

# **MICHIGAN SAFETY CONFERENCE MEMORIAL SCHOLARSHIP and MINORITY STUDENT EDUCATIONAL GRANT PROGRAM**

---

## **I. NAME, MISSION, AND PURPOSE**

- A. NAME:** The Michigan Safety Conference (MSC) Memorial Scholarship and Educational Grant Program.
- B. MISSION:** To inspire and promote academic excellence; to develop leadership qualities in students; and to encourage the diversity of students pursuing studies in the fields of occupational health and safety as exemplified by professionals who have worked in these fields throughout Michigan.
- C. PURPOSE:** To assist university and college students in obtaining a graduate or undergraduate degree in the occupational health and safety field from a properly accredited institution with defined programs in occupational health and / or safety.

## **II. SCHOLARSHIP and EDUCATIONAL GRANT COMMITTEE**

- A.** A Committee, composed of members of the Michigan Safety Conference, shall administer the Scholarship and Educational Grant Fund, including coordination with staff from the accredited institutions. The Committee will coordinate publicity, applications, and perform screening and evaluation of all applicants.
- B.** The President of the Michigan Safety Conference shall appoint the Chairperson and members of the Committee from the Executive Officers, Board of Directors and/or the Board Council. Selection is subject to approval by the Board of Directors.
- C.** There shall be a minimum of five (5) members, including the Chairperson, serving on the Scholarship and Educational Grant Committee.

## **III. FUNDING**

- A.** The dollar amount for the academic scholarships and educational grants is to be approved each year by the General Committee, and this amount is to be designated for the Scholarship and Educational Grant Fund. The amount for each Educational Grant will be fixed and will be separate from the Academic Scholarship Fund.
- B.** The Awards shall be applied only to: laboratory fees, tuition, textbooks and other related fees associated with the student's educational expenses. These expenses will be reviewed, approved, and paid by the accredited institution and may be monitored by the Michigan Safety Conference Scholarship Committee. Accepting the funding implies accepting these conditions.
- C.** The Awards shall be made payable to the accredited institution and shall be placed in an escrow account in the student's or department's name and is to be applied to approved educational expenses as outlined above.

- D.** The Committee will submit an annual request, usually in October, regarding the dollar amount for the scholarships and grants for approval by the Michigan Safety Conference Executive Committee. Ultimately the number and amounts of the awards shall be competitively based and on the availability of funding from MSC.

#### **IV. CRITERIA FOR SELECTION OF SCHOLARSHIP CANDIDATES**

- A.** The candidate must be a US citizen or legal resident alien, a Michigan resident that is paying “in state” tuition, and have at least one semester of study remaining before completion of their health and safety studies program.
- B.** The candidate must have at least sophomore academic standing (30 or more semester credit hours) with a 3.0/4.0 or higher overall GPA or a graduate student with an appropriate undergraduate degree, at least 10 graduate credits and grade point of 3.5/4.0 or higher in their graduate occupational health and safety coursework. The undergraduate grade point average must include all grades. Full OFFICIAL transcripts from all institutions attended shall be included with the submission. A letter from the candidate’s advisor on university letterhead must confirm the students overall grade point average for all college credits.
- C.** The candidate must be a student accepted into an occupational health or safety curriculum at an accredited institution of higher learning in Michigan. A full-time undergraduate student must carry at least 12 credit hours per semester or 24 credit hours per year; a graduate student must carry at least 6 credit hours per semester or 12 credit hours per year. Priority will be given to full time students; however, scholarships may be available for part time students studying occupational health and safety. Part time undergraduate and graduate students must carry 6 and 3 credit per semester hours respectively and indicate the health and safety courses they are currently pursuing.
- D.** Students that have received prior MSC Scholarships may reapply if they have at least one more semester of study remaining.

#### **V. CRITERIA FOR SELECTION OF EDUCATIONAL GRANT CANDIDATES**

- A.** The candidate must be a US citizen or legal resident alien, a Michigan resident that is paying “in state” tuition, and have at least one semester of study remaining before completion of their health and safety studies program **AND** be a person having origins in one of the minority groups recognized and defined by the US Department of Education. It is the candidate’s responsibility to provide to the Committee sufficient evidence and support of the candidate’s claimed minority status. Minority Groups recognized by the US Department of Education are listed below:
1. American Indian or Alaskan Native. A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.
  2. Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

3. Black (Not of Hispanic Origin). A person having origins in any of the black racial groups of Africa.

4. Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

**B.** The candidate must have at least sophomore academic standing (30 or more semester credit hours) with a 2.0/4.0 or higher overall GPA or a graduate student with an appropriate undergraduate degree, at least 10 graduate credits and grade point of 3.0/4.0 or higher in their graduate occupational health and safety coursework. The undergraduate grade point average must include all grades. Full OFFICIAL transcripts from all institutions attended should be included with the submission. A letter from the candidate's advisor on university letterhead must confirm the students overall grade point average for all college credits.

**C.** The candidate must be a student accepted into an occupational health or safety curriculum at an accredited institution of higher learning in Michigan. A full-time undergraduate student must carry at least 12 credit hours per semester or 24 credit hours per year; a graduate student must carry at least 6 credit hours per semester or 12 credit hours per year. Priority will be given to full time students; however, grants may be available for part time students studying occupational health and safety. Part time undergraduate and graduate students must carry 6 and 3 credit per semester hours respectively and indicate the health and safety courses they are currently pursuing.

**D.** Students that have received prior MSC Educational Grants may reapply if they have at least one more semester of study remaining before graduation.

## **VI. SELECTION OF RECIPIENTS**

**A.** Applicants that meet the minimum requirements and submit a complete application by the appropriate deadline will be considered by the Committee. Applications or supporting documentation received after the December 31 deadline will not be considered.

**B.** Submission of an application by the student does not assure or guarantee an award.

**C.** The Committee will consider and weigh all aspects of the applicant's submission.

## **VII. RECIPIENT'S OBLIGATIONS**

**A.** If requested by the student, the recipient may be assigned a mentor appointed by the MSC Scholarship and Educational Grant Committee.

**B.** The recipient should be reasonably available to the mentor. The mentor should contact the student(s) at least three times during the academic year to assess the student's status in the occupational health and/or safety program and to offer guidance and assistance.

**C.** During the funding period, the student should attempt to attend at least one meeting of the Michigan Safety Conference General Committee.

**D.** Each recipient should be prepared to attend the MSC June business meeting to be recognized and to briefly address the MSC General Committee.

## **VIII. PUBLICITY**

Announcement of the Scholarship and Educational Grant Program will be communicated through various means. Examples include appropriate newsletters and journals, bulletins, news releases, direct contact with the educational institutions and through the MSC Conference web site.

## **IX. SCHOLARSHIP and EDUCATIONAL GRANT TIMELINE**

September – Educational institutions notified that scholarship and grant applications are available from the Michigan Safety Conference website.

September through December – Application acceptance period. Electronic "on-line" submissions are preferred.

December 31 – Deadline (dated by the delivery method) for the submission of fully completed application packages to the Michigan Safety Conference Scholarship and Educational Grant Committee. Applications, materials, or supporting documentation received beyond the above stated deadline will not be considered.

January – MSC Scholarship Committee reviews scholarship and grant candidates.

March – Scholarship recipients notified and checks forwarded to the institutions with instructions for disbursement as soon as practicable following notification.

April – Scholarship and Grant certificates presented at MSC President's Reception of the Michigan Safety Conference.

## **X. LIABILITY**

The Michigan Safety Conference shall be held harmless for any accident, illness or injury incurred while the student is under the limited scholarship or grant funding.

**MICHIGAN SAFETY CONFERENCE**  
**MEMORIAL SCHOLARSHIP and MINORITY STUDENT EDUCATIONAL GRANT PROGRAM**  
**APPLICATION**

**Date** \_\_\_\_\_

Please indicate (check appropriate line) if you are applying for an Educational Grant or a Scholarship.

1. Educational Grant \_\_\_\_\_. I am claiming minority status as a \_\_\_\_\_ (fill in the blank) student.

Be sure to provide appropriate proof of minority status with your application in a timely manner.

Documentation received after the submission deadline will not be considered and may jeopardize your application.

2. Academic Scholarship \_\_\_\_\_.

Overall Grade Point Average (GPA) for all college courses: \_\_\_\_\_.

(include ALL colleges and universities attended) *See IV. B and V. B*. Transfer students must provide all transcripts from all institutions attended. Transfer credit hours without grades and honor points is insufficient.

Documentation received after the submission deadline will not be considered and may jeopardize your application.

Name \_\_\_\_\_

Your current address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

\*Home (**Parent's**) address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone (Parent's home) \_\_\_\_\_ (Your mobile) \_\_\_\_\_ E-mail \_\_\_\_\_

*\*Please use an address that is viable through next June.*

Institution now attending: \_\_\_\_\_

Major and minor: \_\_\_\_\_

Other colleges and universities attended and dates of attendance: \_\_\_\_\_

Major and minor: \_\_\_\_\_

Anticipated date of graduation from current institution: \_\_\_\_\_

Please provide three letters of recommendation: One must be from a university/college professor or advisor.

Examples of others are as follows:

1. Individuals or leaders from health, safety or environmental organizations, i.e. ASSP, AIHA or CHMM;
2. Internship supervisors;
3. Leaders of community or civic organizations.

**Letters of recommendation are needed to assist the Committee in determining scholarship and grant recipients. Please list contact information for your selected references below and attach original and signed letters with your package or have the individual send the letters directly to MSC. Be sure to request these**

**letters well in advance so that they are received by the December 31 deadline. Letters received after December 31 will not be considered.**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Include an official college or university transcript from ALL colleges and universities attended with your application. (See IV and V)** A personal interview may be requested. Applications and transcripts are due to the MSC by the close of business on December 31. Request transcripts from each institution early. Applications, supporting materials and/or transcripts received after December 31st will not be considered.

### **APPLICANT'S SUBMISSIONS**

On separate sheets for each question, please answer all five of the following questions:

1. Please describe the person, event(s) or other factors that convinced you to pursue occupational and environmental health and safety as your personal career choice.
2. Is it important for an occupational and environmental health and safety professional to have clear and well defined personal and professional ethics? Please provide examples and clearly and succinctly explain your thoughts regarding personal and professional ethics.
3. What do you expect to be doing and where do you expect to be five years following graduation from your academic institution? Please describe your post college/university studies five-year plan.
4. Please select one of the two scenarios (a or b) shown below and provide your written response:

4. a: You are a recent university graduate with approximately 3 months of occupational health and safety (OSH) experience at XYZ Company. You replaced the Company's last OSH professional following their retirement. While walking through the plant you observe a 30 year veteran skilled trade's millwright working at

the 5 foot level of a power press performing an imminently needed maintenance task while not utilizing fall protection. Describe what you would do to eliminate the hazard in this situation.

4. b: As your Company's new industrial hygienist you have been asked to evaluate an employee's exposure to a chemical hazard. The allowable time weighted average occupational exposure limit for the chemical hazard is 50 ppm. You collected four equal length breathing zone air samples comprising the full daily shift of the worker. Results are as follows: 30ppm, 42ppm, 43ppm, and 46ppm. Please calculate the employee's exposure level and describe and explain your conclusions regarding this exposure (for example "in compliance or out of compliance" or "insufficient data" to make a proper conclusion,) and why you have reached this conclusion. Please specify the guidance you would provide to your new employer. Use OSHA guidelines and requirements where applicable.

5. Please fully describe an example(s) of volunteer service that you have provided to your community, your school, your church, or other institution or organization. Please be sure to describe the primary benefactors from this kind of service?

Please attach all question responses to your submission package. Your response to each question must be at least 300 words, but no more than 500 words.

Scholarship and grant recipients will usually be notified in March. Presentation of certificates will be made at the MSC President's Reception in April. Scholarship and Grant recipients should make every effort to attend the scholarship and grant presentation ceremony.

**SEND COMPLETED FORM TO:**                    **MICHIGAN SAFETY CONFERENCE**  
**SCHOLARSHIP and EDUCATIONAL GRANT COMMITTEE**  
**PO Box 1098**  
**Okemos, MI 48805, or electronically to:**  
**[denise@michsafetyconference.org](mailto:denise@michsafetyconference.org)**

With the exception of official transcripts, the applicant may make all submission electronically (on-line). Official electronic transcripts will be accepted only from academic institutions. "Hard copy" applications may continue to be made as a single package or individually by the institution.