



## 2012 NAJIT SCHOLAR PROGRAM POLICIES AND PROCEDURES

### DEFINITIONS AND POLICIES

**NAJIT Scholars Program:** Under this program of the National Association of Judiciary Interpreters and Translators (NAJIT), up to five Scholars will be selected from applicants currently enrolled in or recently graduated from translation and interpretation programs in North America, primarily the United States and Canada, to attend NAJIT's 33<sup>rd</sup> Annual Educational Conference in Cambridge, MA. The Conference will be held from May 18-20, 2012 at the Hyatt Regency Hotel in Cambridge, MA.

**Eligible Applicants:** Spoken Language or Visual Language (American Sign Language) Translating or Interpreting (T&I) students and 2011 graduates of a T&I program may apply to be a recipient of the 2012 NAJIT Scholars Award. There is no limit to the number of applications any given T&I Program may submit for consideration. Previous recipients of this Scholarship are not eligible to reapply. Active members of NAJIT are not eligible to apply for this Award unless they can verify their T&I student status.

**NAJIT Scholar:** A successful Applicant under the NAJIT Scholar Program as selected by the 2012 NAJIT Scholars Program Panel of Judges. The maximum number of Scholarship Recipients or Scholars for the 2012 NAJIT Scholarship Program is set at five (5). The Scholarships are not transferable.

**NAJIT Scholars Award:** The Award received by each successful applicant under this program, the 2012 "NAJIT Scholar Award," shall consist of the following:

- A waiver of NAJIT's 33<sup>rd</sup> Educational Conference registration fee;
- A stipend of \$500 - in the form of a check to help the Scholars meet lodging or travel expenses, or to be used any way the Scholar deems fit;
- Complementary registration for one half-day preconference seminar, and
- One year's complimentary enrollment as a student member of NAJIT.

**Note:** Transportation and lodging costs are solely the responsibility of the Scholar. Scholars will need to cover two or three nights in the conference hotel. NAJIT will assist students in making roommate arrangements if possible, but cannot guarantee that a suitable roommate will be available. All meals from Friday breakfast through Sunday breakfast, except for Saturday dinner, will be provided.

In the event a Scholar is unable to attend the conference and utilize NAJIT's Scholarship, the \$500 - dollar stipend shall be forfeited. The registration fees waived under the scholarship have no cash value.

## PROCEDURES

### GENERAL INFORMATION

Questions regarding NAJIT 2012 Scholars Program shall be directed to Zalina Kotaeva at [zalina@najit.org](mailto:zalina@najit.org).

### APPLICATIONS

- 1) Applications for the 2012 NAJIT Scholars Program can be found by visiting NAJIT's website at [www.najit.org](http://www.najit.org).
- 2) Applications must be submitted electronically in a Word-compatible document. Scanned applications will not be accepted.
- 3) No mailed-in applications will be accepted.
- 4) All applications must be received by **February 15, 2012**. Applications received after that date will be not considered.
- 5) All application forms and written queries sent to NAJIT must be in English.
- 6) Applications will not be considered by the judges if any section of the required information fields is left blank or incomplete.

### SCHOLARS SELECTION PROCESS

- 1) NAJIT Headquarters shall prepare the applications, assign each a number, and make copies for the Panel of Judges.
- 2) Three Judges shall decide which Applicants will be offered the opportunity to become a NAJIT Scholar. The three Judges will be selected by the SSTI Student Outreach Committee, and ideally will represent three aspects of the T&I profession. The Judges Panel should include representatives with experience in (a) a T&I certificate program, (b) a four-year university translation program, and (c) as an independent freelancer. The Panel of Judges selected by the Student Outreach Committee will be reviewed by the NAJIT Scholarship Coordinator and by the NAJIT Executive Director.
- 3) The Judges shall use a ranking system in determining the Applicants are to be offered the Scholarships. The successful NAJIT Scholars will be selected according to their ranking by the Panel of Judges. NAJIT/SSTI reserves the right to determine whether the full number of awards will be offered in any particular year.
- 4) Judges shall reach their decision by March 15th, 2012.
- 5) A report with the list of Scholars will be prepared for the Chair of NAJIT Student Outreach Committee and for NAJIT's Executive Director.
- 6) The Chair of NAJIT Student Outreach Committee will notify all Scholarship Recipients of the results immediately after the judges' decision on March 15th, 2012.
- 7) Queries regarding the judges' decisions shall be directed to Zalina Kotaeva at [zalina@najit.org](mailto:zalina@najit.org).
- 8) In the event a Scholar so selected is unable to participate, s/he must inform the NAJIT immediately by emailing [zalina@najit.org](mailto:zalina@najit.org).
- 9) The Chair of the Student Outreach Committee shall work with the NAJIT Scholarship Coordinator to notify the next qualifying Applicant in the ranking chart that s/he has been awarded the Scholarship. If no other candidate meets the criteria set by the judges, a replacement candidate will not be selected.
- 10) The final list of Scholars shall be published on the NAJIT website no later than March 15, 2012.

## **SCHOLARS' RIGHTS AND RESPONSIBILITIES**

### **RIGHTS**

The Scholar may attend as many sessions during the Conference as is practicable for him or her. All Scholars must attend the Scholar Orientation and Scholar Reception with NAJIT Chair. These events will allow the Scholars to meet each other, the Board Members, and the Executive Director. They will give the Scholars the opportunity to represent their school, learn about NAJIT, prepare for their duties during the conference, and express their opinions on matters of interest. The stipend check and a certificate will be presented to the Scholars in attendance during the Saturday luncheon.

*NOTE: Only scholars who are also Active NAJIT members may cast ballots during pre-conference gatherings, during the conference or any of its meetings.*

### **RESPONSIBILITIES**

The Scholars will have some volunteer duties to perform at the conference but will be encouraged and expected to attend as many educational sessions as may be feasible.

Each Scholar is expected to be on-call at particular times. During this on-call period, the Scholar shall perform duties as directed by the Conference Coordinator or any person so designated by the Scholar Liaison, Conference Coordinator, or Executive Director. If dismissed by the person in charge of that period, the Scholar is free to attend the remainder of that or any other conference session running concurrently. Duties of the Scholars include but are not limited to check-in, photocopying, distributing hand-outs, collecting evaluations, cleaning up, and assisting the Conference Coordinator, Board Members, the Executive Director, or any other person so designated by the Scholar Liaison, Conference Coordinator, or the Executive Director.

The application can be found at: <http://najit.org/Conferences/2012/2012scholarsapp.doc>

For further information, send an email to: [zalina@najit.org](mailto:zalina@najit.org)

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