

## NEOA Arnold L. Mitchem Leadership Institute for 2016-17

Director, Craig Werth

**About the Institute** – Established in 1998, the NEOA Leadership Institute is designed to provide participants an opportunity to build strong leadership skills and, in turn, enhance their ability to expand educational opportunities for the students with whom they work. The Institute will provide up to 14 members a year-long exploration of leadership styles and practice, working with experts from both within and outside the TRiO/GEAR UP/EOP community. Participants will engage in a wide variety of topics, designed to strengthen their individual abilities and the programs they serve. They will work collaboratively with EOP professionals from across New England; examining their careers and achievements; setting and/or rededicating themselves to short-term and long-term goals; and confronting professional challenges with new insight, creativity and confidence.

**The Institute Design** - The Institute will meet for three, 3-day sessions typically in the months of October, January and March, -- from 1:00 PM on Day 1 to 1:00 PM on Day 3. We will also have a final meeting at the 2017 NEOA Annual Conference in April. In addition to full participation at all sessions, participants will be expected to read articles/books and complete short assignments between the sessions. The Institute will cover the costs of all programming, lodging and meals during each of the three sessions. Participants and/or the programs they represent will be expected to cover travel expenses for sessions and costs related to the NEOA Annual conference. The Institute fee for this year is \$500 (reduced by half two years ago). This tuition fee is an allowable cost for TRiO and GEAR UP.

**Application Process** - Individuals interested in applying must submit a 3-part application by Wednesday, June 1, 2016, and must be a current member of NEOA. Participants will be selected by a committee of NEOA Board members based upon the strength of the application, with special attention given to the personal statement and to the applicant's demonstrated commitment to his/her community and profession. The committee will select some participants who have considerable TRiO/GEAR UP/EOP experience and some who are relatively new. The compliment of "seasoned" and new participants has created a potentially positive synergy in the past. The selection committee will strive to ensure that each class of participants represents the rich diversity of the NEOA membership and includes participation from different ethnic groups, programs, and geographic areas of our region.

**From Craig** – I'm proud to serve as Institute director for this, my second run. I humbly follow in the footsteps of some amazing leaders – most of whom I have known very well. My history with the Institute goes back to the first meeting in which the concept was formed in 1997. I was a participant myself in one of the earliest classes, and I served as a presenter for several more years. My return to NEOA through this role is a great honor and opportunity for me – to reconnect, to put in practice my own leadership style, and to guide and learn from the community of educational opportunity champions who will form the class of 2016-17. After reviewing this information and the application process, please do not hesitate to contact me directly with any comments or questions. Thanks very much for your interest and attention. Thanks also to the Board of NEOA for their support and trust, and to previous directors, especially Gerry Ellis and Sigh Searles, who provided support and an excellent foundation of work for me to draw from and build upon.



Craig Werth, Director [craigwerth.leadership@gmail.com](mailto:craigwerth.leadership@gmail.com), 603-327-9792

**APPLICATION (Part 1 of 3)**  
**NEOA ARNOLD L. MITCHEM LEADERSHIP INSTITUTE**  
**2016-17**

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

Title/Position: \_\_\_\_\_

Program: \_\_\_\_\_

Work Address: \_\_\_\_\_

\_\_\_\_\_

Work Phone/Other: \_\_\_\_\_

Email Address: \_\_\_\_\_

Years/Months in Current Position: \_\_\_\_\_

Please list up to three of your most recent positions prior to your current one, including dates:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Education - Degree(s), Date(s), Institution(s): \_\_\_\_\_

\_\_\_\_\_

• **AVAILABILITY** For which of these dates in October 2016 are you currently available?  
(only one will be selected, but please indicate as much availability as you can)

-Oct 5-7    -Oct 10-12    -Oct 12-14

• **PERSONAL STATEMENT** – complete and attach PERSONAL STATEMENT (See Part 2)

• **PROFESSIONAL REFERENCE** – provide PROFESSIONAL REFERENCE (See Part 3), either attached to this application or sent directly by referee to Steve Visco, address below.

• **ALL materials must be received or postmarked by Wednesday, June 1, 2016**

Submit Application to:  
(*email submission preferred*)

Steve Visco, [steven.visco@maine.edu](mailto:steven.visco@maine.edu)  
Maine Educational Opportunity Center  
5713 Chadbourne Hall, Room 314  
University of Maine  
Orono, Maine 04469-5713  
(207) 581-3706

## PERSONAL STATEMENT (Part 2 of 3)

### NEOA ARNOLD L. MITCHEM LEADERSHIP INSTITUTE 2016-17

Please provide us with a personal statement (up to 1000 words) that describes your interest in The Arnold L. Mitchem Leadership Institute. Address the following:

1. What is your current position and what are the various leadership roles you perform?
2. What is it that you value about the work that you do and what keeps you motivated?
3. What are your professional goals now, in five years, and in ten years?
4. What are some of the strengths and challenges of your leadership style?
5. What do you hope to learn and what skills do you hope to develop at the Institute?
6. Describe your supervisor's support of your participation in The Leadership Institute and, if relevant, his/her willingness to cover the Institute fee and travel costs, and to provide leave-time. If your supervisor is not willing or able to provide such support, please explain how you intend to meet these requirements.

Please submit your personal statement on separate sheets. Sign and attach this page.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

• **NEOA Membership** - please check one:

\_\_\_\_\_ I am currently a member of NEOA

\_\_\_\_\_ I have submitted my membership form and fee for 2016-2017

membership form: [http://www.neoaonline.org/m\\_newmember.php](http://www.neoaonline.org/m_newmember.php)

• **Optional information:** Race/Ethnicity (check all that apply)

- African American/Black

- Latino/a, Hispanic

- Asian

- Biracial/Multiracial

- American Indian/Alaskan Native

- Native Hawaiian/Pacific Islander

- White

- Other \_\_\_\_\_

**PROFESSIONAL REFERENCE (Part 3 of 3)**

**NEOA ARNOLD L. MITCHEM LEADERSHIP INSTITUTE  
2016-17**

The individual listed below is an applicant for the NEOA Arnold L. Mitchem Leadership Institute, a year-long initiative designed to provide TRIO/GEAR UP/EOP professionals with an opportunity to enhance their leadership skills and, in turn, strengthen the programs they serve. The Institute seeks individuals who have demonstrated a strong commitment to their work and who are motivated to develop their professional skills so that they might have an even greater impact at the local, state, regional, and national levels.

We ask that you provide us with a candid assessment of this applicant for this offering and his/her capacity for leadership.

Name of Applicant: \_\_\_\_\_

Referee Name/Title: \_\_\_\_\_

Connection to Applicant: \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

Use this space and the back of the page, as necessary, for your comments.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please **return (by June 1, 2016) to applicant, or send directly to:**  
**(email attachment preferred)**

Steve Visco  
**steven.visco@maine.edu**  
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University of Maine  
Orono, Maine 04469-5713  
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