



January 2, 2019

Dear Student:

If you are a currently enrolled student at Bunker Hill Community College and are planning to return to BHCC for the Fall 2019 semester, you might qualify for the Maurice F. O'Shea Trustees' Academic Award and the Trustees' Service Award. **If you qualify, we encourage you to apply for both of these awards.**

The Academic Award is given to a returning BHCC student who has demonstrated "outstanding academic excellence" while attending Bunker Hill Community College.

The Service Award is given to a returning BHCC student who has demonstrated "academic achievement" and "outstanding community service" while attending Bunker Hill Community College. Community service includes a demonstration of civic responsibility/civic engagement or volunteer service.

Enclosed is a copy of the application, criteria for selection, application procedure including the application deadline, and the BHCC Institutional Values. Please note the application deadline for this award is March 28, 2019. Submit all of your materials to Student Central Office **by 2:00 p.m. on Thursday, March 28, 2019.**  
**Late Material Will Not Be Accepted.**

We encourage all qualified students to apply for these awards. If you have any questions or would like more information, please call Student Central Office at (617) 228-2275.

Sincerely,

Student Central Office

Enclosure

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**CHARLESTOWN CAMPUS**

250 New Rutherford Avenue • Boston, Massachusetts 02129-2925  
Phone: 617-228-2000 TTY: 617-242-2365

**CHELSEA CAMPUS**

70 Everett Avenue • Chelsea, Massachusetts 02150-2917  
Phone: 617-228-2101 TTY: 617-884-3293

**ADDITIONAL LOCATIONS**

Chinatown • East Boston • Everett • Malden • South End • Quincy

bhcc.edu

## **BUNKER HILL COMMUNITY COLLEGE 2019 MAURICE F. O'SHEA TRUSTEES' ACADEMIC AWARD**

If you meet the academic qualifications for this award and are involved in community service, you are encouraged to also apply for the 2019 TRUSTEES' SERVICE AWARD. The Maurice F. O'Shea Trustees' Academic Award is given to a returning student who has demonstrated "outstanding academic excellence" while attending Bunker Hill Community College. The award is for full, current, in-state tuition and fees for up to 12 credits in the Fall 2019 semester and is renewable for a second consecutive semester if the recipient is enrolled at BHCC and continues to meet the 3.50 GPA requirement.

### **QUALIFICATIONS: To qualify for this award, the applicant must:**

1. Be currently enrolled for credit courses and have completed a minimum of 30 credit hours at BHCC.
2. Attend BHCC during the Fall 2019 semester.
3. Have earned a cumulative GPA of **3.50**.
4. Have no In-Progress grades at the time of the application deadline (March 28, 2019).
5. Complete the application procedure as noted below.

### **APPLICATION PROCEDURE and SELECTION CRITERIA:**

1. The applicant must complete the attached Maurice F. O'Shea Trustees' Academic Award Application Form.
2. The applicant must write an essay of no more than 300 words indicating specifically how he/she meets the criteria for this award. To do this, the applicant should write three paragraphs. Each of the paragraphs should provide evidence for one of the following points:
  - a. Specific evidence indicating how the applicant has demonstrated academic achievement.
  - b. A specific description of the applicant's career goals.
  - c. Specific illustration of how the applicant has contributed to the institutional values of the BHCC community (please read BHCC's Institutional Values, attached).

**PLEASE NOTE THAT YOUR ESSAY WILL BE EVALUATED ON THE BASIS OF HOW SUCCESSFULLY YOU PROVIDE EVIDENCE ABOUT YOUR ACADEMIC ACHIEVEMENT, YOUR CAREER GOALS AND YOUR CONTRIBUTION TO BHCC'S INSTITUTIONAL VALUES. AND THE ESSAY MUST BE SIGNED BY THE APPLICANT.**

3. The applicant must present three letters of recommendation as follows:
  - Two of the three letters must be from BHCC faculty (letter should be printed on company letterhead).
  - The third letter (letter should be printed on company letterhead) must be from another representative internal or external to the college, who is familiar with the student's academic achievement.

The letters must speak to the applicant's commitment to his/her course of study and give examples of that commitment. **THE LETTERS MUST BE SIGNED BY THE PERSON WHO WROTE THE RECOMMENDATION.**

4. All materials (the completed application form, essay and three letters of recommendation) must be submitted together to Student Central Office by 2:00 p.m. on Thursday, March 28, 2019. **Late Material Will Not Be Accepted.**

**BUNKER HILL COMMUNITY COLLEGE**  
**2019 MAURICE F. O'SHEA TRUSTEES' ACADEMIC AWARD APPLICATION**

**PLEASE PROVIDE ALL INFORMATION AS REQUESTED BELOW.**

Please print your name: \_\_\_\_\_  
Last First MI

Mailing Address: \_\_\_\_\_  
Street

\_\_\_\_\_  
City/Town State Zip

Student ID Number or Social Security Number: \_\_\_\_\_

Telephone: \_\_\_\_\_  
Day Evening

I understand that I am required to submit this completed application with the following materials to Student Central Office **by 2:00 p.m. on Thursday, March 28, 2019. I understand that late material will not be accepted.**

- My written essay of no more than 300 words follows the format described in the application procedure and gives specific evidence of my academic achievement, my career goals and my contribution to BHCC's institutional value(s). (See attached copy of the BHCC Institutional Values).
- Three letters of recommendation as follows:
  - Two of the three letters must be from BHCC faculty (letter should be printed on company letterhead).
  - The third letter (letter should be printed on company letterhead) must be from a representative internal or external to the college, who is familiar with my academic achievement.

The letters must speak to my commitment to my course of study and give examples of that commitment.

**Please note:** It is your responsibility to ensure that your essay is signed by you; that your letters of recommendation are signed by the person who wrote them; and that all application materials are submitted together to Student Central Office by the March 28, 2019 deadline).

I also understand that I must be currently enrolled for credit courses at BHCC and have completed a minimum of 30 credit hours at BHCC; that I must have earned a cumulative grade point average of 3.50; that I must attend the college during the Fall 2019 semester and if I am a finalist, I must be available for an interview with the Board of Trustees. **Interview date: is to be determined; finalist will be informed of future date.**

Also, I certify that I am making satisfactory academic progress (grade of C or better) in the courses in which I am currently enrolled.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please note, students may only accept and the College will only award one tuition and fees scholarship or award per academic year or semester.

# **BUNKER HILL COMMUNITY COLLEGE**

## **INSTITUTIONAL VALUES STATEMENT**

- **Inspiring Excellence**  
Encourage everyone to rise above the limits imposed on them  
Create partnerships to excel  
Commit that all members of our community reach their potential
- **Integrity**  
Do what we say we do  
Keep our word  
Act responsibly, accountably and ethically  
Do the right thing no matter what  
Take personal responsibility for your actions and the outcomes of your actions
- **Learning**  
Commit to forward growth and positive change for everyone  
Provide tools for lifelong learning for students, employees, and the community  
Provide opportunities to grow beyond current boundaries, both personally and professionally
- **Respect**  
Value differences  
Treat everyone fairly  
Give everyone an equal opportunity to be a stakeholder
- **Service**  
Put students first; we train you, we teach you, we prepare you  
Meet student needs as well as those of the job market  
Work together to improve our community