



Martin University was founded with a unique mission to serve low-income, minority, and adult students by providing opportunities to change their destinies through education. The university is a non-denominational, private, liberal arts institution with over 1,500 alumni. Many students who are new to Martin have been out of the formal academic setting for several years and are often underprepared for college-level work. Moreover, most Martin students work more than 20 hours a week and have child/family obligations that can interfere with their pursuit of academic endeavors. Therefore, Martin University's mission to successfully educate those who may not have taken a traditional path to college and those who have been discounted, discouraged, and disregarded in the educational attainment process is as relevant today as it was at the time of Martin University's founding.

We plan to address these challenges by implementing a new initiative that will completely transform our institution. The foundation of this approach is the creation of the Martin WORKS Urban Work College program. Martin University's Urban Work College model will be the first to focus on working adult students. Work Colleges are institutions that intentionally and programmatically integrate work, learning, and service as core components of the student's educational experience. Within this model, institutions can collaborate with employers and community agencies to provide opportunities for students to apply their classroom learning to the workplace while also serving their institutions or community.

Experiential Learning and Career Development:

Students participating in the WORKS program will be assigned apprenticeships based on their fields of study and areas of interest. Students will be required to work up to 15 hours per week at employer partner locations. Each employer partner will be asked to host up to five students as interns for 30 weeks (15 weeks per semester). The intern positions will pay students at compensation rates that are near entry-level wages in career fields, while still providing an incentive for degree completion. Students would also be required to participate in Martin WORKS Academy, which will be housed in Martin University's new Career Development Center. The WORKS Academy will consist of career development workshops and activities administered through pre-planned programming and on-demand career counseling and support that are relevant for students participating in the WORKS program. Employer

partners and workforce development organizations will be solicited to help develop WORKS Academy content offerings. To be eligible for apprenticeships, students must complete mandatory training courses provided by the WORKS Academy.

Every Martin WORKS student will graduate with an academic transcript and a WORKS transcript that provides a record of the student's apprenticeship assignments and service activities. This is a standard practice employed by other Work Colleges. Students will be able to utilize their WORKS transcripts for developing professional resumes to aid in job searches and other activities.

Eligibility Requirements:

Students will be required to apply for participation in the pilot, and will be selected based on the following criteria:

- Class and Academic Standing – Must be a sophomore or above and have achieved a minimum 2.5 GPA.
- Apprenticeship Availability – Must be able to complete apprenticeship hours without employment or other commitment conflicts.
- Interview – Must complete an interview with Martin University personnel and employer partners. Participants may also be recommended by Martin University faculty.

Students will work up to 15 hours per week at designated apprenticeship assignments. Employer partners and Martin University faculty will collaborate on apprenticeship work responsibilities and projects to ensure that students are gaining experience that is linked with their learning.

Employer Partnerships

Employer partners will provide apprenticeships for students as academic program-related experiential learning and career development. The nexus of these two areas of focus and continuous engagement with them should result in full-time employment for our students. Employers will help Martin University understand industry education and skill expectations, as well as specific their workforce needs.

Career Development Center

The Career Development Center will be a critical resource for the Martin WORKS program and will offer students individualized career coaching, networking events, and employment skill-building workshops. Employer partners will help develop service offerings and programming. The Career Development Center will offer workshops geared toward self-branding, surviving bias, conflict resolution, mental health and well-being, and many more.

The Career Development Center will include sessions with the following:

- Resume and interview skills: Students will have an opportunity to get resume tips and resubmission of their resumes for a final review.
- Career preparation workshops: At least two workshops will focus on professionalism in the workplace and how participants can enhance their essential (soft) skills to secure better jobs.
- Career Colloquium: A panel presentation featuring guest speakers from a variety of different career paths will allow students to ask questions and discuss career successes.

Application

Full Legal Name (Print/type)

Last name

First name

M.I

Permanent residence

Street

Appt. Number

City

State

ZIP

Home number: (_____) _____ - _____

Cell number: (_____) _____ - _____

Email Address: _____

Student ID # _____

Undergraduate Degree Information

Cumulative GPA: _____

Undergraduate major(s):

Number of college credits earned to date: _____

Total number of credits required for graduation: _____

Expected graduation date: ____/____/____

Describe why you are interested in participating in the Martin WORKS program.

[Essay Question (minimum of 250 words)]

Notice of Acceptance

- Initial notice for Martin WORKS finalists will be sent via email to the address provided on the application.
- Martin University will verify enrollment and educational records (transcripts).
- Final notice of acceptance will be sent to each finalist via email, or postal mail, where possible, after verification is complete.

Candidates who are awarded acceptance to the program will have three weeks from the date of notification to accept their seat. If acceptance is not submitted by the deadline, the offer could be withdrawn. Exceptions to this policy will be considered on a case by case basis if extenuating circumstances are demonstrated.

Martin University reserves the right to discontinue or modify the Martin WORKS program, or any component thereof, and to revise any or all of the requirements, processes, or eligibility criteria at any time.

Any material misrepresenting the facts in the candidate's application and supporting materials, whether discovered during the verification process or later, will result in withdrawal of the application from consideration. Following notice to the candidate of the discovery of the misrepresentation, and the opportunity for the candidate to explain the circumstances of the erroneous submission, the candidate may be banned from applying for admission to the Martin WORKS program in the future if intentional misrepresentation to gain competitive advantage is proven to be true.

I, _____ have read and understand the conditions of the application for the Martin WORKS program as explained in the current. I affirm that I plan to abide by all the rules, if selected. I waive the right to access letters of recommendation written on my behalf. I affirm that all of this application is my own work. I affirm the information contained herein is true and accurate to the best of my knowledge and belief.

Date: _____ Signature _____

**Must be enrolled full time.