January 2, 2020

Dear Student:

If you are a currently enrolled student at Bunker Hill Community College and are planning to return to BHCC for the fall 2020 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 26, 2020. Submit all of your materials to Student Central Office **by 2:00 p.m. on Thursday, March 26, 2020. 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
BUNKER HILL COMMUNITY COLLEGE
2020 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 2020 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 2020 semester and is renewable for a second consecutive semester if the recipient is enrolled at BHCC and continues to meet the 3.50 GPA requirements.

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 2020 semester.
3. Have earned a cumulative GPA of 3.50.
4. Have no In-Progress grades at the time of the application deadline (March 26, 2020).
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 and signed by the person who wrote the recommendation].
   • The third letter [letter should be printed on company letterhead and signed by the person who wrote the recommendation] 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 26, 2020. Late Material Will Not Be Accepted.
BUNKER HILL COMMUNITY COLLEGE
2020 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 26, 2020. 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 and signed by the person who wrote the recommendation).
  - The third letter (letter should be printed on company letterhead and signed by the person who wrote the recommendation) 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 the recommendation; and that all materials are submitted together to Student Central Office by the March 26, 2020 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 2020 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