

**JOHN CARROLL UNIVERSITY
THE WILLIAM P. HOFFMAN SCHOLARSHIP
DESCRIPTION AND GUIDELINES**

This scholarship is a memorial tribute to Dr. William P. Hoffman who was a professor in the John Carroll University Department of Education and Allied Studies. He worked with the Educational Administration program from 1970 to 1980. The purpose of this scholarship is to recognize and support an outstanding graduate student in this department each year in anticipation of the contributions which the recipient will make as a future school administrator.

Dr. Hoffman was a well-respected educator in the greater Cleveland area who had a positive influence on several generations of junior high and high school students, classroom teachers, faculty members and graduate students. Prior to his service at John Carroll University, he served for 30 years in the Cleveland Public Schools as a secondary teacher, building administrator and assistant superintendent. He was especially appreciated by his students and colleagues for his friendly nature, his advice to struggling students and teachers, and his knowledge and leadership. It is hoped that his remarkable insights, enthusiasm and wisdom will be carried on by the future administrators who receive this scholarship. May they make significant contributions to all the people whose lives they touch as well as to the field of education through their leadership and service.

Requirements for the award include 15 semester hours of graduate work at John Carroll University with at least 6 hours in Educational Administration courses with a grade point average of 3.0 or higher; an application; a resume; an official undergraduate transcript with a minimum grade point average of 3.0; two letters of recommendation that speak to the applicants potential as a leader in education, and a 500 word essay that addresses why the applicant would like to become an administrator.

The selection process The selection committee includes a Hoffman family member, the coordinator of the graduate programs in education and a faculty member of the Educational Administration program appointed by the chair. *The deadline for applications and supporting documentation is **February 24, 2012**.* Finalists will be contacted for a personal interview, and the award will be announced and presented during the spring semester. The scholarship may be applied to tuition only (full- or part-time), and must be used within a 5-year period.

The scholarship amount is \$1000. The scholarship fund's principal may increase in future years through gifts made by friends inclined to continue their support.

Applications are available in the Department of Education and Allied Studies, AD 301, John Carroll University, University Heights, Ohio 44118, telephone (216) 397-4331.

**JOHN CARROLL UNIVERSITY
WILLIAM P. HOFFMAN SCHOLARSHIP
APPLICATION**

The W.P. Hoffman Scholarship recognizes an outstanding graduate student in the Department of Education and Allied Studies who demonstrates the desire to become a school administrator. The award is open to students who have been accepted into the M.Ed. Educational Administration Program, and who have taken at least fifteen credit hours, six of which must be in the Educational Administration program. The recipient must show promise for enhancing and improving the educational experiences of children and youth. The \$1000 scholarship will be used for tuition only.

Name _____

Mailing Address _____

Telephone numbers (home and work) _____

E-mail Address _____

1. Grade Point Average in Master's Degree Program _____ (Please submit a current audit or transcript)

2. Teaching/Leadership Experience (s):

3. Awards/Recognitions:

4. On a separate page, include an essay of approximately 500 words that addresses why you would like to become an administrator. Include traits you possess that will make you a successful administrator, the criteria you would use to make long-range decisions, and significant contributions you believe you could make in the field of education.

5. Include two letters of recommendation that speak to your potential as a leader in education.

Finalists will be contacted to schedule a personal interview. Please send your application materials to:

Mr. Michael Kimmel
Department of Education and Allied Studies
William P. Hoffman Scholarship
John Carroll University
20700 North Park Blvd.
University Heights, OH 44118