

## **SAMPLE OF THE DORIS DUKE CONSERVATION SCHOLARS PROGRAM COLLABORATIVE (UF, UA, UI, NCSU, Cornell) APPLICATION, 2016**

**Please note that is a sample of the instructions and questions you will find in the online application and may not correspond exactly to the current online application. All applications are to be completed online unless other arrangements are made. Please contact [ddcsp@ifas.ufl.edu](mailto:ddcsp@ifas.ufl.edu) if you experience any problems with the online application process.**

The Doris Duke Conservation Scholars Program is an exciting opportunity for undergraduates with a demonstrated interest in environmental issues and cultural diversity to receive training, support, mentorship, and approximately \$10,000 over two years for paid research experiences and internships. Scholars will participate in an intensive conservation skills and leadership program; work with agency, faculty and graduate student mentors on paid group research projects and internships; attend national meetings; and engage in mentoring and social networks.

### **Program Eligibility**

Students who are currently enrolled at or planning to attend any one of the five collaborating universities (University of Florida, University of Arizona, Cornell University, and University of Idaho, and North Carolina State University) and are planning to graduate in Fall of 2017 or later are eligible for the program\*. Four students will be selected at each collaborating university per year. Participation in the 2016 class of scholars is contingent upon acceptance into a collaborating university for the Fall 2016 semester.

\*If you have questions about your eligibility please contact [ddcsp@ifas.ufl.edu](mailto:ddcsp@ifas.ufl.edu) . Preference will be given to well-qualified sophomores, but highly qualified freshman and students with 3 semesters remaining will also be considered. Eligible students that are not selected this year may apply again next year.

### **Application Instructions**

To apply to the Doris Duke Conservation Scholars Program at one of the 5 participating universities, you will need to complete the following three steps:

- 1) Fill out the electronic application form.
- 2) Provide your college and high school transcripts. High school transcripts are optional but encouraged. Unofficial copies are fine, and they are much easier for you to obtain. You can scan your transcripts and send them as pdfs by email to [ddcsp@ifas.ufl.edu](mailto:ddcsp@ifas.ufl.edu).
- 3) Have two people who can serve as references provide letters of recommendation. We suggest asking teachers, professors, or mentors.

The online application form has five sections:

- 1) In the first section, you will provide basic information about yourself and your academic and work history.

- 2) In the second section, you will complete 4 required essay questions that will help us get to know you better.
- 3) In the third section, we ask you to commit to the conditions of the award.
- 4) In the fourth section we ask you for contact information for your two references.
- 5) The fifth and final section is optional and asks for some information on your background that is for statistical purposes only. Your responses are entirely voluntary and this information is completely separate from your application and cannot be used to evaluate your application.

The selection criteria are listed at the end of this application.

If you are having trouble with any of the questions or application itself you can email or call the Program Director, Dr. Rena Borkhataria at [ddcsp@ifas.ufl.edu](mailto:ddcsp@ifas.ufl.edu) or 561-993-1599.

You are welcome to ask about the status of your application at any point by sending an email to [ddcsp@ifas.ufl.edu](mailto:ddcsp@ifas.ufl.edu).

### **Editing your application:**

You may save and return to your application while it is in progress. Once you move past section 4, your application will be considered to have been submitted and you will no longer be able to return to it. Furthermore, the save and continue function uses cookies, so **you can only return to your application on the same computer you started on**. If you clear your cookies or switch computers, you will no longer be able to return to your application and will have to start over. For that reason, we recommend that you work on your answers in Word and cut and paste them into application, or that you copy your answers from the application into a Word document you can save.

Please send an email to [ddcsp@ifas.ufl.edu](mailto:ddcsp@ifas.ufl.edu) if you have questions during the application process or trouble returning to your application.

### **Part One:**

#### Contact information

Last Name: \* \_\_\_\_\_  
First Name: \* \_\_\_\_\_  
Email Address: \* \_\_\_\_\_  
Best phone number to reach you: \* \_\_\_\_\_  
Alternate phone number: \* \_\_\_\_\_  
Permanent Address: \* \_\_\_\_\_  
Number, Street, Apartment: \* \_\_\_\_\_  
City: \* \_\_\_\_\_  
State: \* \_\_\_\_\_  
Zip Code\* \_\_\_\_\_

Address at school (if different from home address)

Number, Street Apartment: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

#### Parent's or Guardian's Contact Information

(required for all applicants who are under 18 years old or are dependents on their parents' tax returns) or Parent, Guardian or Other Emergency Contact (required for all other applicants). \*

Name: \_\_\_\_\_

Address (Number, Street, and Apartment Number): \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

#### Academic information

What college or university do you currently attend? \* \_\_\_\_\_

What is your current class? \_\_ Freshman, \_\_ Sophomore, \_\_ Junior, \_\_ Senior

How many semesters are remaining until you graduate? \* \_\_\_\_\_

Expected date to receive your bachelor's degree: \* \_\_\_\_\_

If you are currently enrolled in a 2-year institution, what 4-year institution do you plan to attend? \*

\_\_\_\_\_

What is your major or anticipated major? If you have not declared or decided yet, you may write "undeclared" or "undecided." \* \_\_\_\_\_

What is your minor or anticipated minor? If you have not declared or decided yet, you may write "undeclared" or "undecided." \* \_\_\_\_\_

What is your cumulative undergraduate GPA? \* \_\_\_\_\_

Where did you graduate from high school? Please include the name and location (city, state) of the high school and the year you graduated. \* \_\_\_\_\_

#### Please report your test scores

What was your score on the CRITICAL READING section of the SAT? The section is out of 800 points. If you did not take the SAT please write NA. \* \_\_\_\_\_

What was your score on the MATH section of the SAT? The section is out of 800 points. If you did not take the SAT please write NA. \* \_\_\_\_\_

What was your score on the WRITING section of the SAT? The section is out of 800 points. If you did not take the SAT please write NA. \* \_\_\_\_\_

What was your score on the READING section of the ACT? If you did not take the ACT please write NA. \*

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What was your score on the MATH section of the ACT? If you did not take the ACT please write NA. \*

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What was your score on the WRITING section of the ACT? If you did not take the ACT please write NA. \*

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### **Activities and Experience**

Please list environmentally-oriented activities you have participated in. Note whether this was done in high school, college, or as part of a community or public service activity. Include the years you were active and time spent on each activity (i.e., hrs/wk, hours typically participated).\*

Please list other types of volunteer or service activities you have participated in. Note whether this was done in high school, college, or as part of a community or public service activity. Include the years you were active and time spent on each activity (i.e., hrs/wk, hours typically participated).\*

Please list part-time and full-time jobs and internships you've held over the past 5 years, starting with the most recent and including summer jobs. Include the type of work, name of your employer, the dates of your employment, and the time you typically spent working (i.e., hours/week, hours/month or hours per year).\*

Please list any awards, scholarships, or special recognitions you have received and the year in which they occurred in descending order of importance to you. \*

Describe non-course related research experiences, if applicable. It is not necessary to have previous research experience to be eligible for this program. If you have no prior research experience just write NA. \*

### **Essay Questions**

We would like you to answer 2 longer essay questions (up to 750 words) and 3 shorter essay questions (up to 350 words). The last short essay question is optional. We will use your answers to these questions to gauge your interest in and commitment to conservation and to assess your interest and experience in working to foster diversity and the inclusion of underrepresented groups.

We recommend that you write your essays with word processing software, such as MS Word, to check for grammar, spelling, and word count before copying and pasting your responses here. Use two hard returns (press enter twice) to separate paragraphs with a space.

Please describe a specific experience (can be more than one) that was important in clarifying or strengthening your interest in the environment and/or conservation. What made this experience (or experiences) special? Up to 750 words.\*

Please describe any experiences you have had working with individuals from socio-economic, ethnic, cultural, and/or racial minority groups or working across socio-economic, ethnic, cultural, and/or racial lines. How have you helped others to break down socio-economic, ethnic, cultural, or racial barriers, or how do you demonstrate a commitment and ability to do so? What experiences have contributed to your understanding of these barriers? These experiences do not need to be related to conservation. Up to 750 words. \*

What do diversity and inclusion mean to you and what, if any, impacts do they have on conservation? How would a more diverse conservation work force influence the choices society makes about how to use and value the natural world? \*  
Up to 350 words.

What are your long term academic and career goals? How do you think participation in the Doris Duke Conservation Scholars Program will assist you in achieving your goals? \*  
Up to 350 words.

What additional information (not already addressed in the application) do you wish to share with the Doris Duke Conservation Scholars Program review committee? Answering this question is optional and you will not be penalized if you choose not to answer. Up to 350 words.

### **Part 3: Acceptance of Award Conditions**

The Doris Duke Conservation Scholars Program requires a 2 year commitment from awardees. Awardees are expected to be good citizens within the program and are required to participate in Doris Duke Conservation Scholars Program activities. Please review the following list of award conditions and indicate your acceptance of all conditions by checking the boxes to the left.

\*

Attend an orientation in late May or early June.

Attend Conservation Leadership Week, a conservation leadership retreat in West Virginia from approximately 6/3/16 - 6/10/16 (all costs associated with the trip will be paid by the DDCSP).

Participate regularly in online networking and discussions through a DDCSP-facilitated group site.

Work full-time (40 hours per week) with faculty, graduate student, and/or agency mentors or personnel for 8-9 weeks for both of the next 2 summers on field projects that will provide you with valuable research and field skills. During your first summer, you will help help faculty and graduate students with field work and data collection and will also complete an independent side project. You will be considered a full-time employee and compensated at a rate equivalent to approximately \$14/hr during your first summer. During your second summer, you will complete an internship with an agency or non-profit and will be compensated as a full-time employee at a rate equivalent to approximately \$15/hour.

Analyze and present the results of your independent research projects.

Participate in a 1-credit online course during your Junior and Senior years.

Attend group meetings led by graduate student mentors every other week during Fall and Spring semesters for the next 2 academic years.

\_\_\_ Meet regularly with faculty mentors to communicate your progress and concerns.

\_\_\_ Complete online assessment surveys within your first month in the program and once each semester thereafter, or as requested by DDCSP staff.

\_\_\_ Maintain a positive attitude and persevere through challenging time commitments and locales, including at odd times and outdoors, in the heat or cold conditions, and getting wet and/or dirty while on the job.

I understand and agree to all of the award conditions. Choose one.\* Yes No

Are you authorized to perform the work as described in the award conditions as an employee in the U.S.? Choose one. \* Yes No

By submitting this application, and for consideration received by you (including our review of your application), you agree that (a) all or any portion of all photographs, videotaped or electronic images, and voice recordings of you and of your written work and application materials, related to your activities in the Doris Duke Conservation Scholars Program, may be used for illustration, advertising, fundraising, publication and any other purpose by the Doris Duke Charitable Foundation, the University of Florida, and our collaborating institutions in the program to the extent required by the Doris Duke Charitable Foundation in connection with providing funding for your participation in the Program; and (b) unless you inform the University of Florida Doris Duke Conservation Scholars Program coordinator otherwise in writing, all of the foregoing records may be used by the Doris Duke Charitable Foundation, the University of Florida, and our collaborating institutions, as well as any others to whom the Foundation or University gives permission, for the purpose of illustration, advertising, fundraising, publication or any other purpose supporting the University's or Foundation's mission.

#### **Part Four: Letters of Recommendation**

Please request letters of recommendation from two people who have known you in a mentoring or teaching/learning capacity. They can be professors or teachers, community or organization leaders, or a current or former employer. What is important is that they have played a major role in your learning and education, will be able to write about your activities and successes, and can also speak to your level of desire and commitment to further conservation and work with people from underrepresented groups.

A link to a sample email will be made available on the "Apply" section of the DDCSP Collaboration's main web page (<http://programs.ifas.ufl.edu/DDCSP/apply.shtml>)

Please have the letters sent to [ddcsp@ifas.ufl.edu](mailto:ddcsp@ifas.ufl.edu) by February 15, 2016. Letters should be emailed rather than sent by mail where possible. Please note that it is your responsibility to ensure that your letters of recommendation are received by Program staff. If you have questions about whether a letter has been received, send an email to [ddcsp@ifas.ufl.edu](mailto:ddcsp@ifas.ufl.edu) and we will check for you.

What is the name of your first recommender? \* \_\_\_\_\_

In what capacity do you know this person? For instance: high school biology teacher, TA or professor in college course, youth group leader, pastor. \* \_\_\_\_\_

What is his/her email address? \* \_\_\_\_\_

What is the name of your second recommender? \* \_\_\_\_\_

In what capacity do you know this person? For instance: high school biology teacher, TA or professor in college course, youth group leader, pastor.\* \_\_\_\_\_

What is his/her email address? \* \_\_\_\_\_

You will then be asked where you heard about our program and to submit your application before moving on to Part Five.

### **Part Five: Optional questions**

This section is entirely voluntary. All responses will be separated from your application and will not be considered in the selection process.

If you choose to answer the optional questions below, you are consenting to our disclosure of the data you provided in this section, without using your name, for Program statistical assessment and tracking. Note, the data will not be tied to you individually and will be used for the Doris Duke Charitable Foundation's and our assessment of the statistical demographics of the group participating in the Doris Duke Conservation Scholars Program only.

What is your sex? If neither of the first 2 options is satisfactory, please enter your preferred description under "Other."

\_\_\_\_ Female

\_\_\_\_ Male

\_\_\_\_ Other

What is the highest level of education attained by your mother?

\_\_\_\_ Some high school or less

\_\_\_\_ High school degree

\_\_\_\_ Some college

\_\_\_\_ College/university degree

\_\_\_\_ Don't know/unsure

What is the highest level of education attained by your father?

\_\_\_\_ Some high school or less

\_\_\_\_ High school degree

\_\_\_\_ Some college

\_\_\_\_ College/university degree

\_\_\_\_ Don't know/unsure

Please indicate your race/ethnicity (select all that apply).

- American Indian or Alaska Native
- Asian
- Black or African American
- Hispanic or Latino/a
- Native Hawaiian or Other Pacific Islander
- White
- Multiracial
- Other

### **Selection Criteria**

The criteria for selection of DDCF Conservation Scholars, among other relevant qualities, as assessed in the judgment of the University's program leadership, are the following:

- Completion or pending completion of sophomore year at one of the Collaborating Institutions\* or at a feeder institution, and acceptance into a degree program at one of the Collaborating Institutions
- An interest in exploring opportunities to study and pursue careers in conservation fields
- An interest in engagement in rigorous research experiences in conservation science
- Intellectual capability to succeed in mathematics and science fields, whether or not presently majoring or minoring in a science or mathematics discipline as indicated by high school and college GPA and curriculum, other indicia of accomplishment and capability (individual circumstances that provide a context for these indicia and progress may weigh as heavily as cumulative accomplishment where appropriate in assessing individual applicants)
- Demonstrated community service orientation, and personal qualities to succeed in conservation fields (including perseverance and resilience, ability to scale barriers, communication skills and other characteristics)
- Being the first in the family to attend college (socio-economic and first-generation status are not necessary for inclusion in the program, but are positive factors for selection)
- Regardless of each applicant's own race or ethnicity, demonstrated commitment and ability to break down barriers, to create a welcoming environment for all, and to foster inclusion and full participation in academic, co-curricular, research and/or service endeavors by all—including individuals from racial and ethnic minority groups.

Each applicant will be assessed under the same criteria, holistically as an individual and as a member of the DDCF Conservation Scholars group, to assemble a Scholars group that will both benefit greatly from, and make substantial contributions to, the program.

\*Collaborating institutions are: University of Florida, Cornell University, North Carolina State University, University of Arizona, and University of Idaho

**Complete your DDCSP Partnership (UF, UA, UI, CU, NCSU) Application**



A complete DDCSP Partnership application includes the following:

1. Application information and essays (this online form)
2. College and/or high school transcripts (unofficial transcripts are OK) emailed to [ddcsp@ifas.ufl.edu](mailto:ddcsp@ifas.ufl.edu)
3. Two letters of recommendation emailed to [ddcsp@ifas.ufl.edu](mailto:ddcsp@ifas.ufl.edu)

If your Registrar's office will only mail transcripts directly, they should be sent to:

Rena Borkhataria  
Doris Duke Conservation Scholars Program  
Everglades Research and Education Center  
3200 E. Palm Beach Rd  
Belle Glade, FL 33430

**Applications will be accepted through February 15, 2016. The application deadline may be extended at the Program's discretion.**

For additional program information or if you have any questions, please contact the program director and national coordinator, Rena Borkhataria. If you have trouble completing this form, you are welcome to send an email to [ddcsp@ifas.ufl.edu](mailto:ddcsp@ifas.ufl.edu) to request a copy of this form that you can edit on your own computer and submit by email.

Thank you!

Please send an email to [ddcsp@ifas.ufl.edu](mailto:ddcsp@ifas.ufl.edu) if you have questions during the application process.