



UA Little Rock Cooperative Education Scholarship Guidelines (Jesse Mason and Gail Reede Jones, M.D. Endowed Scholarship)

1. University Career Services – Cooperative Education

The Cooperative Education program at UA Little Rock allows students to earn academic credit while gaining hands-on, career-related experience. University Career Services oversees the program in partnership with academic faculty. Co-Op is a collaborative effort that connects classroom learning with real-world application, helping students build professional skills, explore career paths, and gain meaningful experience that supports their long-term goals.

2. Purpose

The purpose of this scholarship is to remove financial barriers that may prevent students from completing a Cooperative Education course. The award is designed to support students as they balance academic responsibilities and work-integrated learning. Funding helps students cover expenses such as transportation, technology needs, and other costs associated with participating in their Co-Op experience.

3. Scholarship Amount

The Jesse Manson and Gail Reede Jones, M.D. Endowed Scholarship provides a **\$1,000 award** to selected Cooperative Education students. Scholarships are offered during the Fall, Spring, and Summer terms based on available funding. Up to seven (7) scholarships may be awarded per academic year.

4. Scholarship Eligibility

To be eligible for the Jesse Manson and Gail Reede Jones, M.D. Endowed Co-Op Scholarship, a student must:

1. **Be a degree-seeking undergraduate or graduate student** (full-time or part-time) at UA Little Rock in good academic standing.



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2. **Submit an unofficial transcript.** Have a minimum cumulative GPA of 2.5 at the time of application.
3. **Plan to enroll in a three (3) credit hour approved Cooperative Education (Co-Op) course** during the upcoming academic year (Fall, Spring, or Summer). Students may apply before officially enrolling, but must be enrolled before scholarship funds are released.
4. **Have an approved Co-Op placement in Handshake Experiences** for the semester that the scholarship will be used. If approval is pending at the time of application, final approval must be obtained before the start of the funded semester.
5. **Submit a resume** with the scholarship application.
6. **Submit one (1) professional reference letter** from an individual who can speak to your academic performance, work ethic, or readiness for a Co-Op experience. Letters written on organizational or professional letterhead are preferred but not required.
7. **Submit a completed scholarship application by the stated deadline.** Award announcements will be made in the first week of April.
8. **Be a first-time recipient of this scholarship.** This scholarship is not renewable and may only be received once.

5. Co-Op Placement and Scholarship Timing

Co-Op placement timelines can vary, and the Cooperative Education Scholarship is designed to allow flexibility within the academic year in which you apply.

If you are selected for the scholarship but have not yet secured a confirmed Co-Op placement, **one of the following options will be applied:**

- **Scholarship Deferral:** You may be permitted to roll your scholarship **one time only** to a later semester **within the same academic year you applied**, once a qualifying Co-Op placement is secured.
- **Waitlist Reassignment:** If a Co-Op placement is not secured within the established timeframe, the scholarship may be reassigned to another eligible



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student for that academic year. In this case, you would need to **submit a new application** to be considered for the scholarship in a future academic year.

The scholarship review committee will determine which option is applied based on placement timelines, program capacity, and academic-year availability. These guidelines are intended to ensure fair access to funding while supporting students as they navigate the Co-Op placement process.

6. How to Apply

Students must complete the **UA Little Rock Cooperative Education Scholarship Application** and submit it by the stated deadline.

7. Selection Committee

The scholarship selection process is coordinated by University Career Services. The committee reviews all eligible applications and makes award decisions based on the established eligibility criteria

The Co-Op Scholarship Selection Committee may include:

- Director of University Career Services
- Career Specialist / Cooperative Education Coordinator (Committee Chair)
- Executive Director of Workforce Development
- Academic faculty partner from a department with strong Co-Op participation
- Optional: a representative from Student Services or Academic Affairs, or Financial Aid Scholarship Coordinator
- Final approval of awardees rests with the Committee Chair, the Career Specialist / Cooperative Education Coordinator.

8. About Jesse Manson and Gail Reede Jones, M.D.

The Jesse Manson and Gail Reede Jones, M.D. The Endowed Scholarship was established in 2013 to support UA Little Rock students participating in the Cooperative Education Program. Dr. Gail Reede Jones, a dedicated alumna and respected physician, created this endowment to honor her family and to help students gain meaningful career experience while pursuing their education.

Through this scholarship, Dr. Jones' generosity continues to expand access to hands-on learning opportunities, empowering students to grow professionally and achieve their long-term career goals.