



MEMORANDUM

TO: All Chapters and Active Undergraduate/Graduate Student Members

FROM: Brenda E. Ogden, Director of Chapter Relations

DATE: February 16, 2016

SUBJECT: Undergraduate and Graduate Scholarship Procedures

All scholarship applications must be submitted to the SIE national office. Please follow the guidelines outlined below to submit graduate or undergraduate scholarship applications.

Graduate Eligibility

Any masters or doctoral student who is an active member of any chapter of SIE may submit a scholarly paper on an appropriate management subject to the SIE National Office for consideration of one of the *Dr. Keith Davis Graduate Scholarships*. An appropriate management subject is one that is defined by the interest groups and professional divisions of the Academy of Management. Some suggested topics are listed below.

- Management History
- Organizational Behavior
- Managerial Consultation
- Personnel and Human Resources
- International Management
- Organizational Communication and Information Systems
- Public and Non-Profit Sector Management
- Careers
- Organization and The Natural Environment
- Management Education and Development
- Business Policy and Strategy
- Organization and Management Theory
- Social Issues In Management
- Organizational Development and Change
- Health Care Administration
- Women in Management
- Entrepreneurship
- Conflict Management
- Research Methods
- Managerial and Organization Cognition

Scholarly Paper Criteria

Papers should be between 15-20 pages in length and double-spaced. Appropriate graphs, tables, citations and bibliographic information should be included. A paper previously written for a class assignment may be submitted; however, a clean copy **without** grades or comments must be sent. Please include a cover sheet with your name and institution.

Scholarship Winners

Upon evaluation by the SIE National Office staff, the student member writing the best paper will be judged the "Keith Davis Graduate Scholarship Winner," and receive a \$1,250 cash scholarship and recognition plaque. Two second-place scholarships of \$500 will be awarded to authors of the runner-up doctoral and masters student submissions. **Papers should be sent electronically to Brenda.ogden@colostate.edu by the last business day of current academic year.**

Undergraduate Eligibility

Any active undergraduate student member of any chapter of SIE may apply for an *SIE National Undergraduate Scholarship* by: 1) completing the undergraduate scholarship application form, 2) obtaining a letter of recommendation from the local SIE chapter faculty advisor, and 3) attaching an official transcript from each college or university attended. Incomplete undergraduate submissions will not be evaluated. In extenuating circumstances, a letter of recommendation from other faculty members may be substituted for letters from the local chapter faculty advisor.

All undergraduate submission packages must be postmarked by **the last business day in April of the current academic year**. All submissions will be evaluated by the SIE National Executive Board. The top five students will each be awarded a \$1,000 cash scholarship. Depending on the number and quality of submissions received, two additional scholarships of \$500 may also be awarded.

We encourage all graduate and undergraduate student members of SIE to apply for scholarships. If you have questions regarding eligibility or scholarship criteria please contact me at (970) 491-7200 or Dr. G. James Francis, president of SIE, at (970) 491-6265.