Social Sciences Department

APPLICATION

for the Elizabeth Knapp Scholarship

20 February 2015

Greetings!

If you are a GRCC student enrolled in the Winter 2015 semester and meet the requirements for the Elizabeth Knapp Scholarship, you are invited to submit an application. Please seriously consider completing the attached application and submitting it before the deadline. The Social Sciences Department office manager will make your unofficial transcripts available to the Scholarship Committee.

A completed application, cover letter, and writing sample essay must be turned in before 3:00 p.m. on 20 March to the Social Sciences Department office manager, Stacey Herrick. Her office is located on the second floor of White Hall on the DeVos campus. If you have questions about the scholarship process, please contact Stacey at (616) 234-4283 or e-mail at sherrick@grcc.edu.

Best of luck to you! We look forward to reviewing your application.

Sincerely,

MSD

M.S. DeVivo, Ph.D.
Professor of Geography
and Chairman of the Social Sciences Scholarship Committee

Elizabeth Knapp Scholarship: A scholarship award with a value of up to $800 for GRCC students enrolled in Fall and/or Winter semesters of the 2014-2015 academic year. Awards will be given to GRCC sophomore students majoring in one of the following disciplines: Anthropology, Economics, History, Geography, Political Science, or Sociology. Reimbursement is made for monies paid during the 2014-2015 academic year. Applicants must have maintained a 3.5 GPA in courses taught in the Social Sciences Department and a 3.0 overall GPA. Applicants also must have completed at least 24 credit hours at GRCC with 9 of them being in the Social Sciences. Students that have completed at least 6 credits in Anthropology, Economics, History, Geography, Political Science, or Sociology by the end of December 2014, and are enrolled during the Winter 2015 semester in at least 3 credits of Anthropology, Economics, History, Geography, Political
Science, or Sociology are eligible to apply. Award recipients are requested to accept the invitation to attend the GRCC student awards banquet held on 3 April 2015.

**Deadline: 3:00 p.m., 20 March 2015**

**Required Documents:**
- ☐ Cover Letter  ☐ Completed Application  ☐ Essay or Term paper Writing Sample

**Directions:** 1) Please write a cover letter that provides a brief explanation of your background, academic goals, professional goals, and any other information that is pertinent to this application. This cover letter should be no less than one page and no more than two pages (see attached guidelines). 2) Complete the application. 3) Provide a writing sample. This writing sample should be no less than 500 words and no more than 2000 words. It should support the notion that you have solid potential in the Social Sciences, and it may be an essay or a paper you’ve written for a Social Sciences course. If you choose to take part in the departmental-sponsored Social Sciences Research Paper Competition, you ARE allowed to submit the same writing sample.

Grand Rapids Community College  
Social Science Department Scholarship Application

☐ Part I: **Cover letter (please see directions above and attached sample)**

☐ Part II: **Complete the requested information (please print)**

Last Name: ___________________________ First Name: ___________________________

Student ID Number: ___________________________

**Current Mailing Address:**

Street: ___________________________

City: ___________________________ State: _______ Zip Code: ___________________________

Home Phone: (________) ___________ Cell Phone: (________) ___________________________

Email Address: ___________________________

☐ Part III: **Writing Sample**

See above.

**Signature:** ___________________________

**Date:** ___________________________

**Sample Cover Letter Components**

Date
Address of Recipient
Salutation
Introduction
Background Statement
Content
March 17, 2015
Scholarship Committee
Social Sciences Department
Grand Rapids Community College
143 Bostwick, NE
Grand Rapids, MI 49503

Dear Committee Members:

I am currently an Anthropology [or History, or Economics, etc.] major at GRCC and interested in the Social Sciences Scholarships scheduled to be awarded in April 2015. Please consider this a letter of application.

[This paragraph (or two) should discuss your background. Perhaps you’d like to comment on an inspiring professor, a topic or two you’ve examined in your courses that might be particularly captivating, and something you’ve learned outside the classroom that might be relevant.]

[This paragraph (or two) should discuss your goals and aspirations. Of special significance might be how you intend you will make contributions to human society, as well as your plans for continuing your education beyond GRCC. Be as specific as possible.]

[This paragraph should be between three and five sentences and close your letter. It is wise to comment on your interest in the Social Sciences without being repetitive. Be respectful. Closing with the following might be a good idea: “Thank you for considering my application. Please feel free to contact me if you have any further questions. I look forward to hearing from you.”]

Sincerely,

Joe S. Schmuckatelli
40 Ridgecrest Drive
Grand Rapids, MI 49503