

# Dr. Dennis L. Portis III Memorial Scholarship

## Application Guidelines

Dr. Dennis L. Portis III served as Metro Tech's Associate Superintendent of Instruction prior to his untimely death in May 2016. He was a man of excellence in character, integrity, friendship, a forward-thinker and a man of great passion and honor. He always exuberated deep love for his family, students, career, friends and the Metro Tech Community.

STEM is the acronym for Science, Technology, Engineering, and Mathematics, and encompasses a vast array of subjects that fall into each of those terms. As evidenced by the multitude of disciplines, it's clear that STEM fields affect virtually every component of our everyday lives. As a former STEM instructor Dr. Dennis L. Portis III understood that today's students are tomorrow's leaders. Occupations in STEM-related careers are some of the fastest growing and best paid of the 21st century and they often have the greatest potential for job growth. Students are extremely curious and impressionable, so instilling an interest at an early age could spark a lasting desire to pursue a career in any of these fields. This award is provided in honor of Dr. Dennis L. Portis III. He believed building a solid STEM foundation through a well-rounded curriculum is the best way to ensure that students are exposed to math, science, and technology throughout their educational career. Available to students completing Biomedical or Pre-Engineering programs.

## Procedure

1. The scholarship is available to high school GRADUATING SENIORS in **current school year** completing **Biomedical** or **Pre-Engineering** pathways of the **Metro STEM Academy (MSA)** and must be pursuing continuing education at a **public college** or **university**. Applicant must have a 90% attendance or better and a 3.0 GPA or better.
2. All scholarship materials must be mailed together in one envelope. This includes letters of reference, transcript, etc. **DO NOT STAPLE OR USE PAPER CLIPS. Incomplete applications will not be considered.**
3. All applications must be typed, word-processed, or written in legible handwriting. All applications must be complete for acceptance and review by the Metro Technology Centers Foundation, Inc. All applications are to be submitted by the student applicant and mailed directly to:

**METRO TECH FOUNDATION**  
**Springlake Campus, Economic Development Center**  
**1700 Springlake Drive, Oklahoma City, Oklahoma, 73111-5200**  
**Phone: (405) 595-4415**

4. Completed application packets are **due IN THE FOUNDATION OFFICE no later than 4:30 PM FRIDAY MARCH 29, 2019** for consideration. **Late applications will not be accepted.**
5. The Metro Tech Foundation's Grants Committee will make the final decision on scholarship awards. Scholarship recipients will be notified by April 03, 2019.
6. **A check for the monetary scholarship will be presented to the student at the Metro Tech Foundation Spring Luncheon at 11:30 – 1:00pm on Wednesday, April 24, 2019.**
7. One \$1,000.00 scholarship will be awarded.



# Dr. Dennis L. Portis III Memorial Scholarship

Application Form  
PRINT IN INK

NAME: \_\_\_\_\_

High school student?  Yes  No

NAME OF CAREER MAJOR ENROLLED: \_\_\_\_\_

DATE OF GRADUATION: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

CTSO DIVISION: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

HOME/CELL PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

DEFINE YOUR CAREER OBJECTIVE: (Be specific as to area/occupation related to pursuing continuing education)

\_\_\_\_\_

1. I am scheduled to graduate from the Biomedical or Pre-Engineering program of the Metro STEM Academy this year, with plans to continue my education at a public college or university. YES  NO  (Required for this application.)
2. Please check if you belong to any of the following school organizations:
  - NATIONAL HONOR TECHNICAL SOCIETY
  - NATIONAL HONOR ROLL
3. Scholarship application packet must include the following for consideration:
  - CURRENT METRO TECH "PLAN OF STUDY"
  - REFERENCE FORM IN SEALED ENVELOPE
  - CURRENT RESUME that includes:
    - Employment History
    - Educational Activities and Recognition Activities including: School organization memberships, offices held, awards and honors, CTSO activities and leadership involvement.
    - Certifications completed as a student at Metro Technology Centers that are applicable to your chosen profession.
    - Community involvement and service activities, volunteer experiences, etc.
  - APPLICANT PERSONAL STATEMENT FORM

I confirm that the data on this application is accurate.

\_\_\_\_\_  
Instructor Signature Date

If I am awarded a scholarship, Metro Tech and/or The Foundation may use photos/videos taken of me in press releases or marketing purposes.

\_\_\_\_\_  
Student Signature Date





# Dr. Dennis L. Portis III Memorial Scholarship

Application – Request for Reference Form  
(To be filled out by Employer, Site Administration, or Instructor)

**PLEASE RETURN THIS COMPLETED CONFIDENTIAL RECOMMENDATION TO THE APPLICANT IN A SEALED ENVELOPE PRIOR TO DEADLINE OF MARCH 29, 2019. THE APPLICANT MUST THEN SUBMIT IT TO METRO TECH FOUNDATION BY THE DUE DATE IN ORDER TO BE CONSIDERED. A SEPARATE LETTER IS NOT REQUIRED.**

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print)

### CONFIDENTIAL REFERENCE:

Please complete the following reference form based upon your association with the applicant listed above. **Please complete all information requested below or the reference cannot be considered.** This reference will be considered confidential and will be kept secured. Please check the box which best describes the individual for each of the dimensions.

Dimension	Outstanding	Above Average	Average
Scholarship			
Leadership Abilities			
Interpersonal Skills			
Integrity			
Professional Potential			
Personal Motivation			

Please explain in what capacity you have been associated with the applicant and for what length of time. Any comment that you feel are pertinent to the potential success of the applicant in his/her program at Metro Technology Centers is appreciated.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Reference Information: (Please Print)

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

Employer  Site Administration  Instructor

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

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

Total Rating: \_\_\_\_\_

Dr. Dennis L. Portis III Memorial Scholarship Reference

# Dr. Dennis L. Portis III Memorial Scholarship

## Application Rating Sheet (75 point minimum to be considered)

This form will be used to rate your application as part of the final selection process.  
Please do **NOT** complete or send as part of the application.

**1. CURRENT METRO TECH "PLAN OF STUDY":** 20 points maximum

- Grades 10 Points \_\_\_\_\_
- Progress 10 Points \_\_\_\_\_

**2. CURRENT RESUME:** 35 points maximum

*Because each student is unique, their resumes will reflect different areas of talent. The maximum points awarded will be 35, but many students will have more points in this area. We commend that level of commitment to one's future.*

- *CRSO Leadership and Activities* 10 Points \_\_\_\_\_
- *Quality of educational activities, clear evidence of leadership, responsibility, and commitment* 10 Points \_\_\_\_\_
- *Number and variety of student activities* 10 Points \_\_\_\_\_
- *Certifications* 10 Points \_\_\_\_\_
- *Recognition and Awards* 10 Points \_\_\_\_\_
- *Employment Record* 10 Points \_\_\_\_\_
- *Quality, quantity, duration and impact of community, and service activities* 10 Points \_\_\_\_\_

**3. REFERENCE:** 20 Points Maximum

20 Points \_\_\_\_\_

**4. PERSONAL STATEMENT:** 25 Points Maximum

*Statement is evaluated as follows*

- *Why you have chosen to pursue this career* 6 Points \_\_\_\_\_
- *Describe your career plan and the steps you will accomplish this plan* 6 Points \_\_\_\_\_
- *Statement of financial need- What the scholarship will enable you to do, and why the scholarship is important to you* 6 Points \_\_\_\_\_
- *Grammar, Spelling, Sentence Structure, and essay length* 7 Points \_\_\_\_\_

**Total Points** \_\_\_\_\_

Comments:

---



---



---

## Dr. Dennis L. Portis III Memorial Scholarship

### IS YOUR APPLICATION COMPLETE?

#### CHECK LIST

Please take the time to make sure you have completed your application by filling in ALL blanks and including all required documents. Use the list below to double check that your application packet is complete before submitting. If you forget to include anything, you will not be able to submit it later:

- Have you completed your application in ink?
- Have you completed ALL sections? (Incomplete applications will not be considered.)
- Have you included ALL documents required? (Missing documents will render your application incomplete.)
  - Reference letter
  - Current Metro Tech "Plan of Study"
  - Current Resume (if required)
  - Personal statement
- Have you signed your application and personal statement?
- Has your instructor (employer, clergy, etc.) signed your application and reference statement/letter?
- Are you submitting your application packet by or before the due date?

\*\*\*

***Incomplete applications will not be considered. (Blank lines, missing documents or signatures will render your application incomplete.) Late applications will not be accepted.***