

## ***Cohen Scholars Program*** **Application Instructions**



**The application form and required program essay form were developed and distributed to the participating institutions by the Maryland Higher Education Commission (MHEC) Nurse Support Program Office. Applicants are required to complete and submit: (1) the program essay form; (2) the 6-page Nomination Form; (3) a mentoring plan; (4) a plan of study; and (5) a current transcript. Only complete applications will be evaluated for possible admission. It is highly recommended that the applicant completes the application requirements in conjunction with their advisor.**

**The application requires signatures from the applicant in four places. The UMSON Cohen Scholar Program will obtain the mentor signature and the Dean's signature on behalf of the applicant after submission. All completed submitted applications selected for admission are forwarded to MHEC. All information should be typed or printed legibly, except where a signature is required.**

### **SPECIFIC INSTRUCTIONS**

#### **Section A - Page 1 -Student Release**

Be sure to include your full social security number and date of birth. For the *Name of Nursing Program*, please indicate "University of Maryland School of Nursing". The *Total Credits of program* refers to the total number of credits required by the chosen nursing program to graduate – not how many credits you have taken and not how many are remaining.

The applicant signature is required for Section A on this page.

#### **Section B – Page 1, bottom - Institution and Sponsorship Information**

While this section will be completed by the UMSON Cohen Scholar Program after reviewing your submitted application packet, we ask that you complete: (1) Degree program (full name) (2) Student's expected graduation date and. The UMSON Cohen Scholar Program will obtain Dean's signature on behalf of the applicant after submission.

#### **Section C – Page 2- Personalized mentoring plan**

Although admission into the UMSON nursing program requires a CUM GPA of 3.0, participation in the Cohen Scholars Program requires a GPA of 3.25 be attained *each semester*.

There is no specific format for the Mentoring Plan; however, it should provide the complete plan of study and enough detail for the Admission Committee to know when and how a scholar will obtain the competencies to become a nurse educator. Examples of the components of the personalized mentoring plan are elucidated on page 4 of the Nominee Form. After an interview and prior to acceptance in the program, the Cohen Scholar program mentor will review transcripts, nominee form, and your completed plan of study, graduation date, and when graduate will enter the workforce as a nurse educator.

The applicant will be required to sign and date both their personalized mentoring plan and plan of study.

Additionally, the applicant will sign and date the nomination form in Section C to indicate they understand these requirements and certify that the mentoring plan and plan of study are both

complete and accurate. The mentoring plan is updated annually indicating what activities have been completed and what is still planned and when it will be done.

### **Section C - Page 3 (Proposed Plan of Study)**

Complete the top section with all required scholar information including advisor name, email and phone. The applicant will complete The Proposed Plan of Study which is a complete list of the courses necessary to complete the applicant's degree. (*Page 3 of the Nominee Form.*) This bottom half is completed with the applicant's coursework information. Please indicate the calendar year under each Semester (Summer/Fall/Winter/Spring) with each of the classes for that semester/section listed by name and course number along with when the course was completed/will be taken. The form cell will expand to enable multiple courses to be listed in each semester/section. The final Proposed Plan of Study is to be developed in conjunction with the applicant's Cohen Scholar mentor. If the applicant is selected to be a scholar, an updated plan of study is to be submitted each year to assist in tracking the scholar's progress towards the completion of their degree.

**Pages 4 and 5** will be completed with the CS mentor before final acceptance into the program.

### **Section C - Page 6 (EXPECTED GRADUATION)**

This last page of the Nominee Form is a certification of when a scholar intends to graduate. It requires both the signature of the applicant/graduate student and the mentor. This form is to be updated annually by all scholars.

The *Follow-up* section on Page 6 is for the annual updates after accepted into the program and the mentor indicates what progress has been made. *Graduation* requires a YES/NO response. *Graduation Date* – self-explanatory/ the date the scholar's degree was conferred. *Completes 9 semester hours in nurse educator core* - requires a YES/NO response. *Secures job in field for completion of service obligation* - requires a YES/NO response. If the service obligation response is YES, then the mentor must also indicate the name of the employer, the position title, the contact person and their contact information (phone and email). The service obligation requirements are detailed in the promissory note signed by the scholar at the start of the program where one year of approved fulltime service is required for each calendar year in which the scholar received support, regardless of the amount of support, or the number of semesters of support. The service obligation can be satisfied on a part-time basis where two years of approved part-time service are required for each calendar year in which the scholar received support, regardless of the amount of support, or the number of semesters of support. *See promissory note for more detailed information regarding the service obligation.* Scholars that fail to meet their program requirements or service obligation are recommended to MHEC for evaluation. At the discretion of MHEC, a scholar may be placed into repayment whereby the scholars pays back all funds received with interest. Only MHEC decides who, how much, when and how a scholar fulfills their payback.