



Perfecting Your Scholarship Application

November 13, 2024

MTI Student Association

Webinar Agenda

MTI Student Association

California Transportation Foundation (CTF)

Sarah Brandenburg

Women's Transportation Seminar (WTS)

Tina Mallo

Conference of Minority Transportation Officials (COMTO)

Mydria Clark

Letter of Recommendation

Frances Edwards

Closing, Tips, and Questions



MTI Student Association

The Mineta Transportation Institute Student Association's purpose is to support the professional development of students studying transportation at SJSU, through extracurricular and professional development leadership, opportunities, and events.

SJSU | LUCAS COLLEGE AND
GRADUATE SCHOOL OF BUSINESS



2024 / 2025 MTI SA Executive Board

- President: Heryang Lee
- Vice President: Enjoleah Daye
- Treasurer: Diamon Tesfay
- Secretary: Gabbie Sefranek



Heryang



Diamon



Enjoleah



Gabbie

CTF

Sarah Brandenburg





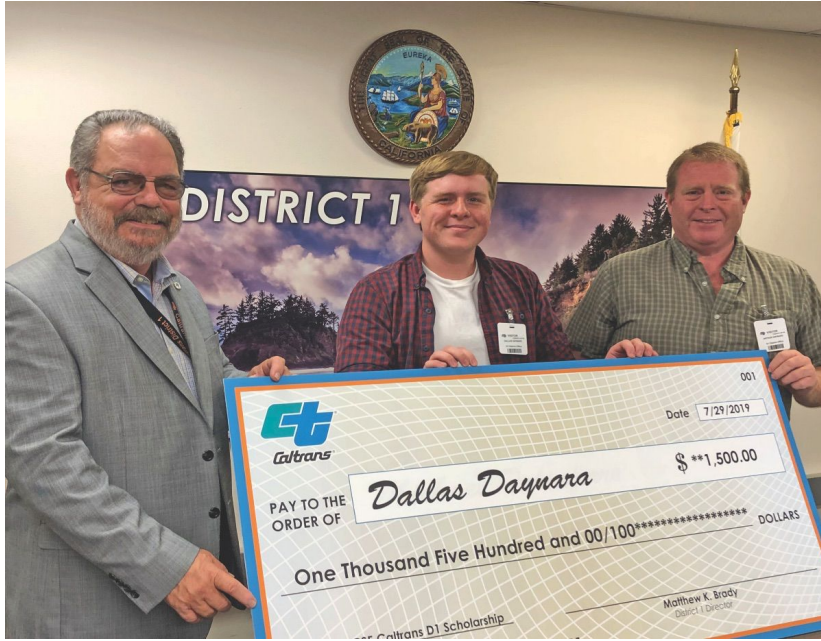
RECOGNIZE.

CTF honors excellence in transportation at the annual CTF Transportation Awards ceremony, where top honors in 18 different categories are awarded each year. CTF provides service pins and funding for recognition ceremonies for Caltrans workers.



REMEMBER.

CTF provides grants + matching funds for injured + fallen workers. We administer memorial scholarships, collect funds for memorial signs + support annual Workers Memorial ceremonies in-district and at the Capitol.



EDUCATE.

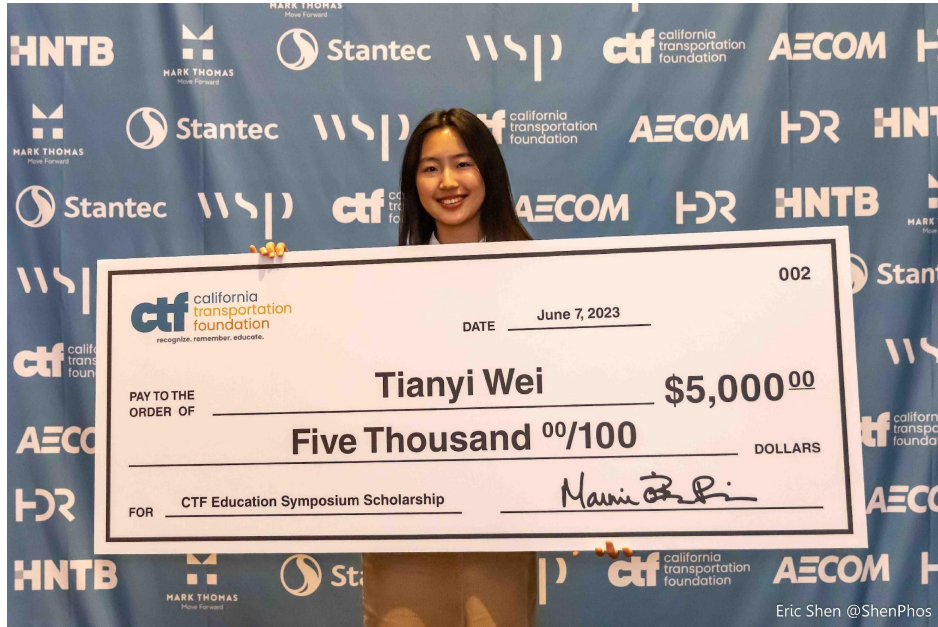
CTF offers 45 scholarships to support high school, undergraduate and graduate students studying transportation-related fields. Many for children of Caltrans workers or Caltrans student assistants and employees.



Who can apply?

Eligible Students Include:

- Students in undergraduate or graduate programs that apply to employment in transportation.
- Transportation and Urban Planning majors
- Students must be U.S. citizens, permanent residents or documented international students and living in California at the time of their application



How to Apply?

www.the-ctf.org/scholarships

- Scholarship opportunities are organized by Graduate and Undergraduate education level
- Each scholarship has its' own application
- Open scholarships show a "apply now" with a deadline
- Closed scholarships have the date you can expect for the application to be available

Kaleidoscope

<https://apply.mykaleidoscope.com/CTFScholarships>

- Each application will require you to create a log-in with Kaleidoscope
- Best part is you'll have access to all of our CTF Scholarship applications with a few exceptions
- You can view scholarship opportunities, start your application and save to return and finish later

Best Practices

- Essay response should reflect what you know and your perspective. Be creative and confident sharing your view. You want to give the selection committee a better idea of who you are.
- Personal Statement is your opportunity to share your story and provide context with your personal experiences that got you to where you are now
- Give detail but be concise in your response
- Highlight your awards, activities and work experience however big or small you think it may be



CTF Symposium

CTF Education Symposium
Annual Event – Fall 2025
FREE to Students!

Eligibility: Juniors and Seniors in a transportation related major or interested in the field
Ask to be Nominated:

- Professors nominate students
- Companies nominate interns

Visit our website: www.the-ctf.org/events



For more information visit <https://www.the-ctf.org>

Marnie Primmer, Executive Director marnie@the-ctf.org
Mallory Fites, Operations Manager mallory@the-ctf.org
Office: 916.489.1629



WTS

Tina Mallo

WTS Scholarships

Mineta Transportation Institute – Student Association

Perfecting Your Scholarship Application

November 13, 2024

**Applications Due December 16, 2024
(Strategic Partner Scholarship)**

**WTS
Scholarship
Presenter**



Tina Mallo

R.E.Y. Engineers, Inc.

WTS Scholarships: Overview

What

- Scholarships for women studying transportation and related fields
- All Education Levels
 - University - Graduate & Undergraduate
 - Trade School/Community College
 - High School Seniors
- All applications submitted through local WTS Chapter
- All Chapters have some variation in requirements and scholarships available

When & Where

- Applications generally available in October
- Applications generally due November/December
- Search for your local chapter at:
<https://www.wtsinternational.org/chapters>

WTS Scholarships: Useful Tips

- Read through the requirements completely
- Request transcripts early
- Request recommendation letters early
- Call or email with questions
- Write letters, essays and personal statements to the areas highlighted by the application
- Get the application in on time!

Example Selection Criteria

Career Goals	10%
Curriculum & Grades	15%
Commitment to Transportation	20%
Writing Skills	25%
Recommendation	10%

WTS Scholarships: Reviewer Comments

YES!

“Notes college-level leadership in extracurricular programs.”

“Is pursuing transportation degree and is already working at R.E.Y.”

“Several leadership experiences described in statement.”

“Notes college-level leadership in extracurricular programs”

“Also shows interest in encouraging more girls in STEM at her high school.”

NO!

“Applicant is not considering a major in a transportation-related field.”

“Missing response to Part II and Part III. Missing transcript.”

“Personal statement is over the word count.”

“Recycled content was not addressed to WTS.”

WTS Scholarships: FAQ's & Useful Tips

- Yes, apply for more than one scholarship*
- Yes, fill out a separate application for each scholarship
- You can use the same recommendation letters.
- Submit one complete package, including transcripts and letters

**Some chapters do not allow this*



HNTB

AECOM

HDR

Jacobs

wsp

- [Strategic Partner Scholarships](#)
- Available to students pursuing careers in transportation through undergraduate and graduate programs
- **Due December 16, 2024**

Questions/Comments



COMTO

Mydria Clark

Mineta Transportation Institute – Student Association

COMTO NorCal Scholarships

Presentation Date: 11/13/2024



Presenter



Mydria Clark
2nd Vice President, Scholarship Chair
HNTB Corporation

About COMTO

▪WHO WE ARE

Founded in 1971, the Conference of Minority Transportation Officials (COMTO) was created to provide a forum for minority professionals in the transportation industry.

▪MISSION

COMTO provides opportunities in the transportation industry for minority participation and advancement, through advocacy, training, and professional development.

▪VISION

COMTO will serve as an advocate for minority inclusion in all aspects of the transportation industry.

Member Benefits

- Direct communication regarding scholarships and events
- Access to COMTO's members-only directory of transportation industry professionals and businesses
- Unlimited searches and postings in COMTO's members-only Career Center and RFP Board
- Member discounts for COMTO national conferences and events
- Networking, mentoring, professional development, and continuing educational opportunities

Become a Member Today!

Student Memberships are now **FREE!**



COMTO Scholarships

- In 2023, COMTO NorCal awarded \$30,000 in scholarships.
- List of COMTO NorCal scholarships:
 - ▶ Rosa Parks Award: \$8,000
 - ▶ Curtis Green Award: \$6,000
 - ▶ Sharon Banks Award: \$4,000
 - ▶ (3) Chapter Merit Awards: \$2,000
 - ▶ (2) Norman Mineta Awards: \$2,000

Eligibility Criteria

- Undergrad or Grad minority who is a Northern California resident or actively enrolled in an accredited university or community college in NorCal
- Demonstrated intent to pursue career in transportation
- Demonstrated financial need
- Minimum GPA of 2.5 or above
- Must be at least entering into sophomore year
- Demonstrated commitment to advancing disadvantaged communities of color

Application Elements

- Student Application Form
- Letter of Motivation Essay (250-500 words)
 - Describe your life goals
 - Describe your transportation-related career aspirations
- Statement of Financial Need (250-500 words)
 - Explain how you are paying for college now.
 - Explain difficulties you are having in meeting your needs.
 - Talk about how you would benefit from the scholarship.

Application Elements

- College Transcripts
 - ▶ Include your entire college history with all grades
 - ▶ Does not have to be an official transcript
- Resume (up to 2 pages)
- References - One Mandatory, Two Suggested
 - ▶ One must be academic from a college instructor, counselor, or advisor
 - ▶ One can be professional, academic, or personal
 - ▶ Letters ideally prepared on official letterhead

Scholarship Application Location

COMTO Northern California Website

—<https://comtonorcal.org/Scholarships>



Questions/Comments



MTI

Frances Edwards

Letter of Recommendation from a Professor

Frannie Edwards, MUP, PhD

Deputy Director, National Transportation Security Center

Mineta Transportation Institute



Preparing to Make the Request

- 1. Carefully read the application
 - What questions will the professor have to answer?
 - What details does the letter have to contain?
- 2. Consider which professors actually know you well enough to answer the questions and provide the details
 - What have you done in that person's class that relates to the required information?



This Photo by Unknown Author is licensed under CC BY

Making the Request

- 3. Remember that the professor is doing you a favor
 - Most MTI professors have fulltime jobs, as well as teaching at MTI
- 4. Make your request in writing, preferably in an email with appropriate attachments, that have been CAREFULLY PROOFREAD
 - Use the professor's title and name in the request
 - Make the time commitment clear
 - How long is the letter supposed to be?
 - When is the letter due to the organization? Allow at least 2 weeks.
 - How is the letter to be sent? – an emailed .pdf? Does it require a wet signature that is scanned or is DocuSign acceptable?
 - Make sure that the professor has agreed through a written commitment to write the letter within the timeframe; if you are unsure, send a follow-up email asking, "Does your schedule permit you to create and send the letter by [date]?"



Making the Request

- 5. Attach everything that the professor will need to provide the letter of recommendation
 - URL for the organization's website with the details about the letter of recommendation
 - Name and address (USPS, email or website) where the letter will be sent
 - Clearly state whether the letter is sent as an original .pdf or whether there is a form that the professor must complete at the organization's website, or are there both a form and a personal letter required?
- 6. Attach everything that the professor will need to create content for the letter
 - The semester and course that you had with the professor
 - Your resume – professional history relevant to the letter, current job, list of courses completed in the MSTM program, GPA
 - Anything that would make you memorable, e.g., topic of your final paper, leadership role in class

JOSH EVNIN
[HTTP://JOSH.EVNIN.ORG/](http://josh.evnin.org/)

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BLOOMINGTON, IN 47408

812.345.9833
JEVNIN@INDIANA.EDU

EDUCATION Master of Science, Human-Computer Interaction (May 2006)
Indiana University Bloomington, School of Informatics (Cumulative GPA: 4.0/4.0)

Bachelor of Science, Cognitive Science (June 2004)
Specialization: Human-Computer Interaction
University of California San Diego

SKILLS HCI/Design Theory: Cognitive Ethnography, Cognitive Ergonomics
HCI/Design Practice: Prototyping, Cognitive Engineering, Multimedia Design, Graphic Design
Development & Scripting: PHP, ActionScript (Flash), JavaScript, Perl, CGI, Python
Web Design: XHTML, CSS, Macromedia Studio, Adobe Photoshop
Databases: Structured Query Language, MySQL, Oracle

WORK User Centered Design Intern, *Intuit*, User Centered Design Group (May-July 2005)
» Conducted exploratory research considering the application of instant messaging capabilities to TurboTax.com and SnapTax.com for young tax filers
» Created and implemented an internal software to aid team communication
» Developed a promotional video for the Intuit Internship Program

Associate Instructor, *Indiana University* course on Introduction to Human-Computer Interaction (August 2004-Current)
» Instruct students in lecture-style class and one-on-one setting in HCI undergraduate survey course covering user-centered design and usability

Technical Information Intern, *Southern California Edison Electric Company*, Transmission and Distribution Business Unit (June – September 2003)
» Researched and created technical documents for new Lineman Training Course
» Implemented and wrote technical instructions for Scantron enabled testing

Ropes Course and Team Building Specialist and Senior Counselor, *Wilshire Boulevard Camps*, Malibu, CA (Summers 1998-2002)
» Led team-building exercises for groups of 10 to 20 children
» Instructed children through the use of low element (0-15 foot elevation) and high element (20-55 foot elevation) activities
» Set-up, maintained, and managed a high element wilderness ropes course
» Entertained, managed, and resided with groups of 8-12 children in cabin setting

AFFILIATIONS Finalist, *SIG CHI 2005 Student Design Competition* (April 2005). ECHOES project details available at <http://design.informatics.indiana.edu/echoes/>
Co-Founder, *Iota Nu Phi National Informatics Honors Society* (November 2004 – Current)
Co-Founder, *Design Club*, Indiana University (January 2005 – Current)
Informatics Department Representative, *Graduate & Professional Student Organization*, Indiana University (September 2004 – Current)
Board Member, *Graduate in Informatics Student Association*, Indiana University (September 2004 – Current)
Student Member, *ACM SIG CHI* (September 2004 – Current)

Following Up Your Request: Closing the Loop

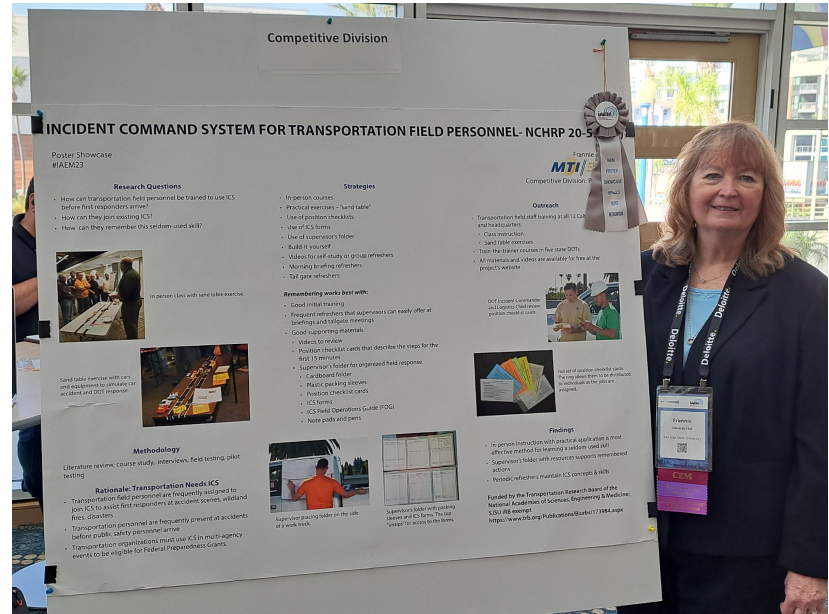
- 7. Two or three days before the letter was due, follow up with the receiving organization to ensure that all of your documents have been received, including your letters of recommendation.
 - If any letters are missing try to find out which ones have been received and follow up with the sender of the missing letter. If unsure which letter is missing, send a POLITE email to all the requested letter writers.
 - Write a POLITE email saying, “Thank you for agreeing to send a letter of recommendation to XXX for me. Please let me know if I can provide any additional information. The letter is due [date].”
- 8. When the letter has been received, send a thank you email to the professor, stating your appreciation for the professor’s time and support.
- 9. When you get a final response from the organization, send an email to the professor with the outcome (e.g., got or did not get the scholarship) and restate your appreciation for the professor’s time and support.
- Remember that you may need another letter from the professor in the future, so be sure you are remembered positively.



Letter of Recommendation from a Professor

- Questions??

- Frannie Edwards
- Frances.Edwards@sjsu.edu



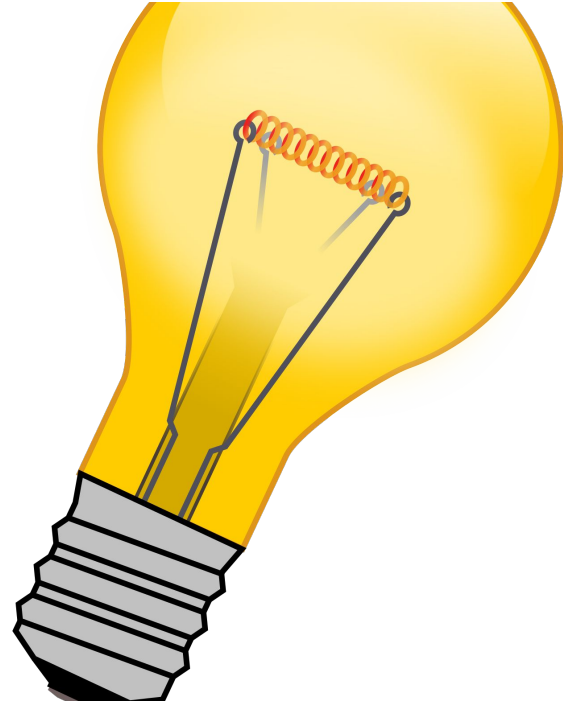
Application Tips:

Do:

- Follow application directions
- Start with your school/program
- Be specific in essays and statements
- Save content for other applications
- Keep track of deadlines
- Request letters of recommendation early
- Use Templates
- Look for national scholarships

Don't:

- Go off topic
- Go over word counts
- Forget to spell check proofread



Scholarship Links

- [CTF](#)
- [COMTO](#)
- [WTS](#)
- [American Bus Association](#)
- [American Planning Association](#)
- [American Public Transportation Foundation](#)
- [ITS California](#)
- [MTI Fellowship](#)

Upcoming Webinar



Students in Transportation!

Connect for Your Career: Introduction to Professional Associations in Transportation

Date:
November 20, 2024

Time:
12:00-1:00p.m. (PT)

Please RSVP by November 18
<https://tinyurl.com/MTI-WTS-Connect24>

Questions? Contact Alverina Weinardy at alverina.weinardy@jsu.edu

Participating Organizations:

 American Council of Engineering Companies	 American Planning Association	 American Public Transportation Association	 American Society of Civil Engineers
 Asian American Leadership in Mobility	 Association for Commuter Transportation	 Association of Environmental Professionals	 Conference of Minority Transportation Officials
 Intelligent Transportation Society of California	 Latinos in Transit	 National Association of City Transportation Officials	 Transportation Research Board
		 Advancing women Advancing transportation	 Young Professionals in Transportation

This free, virtual event will introduce organizations that offer transportation networking, professional development, and scholarship opportunities.

The Mineta Transportation Institute is sponsoring this event alongside WTS.

Q&A

An aerial photograph of the San Jose State University campus, featuring a prominent Gothic-style building with a tall tower in the center. The campus is surrounded by trees and greenery, with a city skyline and mountains visible in the background. The entire image is overlaid with a semi-transparent blue filter.

Questions or Suggestions?

mtisa.sjsu@gmail.com