



## **Criteria for ISA Education Foundation Scholarship Award**

### **I. PURPOSE**

The mission of ISA's Scholarship is to provide, through the award of scholarships and other educational program development, the recognition of, assistance to and encouragement of students with outstanding potential for long-range contribution to the fields of instrumentation, systems, and automation.

The scope of this program is limited to students studying in the field of instrumentation, systems, and automation. The overall approach of the program is to recognize as many outstanding talents in instrumentation, systems, and automation as possible, early in their careers.

By recognizing and supporting student and academic excellence, this program can significantly contribute to the development of talented individuals in the profession and related industries by:

- supporting individuals studying and/or doing research in instrumentation, systems, and automation
- attracting more high-talent individuals to the field
- increasing the visibility of the field in order to broaden the labor pool of individuals qualified to work in the field
- supporting research and academic endeavors of individuals in organizations that provide education in instrumentation, systems, and automation
- supporting talented students involved in novel research in instrumentation, systems, and automation

### **II. SCHOLARSHIP AWARDS**

#### **Overview**

Scholarships are made available to graduate, undergraduate, and 2-year program students. The awards typically will:

- support tuition and related expenses
- support research activities and initiatives

Annual scholarship awards will consist of:

- Two top awards to undergraduates enrolled in an eligible 4-year degree program
- Additional Awards: \$1k minimum each for undergraduates in a 2-year program or 4-year baccalaureate program or its equivalent and for students enrolled in a graduate program

Each scholarship is a one-time payment and is not paid annually to the recipient. However, a previous recipient may apply for another scholarship award.



### **Scholarship Award Criteria**

Applications are categorized according to academic level (graduate, undergraduate, and 2 year programs). Each application is ranked on its own merit in the context of the academic level of the applicant. The key criterion in evaluation and ranking applications is the prospect for long-term contribution that the granting of an award will make to the field of instrumentation, systems, and automation.

Financial need shall not be considered as a criterion. An applicant's gender, citizenship, nationality, national origin, religion, and ethnicity shall not be used as criteria to rank a scholarship applicant. Applicants need not be an ISA member or dependent of a member for consideration.

Other general criteria include:

- Applicants are eligible to apply and win in multiple years if the applicant meets ISA's requirements for reporting back to ISA on the use of previously granted awards and if the application demonstrates additional potential contribution to the field beyond that for which any previous awards were based.
- Two year program applicants must have completed a minimum of at least one academic semester of study or the equivalent of 12 semester hours to apply. A transcript should be uploaded to confirm.
- Undergraduate applicants must be students at the sophomore year or higher of their study at the time of application. A transcript should be uploaded to confirm.
- Graduate applicants should have at least one year remaining in their degree program. Applicants should be enrolled in at least the Fall semester. A transcript should be uploaded to confirm.
- Applicants who plan to attend a different educational institution during the year of the scholarship award must supply an official confirmation of enrollment from the educational institution they will be attending.
- Applicants must be full-time students in an educational institution. Students in a four year undergraduate program or graduate program must be enrolled in a degree program.
- Applicants should have an overall scoring sheet or Grade Point Average (GPA) of 2.5 on a 4.0 scale or its equivalent. A transcript should be uploaded to confirm.
- Awards are given to applicants who provide background explaining career and educational objectives; show the potential long-range impact in the field of their academic research and work; and whose applications are accompanied by recommendation letters from faculty or other credible sources who have knowledge of the applicant's academic achievements and relationship to the field and who provide evidence supporting the statement of the applicant.



### **Online Scholarship Application Submission**

Scholarship applicants must submit the online application which requires that candidates complete and provide the following:

- Essay Questions (Maximum of 300 words per question)
- Supporting information such as extracurricular activities (career-related), academic honors, civic honors or awards received and advise of professional or honorary society memberships they are associated with
- Student Employment History – career related jobs, internships, and/or co-op experience
- Official Transcript – transcript(s) from the applicant's school(s)
- Recommendation Letters – two letters of recommendation. One letter must be from a faculty member. Letters should include personal references relating to the students work and goals in the automation profession.

### **Scholarship Application Ranking**

Scholarship Committee members will review the eligible applications in two rounds as described below. Post review, scholarship recipients are reviewed by the Honors & Awards Committee who then vote to submit the nominated recipients to the Executive Board for approval.

A member of the Scholarship Committee may refrain from reviewing a particular candidate due to any self-perceived conflict of interest or unbiased evaluation. The Committee shall be notified of such and the following calculations will be modified to reflect the appropriate number of reviewers.

#### **Round 1**

The Committee will review all undergraduate, two-year and graduate applicants.

Each application is ranked and scored by each member of the committee, using the scholarship award criteria, into one of the following groups:

- **5 Points- Exceptional**  
Applicant's study has clear and convincing potential of long-term contribution to field. Support letter(s) provide strong endorsement from known leaders in field and should illustrate examples of student's work.



- **4 Points- Very Good**  
Applicant's study makes good case for potential long-term contributions. Support letter(s) provide strong endorsement.
- **3 Points- Good**  
Applicant's study makes good case for long-term contribution. Support letters provide endorsement.
- **2 Points- Average or Below**  
Applicant's study makes case for long-term contributions. Support letters provide endorsement.
- **1 Not Related**  
Application is not related to instrumentation, measurement, control or automation.

Scores are collected and compiled against the numerical point values of the applications. Any application that is deemed to be Not Related by the entire Scholarship Committee is disqualified from further consideration.

## **Round 2**

The Committee will discuss and determine a list of the top ranked undergraduate, two-year and graduate applicants for the final ranking.

Based on the average of all committee member scores, awards will be determined for applicants with the highest overall points.

Candidates for District scholarship awards based on the following criteria:

- District scholarships – the applicant should be a resident of that District; if no applicant is a resident, he/she may be attending a school within the District.

If there are an insufficient number of qualified award applicants, the full available scholarship award amount will not be issued and will remain in the Education Foundation Fund.

The highest ranking applicants will be presented to the Honors & Awards Committee and to the Executive Board by the Committee Chair, or the Chair's designee, during the Executive Board Meeting.

The award winners are notified by email and will receive congratulatory letters.

Award checks are mailed out to the student or sent by electronic bank transfer.

All applicants will receive a one-year complimentary student membership in ISA.