



## Jane M. Klausman Women in Business Scholarship Evaluation Criteria

**For use by Zonta clubs, district/region committees and the  
Zonta International Jane M. Klausman Women in Business Scholarship Committee**

**These criteria are to assist in the consistent evaluation of the Jane M. Klausman Women in Business Scholarship applicants at the club, district/region, and international levels. They are not intended for distribution to schools or to applicants.**

Classified members and employees of Zonta International and Zonta International Foundation, and their family members, are not eligible to apply for the Scholarship; however, Golden Z club members may apply.

### **General**

- Study the application as a whole. There is often further information on applicant's volunteer and leadership activities in the recommendation letters or in the professional goal essay.
- On district/region and international levels, pay special attention to various academic performance grading systems. Scales vary too: highest performance can be marked either highest or lowest numerical figure.

### **Academic Background (40%)**

30% Academic Score

10% Outstanding achievement in business-related subjects

- Achievement of an outstanding academic record during the first two to three years of academic studies.
- Outstanding achievement in business-related subjects, as recorded on the official college/university/institute transcript.
- An applicant's academic record is the most obvious way to determine her potential for success in undergraduate study.
- Course difficulty and school caliber should be weighed against academic performance. For example, a student who has chosen a particularly challenging course of study may deserve consideration even if her grades are slightly lower.
- As the Jane M. Klausman Women in Business Scholarship has no age restriction, older, returning and "non-traditional" students may apply as long as the course of study is second year of undergraduate through the final year of a Master's program at the time the application is submitted to the local Zonta club.
- The extent of applicants' academic records will be inconsistent among students entering different academic years, students from southern and northern hemispheres, and "non-traditional" students. Academic excellence should be evaluated based on the quality of the applicant's academic records rather than the quantity.

**Note:** The applicant must be eligible to enter the second year of an undergraduate or a Master's of a business related degree program at an accredited university/college/institute including online students at the time the funds are received from Zonta International Headquarters in November/December. Applicants must be in school at the time the scholarship funds are disbursed and must not graduate before December 2018.

### **Scholarships, Grants, Awards, Volunteer and Leadership Activities (25%)**

- 7.5% Excellence in academic/volunteer work
- 7.5% Leadership qualities demonstrated
- 5% Relevance of volunteer activities to career goals
- 5% Community service

- Grants, scholarships and other awards received indicate recognized achievements and may point to exceptional abilities. These special recognitions may be useful in deciding between closely ranked applicants in countries where such recognition is customary. Monetary grants shall not be considered restrictive in assessing the applicant's eligibility. It should be noted that the prevalence of scholarships, grants and awards varies in different cultures and societies, and they may not be an accurate indicator of excellent abilities.
- Volunteer and leadership activities may serve as a measure of character and ambition. It is often through extracurricular and community activities that students truly express their principles and values in countries where such activities are customary. It should also be noted that some cultures may not place the same emphasis on extracurricular, volunteer or leadership activities.

### **Professional Goals Essay (25%)** The applicant's essay should:

- 15% Define professional/educational goals clearly
- 5% Demonstrate initiative, ambition and commitment to pursuing a career in business
- 5% Define how the JMK Scholarship will assist in reaching career goals

- Describe her academic program and professional goals in 500 words or less. (Essays exceeding 500 words will not be considered.)
- Clearly identify the relevance of her academic program to pursuing a career in business.
- Demonstrate intent to complete a program in business and commitment to pursuing a career in business.
- Provide insight into her knowledge of the field, initiative and ambition.
- Indicate how the Jane M. Klausman Women in Business Scholarship will assist her in reaching that objective.

### **Recommendation Letters (10%)**

- Recommendation from faculty member
  - 2.5% Knowledge of applicant
  - 2.5% Applicant rating
- Recommendation from employer/advisor
  - 2.5% Knowledge of applicant
  - 2.5% Applicant rating

- The content of the letters of recommendation, the position of those individuals giving the recommendation, and the length of their relationship with the applicant should be considered in evaluating the recommendations.

**Note:** Classified members and employees of Zonta International and Zonta International Foundation are not eligible to write recommendation letters for applicants.

- The applicant must submit one letter of recommendation from a faculty member in their major field of study and one letter of recommendation from an employer, volunteer supervisor, or academic advisor.
- It is recognized that there are cultural differences in expression of positive evaluations (succinct and direct recommendations in one culture may be the equivalent of much longer and more descriptive evaluations in another culture).

### **Verification of School Enrollment**

The school verification is an official record that the applicant is currently enrolled in college/university/institute and at what level.

- This requirement may be deferred if the application deadline precedes the university/college/institute enrollment period. Applicants must submit the Zonta International verification of current enrollment form (see page 10) with application materials. Acceptance letters are not verification of enrollment and will not be accepted.
- International scholarship recipients must provide a new verification of enrollment form before scholarship funds will be released in November/December.
- Students from the southern hemisphere may only have limited academic records available at the time of application for club and district/region Jane M. Klausman Scholarships. If further records are available at the later date, these records may be included when the district/region forwards their nominee to Zonta International for consideration in the selection of the international Jane M. Klausman Scholarships.

### **Application Completeness and Deadline**

Incomplete applications or applications received later than 1 September at Zonta International Headquarters **will not** be considered for the district and international scholarships.