

Kauffman Entrepreneurial Year Program Application

General Instructions: The application should be typed, if possible. If hand-written, print neatly and use black ink. We must be able to photocopy your application. Where appropriate, circle choices. **Do not staple** the completed application.

Name: _____ Male _____ Female _____

Student Identification Number: _____ Class Year: _____

Major(s): _____

Minors or Certificate(s): _____

	<u>Campus / Local</u>	<u>Home / Permanent</u>
Address:	_____	_____
	_____	_____

Phone:	_____	_____
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E-Mail:	_____
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Where would you like your notification letter sent? (circle one) Campus/Local Home/Permanent

May we show your application to future KEY applicants? Yes No

Recommendations

	<u>From</u>	<u>Department</u>	<u>E-mail</u>	<u>Phone</u>	<u>Waived*</u>
Academic	_____	_____	_____	_____	Yes No
Program	_____	_____	_____	_____	Yes No

*Circling “yes” indicates that you have waived your right to see that letter of recommendation. Circling “no” indicates that you have not waived your right to see that letter of recommendation. Be sure that you indicate the same choice above as you do on the slip you give the recommender.

Applicant signature: _____

(Please note: your signature also authorizes release of your advising record to the Review Board.)

The Kauffman Entrepreneurial Year Review Board **strongly** recommends (but does not require) that you discuss your proposal with your current departmental faculty advisor *and* an academic counselor in the Center for Academic Support to ensure that you will be able to complete departmental requirements and the Rochester Curriculum before your KEY Program begins.

Faculty Advisor signature: _____ Date: _____

Academic Counselor signature: _____ Date: _____

PART I. The Rochester Curriculum

Indicate how you will fulfill the basic degree requirements prior to your current graduation date. Circle as appropriate. Provide the names of majors and minors, and cluster titles and numbers. For cluster and writing courses, list course numbers and terms when taken. Write F for Fall, S for Spring, or U for Summer and the last two digits of the year (e.g., F09) for the term when taken. If you are exempt from a requirement for any reason, write "Exempt" and explain why you are exempt.

- Humanities: Major / Minor / Cluster _____
- Social Sciences: Major / Minor / Cluster _____
- Natural Sciences and Engineering: Major / Minor / Cluster _____

	<u>Course #</u>	<u>Term</u>	<u>Course #</u>	<u>Term</u>	<u>Course #</u>	<u>Term</u>
Cluster 1	_____	_____	_____	_____	_____	_____
Cluster 2	_____	_____	_____	_____	_____	_____
Primary Writing	_____	_____	N/A	N/A	N/A	N/A

PART II. KEY Proposal

A. Title of your KEY project and the entrepreneurial activities and coursework you will complete if selected.

Title: _____
(The title should be a phrase that describes your study or enterprise.)

<u>Course #</u>	<u>Course Title/Entrepreneurial Activities</u>	<u>Credits</u>
<i>(e.g., HIS 106)</i>	<i>Colonial and Contemporary Africa</i>	<i>4.0</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Requesting tuition-free TERM or YEAR (circle one) Total number of credits: _____

Students whose programs contain independent study courses, courses normally closed to seniors (including but not limited to Quest courses), and courses from the Eastman School of Music need to submit supporting statements along with their applications. A special review process exists for all proposed courses taught at the graduate level or outside the Colleges of Arts, Sciences, and Engineering and Eastman School of Music; such courses are normally not approved. Undergraduate courses taught at the Simon School are acceptable. Review the Overview sheet or contact the KEY Administrator in Lattimore 312 for further essential details.

B. KEY Adviser

Name _____ Title _____

Department _____ Address _____

Email _____ Phone _____

C. Junior and Senior Years Without KEY

List the courses (by number - *HIS 106*, and title – *Colonial and Contemporary Africa*) you plan to take if not selected for the KEY Program. **Do not include the current semester.**

Please “code” each course as follows:

C = concentration (major and allied field)
M = minor

S = cluster
T = certificate

E = elective

Code	Course Number / Title
	Fall _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Code	Course Number / Title
	Spring _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

	Fall _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

	Spring _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

D. Proposed KEY Schedule

Show how you would integrate your regular program with your enrichment courses if selected as a KEY student. Use the same codes as for part C. Mark KEY courses with an asterisk (*)

Code	Course Number / Title
	Fall _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Code	Course Number / Title
	Spring _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Code	Course Number / Title
	Fall _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Code	Course Number / Title
	Spring _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Code	Course Number / Title
	Fall _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Code	Course Number / Title
	Spring _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

E. One Page Action Plan

Applicants are required to submit a one-page action plan with a timetable for achieving project milestones during their first KEY semester.

F. Essay

Submit a typed, double-spaced essay (single-sided) describing your proposal and explaining the connections between your proposed courses and your entrepreneurial goals. Do not staple the essay. The title of your essay should be the descriptive title of the proposal you listed in Part IIA. The title should inform the reader of exactly what your enterprise is. Write your Student Identification Number on the top right-hand corner of each page.

Keep your essay brief and concise. Two pages should be sufficient, and essays should not go over three pages. Your essay should clearly explain your enterprise, and how you intend to “transform your idea into an enterprise that generates value,” or how you will analytically examine such an enterprise, the value it created, and the processes involved. If you are proposing an entrepreneurial project, describe what could go wrong. In other words, explain why you want to take this particular set of courses in an academic setting and how each of the courses or other University activities you’ve selected will support your overall theme. In addition, you may want to mention how being in the KEY Program will enhance your four-year degree program and explain why study at the University, as opposed to any other method (e.g., reading on your own, graduate study, or “real world” enterprise creation), will be the best way to achieve your goals.

The more successful applicants provide very concrete details about their projects or studies.

Avoid clichés. “I want to study xxx because it will make me a better xxx” is not a useful kind of statement. Remember to clearly express your intellectual reason(s) for wanting to study your topic. Your essay should reference the University’s definition of entrepreneurship as listed in the Overview of the Application Process.

Carefully proofread your essay for spelling, grammar and punctuation. Have other people read your essay. Make use of the Writing Center (Rush Rhees G-121). A well-prepared essay reflects positively on your overall application and the seriousness of your intent.

Part III. Resume

Submit a one-page resume. The KEY Review Board finds it helpful to learn more about your interests, skills, and work background (both paid and volunteer) when considering your application. You do not need to include lists of courses or lists of references on the resume you submit. If you need help writing your resume, you should consult a Career Counselor in the Career Center on the third floor of Meliora Hall.

Part IV. Letters of Recommendation

Two letters of recommendation are required. The letters should discuss your eligibility for the KEY Program. One must be from a full-time faculty member who can comment on your academic record. It is best to ask a faculty member from the department of your major (pre-med letters are not acceptable). The second letter must be from someone who can comment on your proposed program of study. Preferably, this will be the person you consulted when putting together your program.

Recommendations are due by the application deadline. The Board may be unable to consider late recommendations. Please give the people writing your recommendations ample time to respond. It is the applicant’s responsibility to make sure the faculty recommendations are turned in on time; incomplete applications will not be considered.

Complete the slips on the next page and give them to your recommenders to return along with their letters.

Recommender: The student named below is applying to the Kauffman Entrepreneurial Year Program.

Recommender name: _____

The main focus of this letter should be the student’s academic ability. Please comment on the student’s past academic performance, future academic potential, and the probability of the student successfully completing the proposed program. The main objective of the Kauffman Entrepreneurial Year Program is the “transformation of an idea into an enterprise that generates value,” implying that the enterprise created or studied will outlive the creator, and that it will have a positive effect on others.

Please send the recommendation to: KEY Program Review Board, Lattimore 312. **Please write your letter on only one side of the page and do not staple the pages. Please return this slip with your letter.** Thank you for your time; the Review Board values your opinion and considers it carefully.

I, _____, _____ waive
_____ do not waive my right to see this letter.

Student signature: _____

The student asked for the letter on: _____. This letter is due: _____.



Recommender: The student named below is applying to the Kauffman Entrepreneurial Year Program.

Recommender name: _____

The main focus of this letter should be the quality and sincerity of the student’s proposal. Please comment on the quality and educational soundness of the program and the probability of the student being able to complete the proposed program. The main objective of the Kauffman Entrepreneurial Year Program is the “transformation of an idea into an enterprise that generates value,” implying that the enterprise created or studied will outlive the creator, and that it will have a positive effect on others.

Please send the recommendation to: KEY Program Review Board, Lattimore 312. **Please write your letter on only one side of the page and do not staple the pages. Please return this slip with your letter.** Thank you for your time; the Review Board values your opinion and considers it carefully.

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_____ do not waive my right to see this letter.

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