



Application

Baltimore, Maryland
June 2012



LEADERS INSTITUTE

7201 ROSSVILLE BOULEVARD, BALTIMORE, MD 21237-3899 • 443.840.1016

Checklist

→ **NOTE:** All Application materials are accessible online and may be submitted as an attachment via email. If you choose to submit an application via email, then processing fees and tuition payment may be paid with a credit card.

Before you send your materials, please check to make certain that you have included:

- _____ **Application – due by April 15, 2012. Early Acceptance: December 14, 2011**
- _____ **Application Form** which includes Leaders Statement (pgs. 1-2 of this packet)
- _____ **\$50 non-refundable processing fee** (payable to Community College of Baltimore County – Leaders Institute)

Additional Application Materials – due by April 15, 2012. Early Acceptance: December 1, 2010

- _____ **LEADERS Project Statement** (pg. 3)
- _____ **Mentor Statement** (pg. 4)
- _____ **Tuition Payment** for LEADERS Institute (\$1,750)
(payable to Community College of Baltimore County – Leaders Institute)

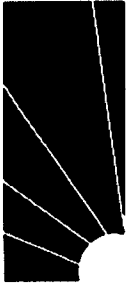
Mail your application and additional application materials to:

LEADERS Institute
Dr. Barbara L. Tower
7201 Rossville Boulevard, J-123
Baltimore, MD 21237

Phone: 443-840-1016
Fax: 443-840-1100

LEADERS INSTITUTE

web site: leaders.ccbcmd.edu | email: leaders@ccbcmd.edu



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APPLICATION FORM

LEADERS 2012

The Premier Program Developing Women Leaders in Community Colleges

Name: _____
Last First Middle

Title: _____

Name and title of immediate supervisor: _____

Institution: _____ Campus: _____

Address:

Institution: _____
Street City State Zip

Home: _____
Street City State Zip

Telephone:

Work: _____ Home: _____ Cell: _____

E-mail address: _____ Fax: _____

Birthday-Month/Day: _____

Medical/ Dietary Needs: _____

Name and Title of Mentor: _____

Project Title: _____

Location and Date of LEADERS 2012 Institute

Baltimore, Maryland: June 18-22, 2012

LEADERS INSTITUTE

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LEADERS STATEMENT

(To be completed by applicant. Use additional paper as needed.)

Current Activities:

- Briefly describe the programs, activities, and services for which you are responsible.
- What are the two most important challenges that you face in your current position and why are they a challenge?
- What is your ultimate career goal in higher education?
- From your perspective what steps/positions do you need to progress through to reach your career goal?
- What experiences do you think you need to enhance your qualifications, vita or resume for the next step in your career path?

Purpose Statement:

Explain your purpose for attending LEADERS and identify what you bring to the program.

Applicant

Name: _____

Signature: _____ Date: _____

Chief Executive Officer Statement

I agree to this applicant's participation in the LEADERS Institute.

Name: _____ Title: _____
(Please Print)

Institution: _____

Signature: _____ Date: _____

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LEADERS PROJECT

(To be completed by applicant. Use additional paper as needed.)

As a participant in the LEADERS Institute, I will complete the following project during the next twelve months:

Name: _____

Project Title: _____

Project Description:

Project Goal(s):

Project Objectives:

Measureable Outcomes:

Approach:

How do you propose to complete your goals and objectives for this project? What specific tasks will be involved? What activities will be conducted?

Collaboration:

Will other areas of the college be involved? If so, how will you involve them? If not, how could you involve them?

Administrative Skills:

What new administrative skills will you gain from this project?

Institutional Benefits:

How will this project benefit your college?

Evaluation upon Completion of the Project:

What specific methods did you use to determine the success of this project? What were the major things learned from your project? What could you have done differently?

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MENTOR STATEMENT

(To be completed jointly by mentor and applicant. Use additional paper as needed.)

Mentor: A mentor is defined as an experienced, trusted teacher who helps a less experienced person learn needed skills.

Name of Mentor: _____

Mentor's Current Position: _____

Institution: _____

Address: _____

City/State/Zip: _____

Phone: (wk) _____ Fax: _____

E-mail: _____

Years of administrative experience: _____

In what specific ways do you, as a mentor propose to help the applicant develop administrative and leadership skills; and complete their project?

How will you evaluate these skills?

To be completed by the Applicant:

State your reason(s) for your mentor choice:

Mentor/Applicant Agreement

Confidentiality, integrity, trust, and open and honest communication are essential between mentor and applicant. We have discussed this relationship and believe that we can work well together.

Applicant:

Print Name

Signature

Date

Mentor:

Print Name

Signature

Date

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