. The session will introduce the students to the MSM or MSIS program, the online delivery system, and faculty teaching in the program. The program is a combination of distance learning (online courses) developed and managed by MSU and in-residence courses at MSU. After the orientation session, Fellows return to their homes/centers to complete online courses during the fall and spring semesters, with their employers' agreement that time will be made available for them to work on the

distance learning courses. This distance portion of the program allows the Fellows to perform their duties while at home and at their respective Job Corps centers, and affords easy access to the program by Job Corps staff from all Job Corps regions. The program ends with a single 8-week in-residence session during the summer semester at the MSU campus in Minot, ND. Details of the schedule, credits, and credentials are as follows.

The 2008-2009 JCEMP will consist of 33 credits of graduate classes. The fall semester (2008) will consist of 12 credit hours (four classes) to be delivered online. The spring semester (2009) will also consist of 12 credit hours (four classes) to be delivered online. The Fellows will return to the MSU campus for the summer semester (2009), where they will complete three on-campus courses (9 credit hours) leading to the completion of the degree and graduate certificate. The 2008-2009 JCEMP will allow the Fellows to earn a master's degree along with a Certificate in Knowledge Management.

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 the applied aspects unique to the Job Corps system.

The program covers tuition, room, and textbooks, but 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.

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. 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 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 be noted that applicants should not already be at the senior management level, nor should they be 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 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 the following:

- 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 they must 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, the 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 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.
4. Application Timeline.
- a. All applicants must submit two complete copies of their application to their respective Job Corps Regional Offices by ***May 1, 2008***.
 - 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 Street, Room 403, Dallas, TX 75202, no later than ***May 15, 2008***. 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.

- d. 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 *June 1, 2008*.
- e. MSU will inform the National Office of Job Corps of the outcome of the applications review no later than *June 15, 2008*. Successful applicants will be notified of their acceptance by *June 30, 2008*.

5. Application Contents.

Each Regional Office will verify that all of the following items required by MSU are attached and complete (also, items *d* and *e* indicate material that students must request be sent directly to MSU):

- a. Refer to attached special guidelines for completing the application form (Attachment A). Faxed or e-mailed copies are acceptable. A completed Graduate School Application form (see Attachment B of this document).
- b. A 1500-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 Graduate Record Examination (GRE) or Graduate Management Admission Test (GMAT) for an MSM application has been sent to MSU Graduate School. An MSIS application 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 that **official** transcripts 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 a sample format).

- g. The applicant has signed a service commitment with the Job Corps program 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 a 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, and H of this document for the recommendation forms).
- i. Immunization records (see Attachment I of this document) **must** be included in the application packet.

Applicants to this program are exempt from the normal application fee of \$35.00.

As noted above, 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 who do not meet 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.

Addressees are to ensure that this Program Instruction is distributed to all appropriate staff.

7. Expiration Date. May 1, 2008.

8. Inquiries. Inquiries should be directed to:

Ms. Patricia Rivers, Program Manager
 Dallas Regional Office of Job Corps
 525 Griffin Street, Room 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 Application Form—Job Corps Executive Management Program
- C – Format for Employer’s Letter of Support
- D – Format for Applicant’s Service Commitment
- E – **Academic** Recommendation Form for Master of Science in Management Graduate Admission

- F – **Professional** Recommendation Form for Master of Science in Management Graduate Admission
- G – **Academic** Recommendation Form for Master of Science in Information Systems Graduate Admission
- H – **Professional** Recommendation Form for Master of Science in Information Systems Graduate Admission
- I – Immunization Records