

2019

Francis M. Keville

Scholarship Application Guidelines



All materials, including letters of recommendation and transcripts are due by *April 30, 2019* to: foundation@cmaanet.org

CMAAA
Foundation

About the Francis M. Keville Scholarship

The Francis M. Keville Scholarship was established in 2009 by Christine Keville, FCMAA through her firm, Keville Enterprises, Inc., in honor of her late father. Frank Keville was raised in the Mission Hill neighborhood of Boston – a largely Irish and Irish-American working class enclave in Roxbury. After serving in the U.S. Air Force during the Korean War, he returned to Boston to begin his career and start a family. Frank attended Northeastern University at night, eventually earning two degrees in engineering. In 1965, he went to work for the Massachusetts Bay Transportation Authority, “The T,” where he eventually became the director of construction. Responsible for over \$3 billion in construction, Frank oversaw extensions of the T into Cambridge and the construction of Boston’s Southwest Corridor.

Former Governor Michael Dukakis remembered him as “a great public servant who got things done – on time [and] on budget with a minimum of fuss and feathers. Just good, solid leadership that produced good plans, picked good contractors, and got the work done.”

The father of three girls – Mary, Bernadette, and Christine – Frank brought his work home, not only to study it, but also to share it with his children. As they grew, he took them on site visits and into his office. He reviewed plans during Sundays spent with them at the beach. He was passionate about the industry of construction and construction management, and believed in the importance of giving everyone an opportunity to succeed regardless of gender or race. His friends remember him as “quiet, unpretentious, gentle, and down-to-earth.”

After his death from cancer in 1989, his family established the Fortini-Keville Radiation Center at the Jordan Hospital, now part of Beth Israel Deaconess Hospital in Plymouth, Massachusetts, and the Francis M. Keville Memorial Trust Fund. Among the memorials to Frank’s commitment to family, friends, and his community are the Francis M. Keville Memorial Footbridge in Marshfield, which opened up 1,200 acres of conservation land for recreational use. In addition, their Foundation awards scholarships locally to construction management students at Northeastern University and Wentworth Institute of Technology.

The Francis M. Keville Scholarship, administered by the Construction Management Association of America (CMAA) Foundation, honors Frank’s lifelong commitment to learning and opportunity, and reflects his values as a leader and a consummate professional.

Frank’s passion for construction was inherited by his daughters and granddaughters who are all engaged in the construction industry. The Francis M. Keville scholarship is awarded each year to a female student pursuing a degree in construction management or a related discipline at an institution accredited by a U.S. regional accrediting agency, who has a record of leadership and engagement both on- and off-campus, and who is planning a career in the field.

Previous recipients of the Francis M. Keville Scholarship are not eligible to receive it more than once.

About the CMAA Foundation

The CMAA Foundation is a 501(c)3 charitable organization whose tax identification number is 54-1803080. The Foundation awards a limited number of scholarships to qualified students pursuing university degrees and careers in Construction Management or related disciplines.



Eligibility Criteria

To be eligible, a student must have:

1. Completed at least one full academic year of post-secondary education and have at least one full academic year remaining prior to completing her degree.
2. Be enrolled in a Construction Management degree program, or other CM-related degree program offered by an institution accredited by a U.S. regional accrediting agency.
3. Demonstrate a strong interest in pursuing a career in CM.

Application Process

All applications and supporting materials must be submitted directly to the CMAA Foundation. All materials, including letters of recommendation and transcripts (if possible), are due by 11:59 p.m. EST **April 30, 2019**.

A complete application consists of the following:

- Materials submitted by the applicant by April 30, 2019:
 - A completed application form.
 - A transcripts request and from which institutions and the approximate date by which they will be sent to the CMAA Foundation.
 - A list of individuals who have agreed to send letters of recommendation.
 - Signed attestation page.
 - An essay, no more than 1,200 words, that describes your future plans, your interests in a career in CM, and how your experience aligns with the values expressed by the Keville Family in establishing the scholarship.

These materials should be submitted electronically as a single PDF, with bookmarks, to foundation@cmaanet.org. Please include your name and "Keville Scholarship" in the subject line.

- Materials submitted by others directly to the CMAA Foundation by April 30, 2019:
 - At least two, and no more than three, letters of recommendation. At least one of these must be from a faculty member with whom you have studied during your current academic career. These letters should be one page long and addressed to The Francis M. Keville Scholarship. They can be sent electronically to foundation@cmaanet.org or in hard copy to CMAA Foundation, Attn: Francis M. Keville Scholarship, 7926 Jones Branch Drive, Suite 800, McLean, VA, 22102.
- An official transcript from each post-secondary institution you have attended. Electronic transcripts can be sent to foundation@cmaanet.org.

Review and Selection

1. The CMAA Foundation president will review all complete applications and make a recommendation to the Keville family. The family's representative will make the final selection. The recipient will be notified on or about July 31, 2019.
2. The recipient is invited to attend the CMAA National Conference & Trade Show held September 22-24, 2019 in Orlando, FL. She will be recognized at the CMAA Annual Meeting and invited to participate in all conference activities; travel expenses (round-trip, 21-day advance purchase airfare, hotel, ground transportation), and National Conference registration fees will be covered by CMAA.

Selection Criteria

The Keville family has indicated that the following criteria are of the highest importance in selecting a recipient for the scholarship.

- Academic performance
- Demonstrated commitment to a career in CM
- Demonstrated commitment to leadership and engagement both on-and off-campus
- Demonstrated alignment with the values expressed by the Keville family

Helpful Hints

- All sections of the application must be completed in full and submitted electronically. An application submitted missing any of the sections and without a signature will be disqualified from consideration.
- The response to the essay must be typed. Be sure to check spelling and grammar carefully. Please remember that your application will be disseminated to the selection committee electronically; presentation is important.
- The subject line of your email when submitting should include your last name and "Keville Scholarship." Please submit one email with a single PDF that includes all materials except the official transcript(s) and reference letters.
- Please keep a copy of your application package and request proof of electronic delivery. The returned proof of delivery will serve as verification that your application has been received. No additional notification will be provided.
- Use the checklist to monitor progress and be sure the materials submitted by others have been sent to the CMAA Foundation.

Application Checklist

- Complete the application form.
- Finish the essay. Proofread and copy edit the essay and review it for format.
- Request letters of recommendation from faculty and others; share the information for sending the letters to the CMAA Foundation. These letters are due April 30, 2019.
- Request transcripts from all post-secondary institutions you have attended. Provide the institution with the information necessary for sending the transcript to the CMAA Foundation. To the extent possible, these should be received by the Foundation no later than April 30, 2019.
- Sign and date the attestation page.
- Assemble the PDF of materials to be submitted by the applicant. Add bookmarks to the PDF.
- Email the application by 11:59 p.m. on April 30, 2019 to foundation@cmaanet.org.
- Make a copy of the complete application package.
- Obtain electronic proof of delivery.

General Information

First Name	
Last Name	
Birth Date	
Permanent Street Address	
City	
State/Province	
Postal Code	
Country	
Phone Number	
Email	
Current College/University Name	
School Address	
City	
State/Province	
Postal Code	
Phone Number	
CMAA Member	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide member number:
CMAA Regional Chapter Affiliation	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide name:
CMAA Student Chapter Affiliation	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide name:
Are you a CMIT	<input type="checkbox"/> Yes <input type="checkbox"/> No
Previous CMAA Foundation Scholarship Recipient?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?

Academic Information

Type of degree you are pursuing?	<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate
Title of Degree Sought, e.g., BS, MA		
Anticipated Graduation Date		
Major Field of Study		
Minor (or Concentration) Field of Study		

Please list the names, locations, and dates of enrollment for any other colleges or universities you attended while seeking your current degree.

Please list any academic honors and awards you've received.

1.

2.

3.

4.

Current Academic Schedule and Transcripts

Please attach your current academic schedule. You also must submit an **official** transcript from each school you have attended for undergraduate **and** graduate credit.

The current academic schedule may be scanned from the original. Transcripts must be requested from the institution and sent directly to the CMAA Foundation.

Please supply the following information related to transcripts:

School Name(s)

Date of Transcript Request

Extracurricular Activities

Please list any extracurricular information you consider significant, beginning with the most recent and working back chronologically. Emphasis will be given to activities connected to the CM industry. Do not list every detail about every position or activity. Rather, provide a general sense of your responsibilities and commitment. Feel free to attach additional sheets describing other extracurricular activities, if necessary.

1. Organization Name	
Activity	
Date Range	
Hours	
Description	
2. Organization Name	
Activity	
Date Range	
Hours	
Description	
3. Organization Name	
Activity	
Date Range	
Hours	
Description	
4. Organization Name	
Activity	
Date Range	
Hours	
Description	

Employment

If applicable, please enter information regarding your most recent employment. Attach additional sheets containing other employment, if necessary.

1. From (month/year)		To (month/year)	
Company Name			
Address			
Supervisor Name			
Your Position			
Duties			

2. From (month/year)		To (month/year)	
Company Name			
Address			
Supervisor Name			
Your Position			
Duties			

3. From (month/year)		To (month/year)	
Company Name			
Address			
Supervisor Name			
Your Position			
Duties			

Letters of Recommendation

Please supply the following information related to letters of recommendation:

Individuals Name(s) and Relationship

Date of Recommendation Request

Essay

Applicants must submit **one** original essay addressing **both** of the following topics to be considered for a scholarship. Please do not exceed two, typed, single-spaced pages.

1. Future Plans

Please tell us why you are interested in a career in Construction Management.

AND

2. Scholarship Interest

Please describe how your education and experience align with the values expressed by the Keville family.

Attestation

By submitting this application package for the Frances M. Keville Scholarship, I certify that the information contained herein is accurate and factual to the best of my knowledge.

Also, I acknowledge that all decisions of the scholarship committee are final.

Name: _____ Date: _____

Academic/Faculty Advisor Evaluation Form & Recommendation Statement

NOTE TO THE APPLICANT: Fill in the first portion of this form before giving it to the person you have asked to write a letter of recommendation.

Applicant's Full Name	
College/University Name	
Department	
Academic or Faculty Advisor's Full Name	

NOTE TO THE ADVISOR: This application (due **April 30, 2019**) is not complete without your evaluation of the applicant. You are encouraged to provide frank statements about the applicant's academic competency, achievements, and prospect as a future CM/AEC professional in a **one-page recommendation letter**.

Your evaluation is confidential and will not be shared with the applicant. The judges consider your evaluation to be very important. Your letter will make up 15% of the applicant's total score.

How long have you known this student?		In what capacity?	
How often do you see this student?			

Once completed, please email this form along with your one-page recommendation letter to foundation@cmaanet.org. Please indicate the applicant's last name and school in the subject line of your email. Forms may be scanned and emailed. Recommendation letters should be completed digitally.