



National Association of Judiciary Interpreters & Translators  
2002 Summit Blvd., Suite 300  
Atlanta, GA 30319  
ph: 404-566-4705

## 2018 NAJIT SCHOLARS 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 NAJIT Scholars will be selected from applicants currently enrolled in or who have graduated from translation and interpretation programs in North America in 2017 and 2018 to attend NAJIT's 39th Annual Educational Conference. The Conference will be held from June 8-10, 2018 at the Parc 55 Hotel in San Francisco, CA.

#### **Eligible Applicants**

Spoken Language or Visual Language (Sign Language) Translating or Interpreting (T&I) students and 2017 graduates of a T&I program may apply for one of the 2018 NAJIT Scholars Awards. 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 Scholars Program as selected by the 2018 NAJIT Scholars Program Panel of Judges. Up to five award winners will be selected for the 2018 NAJIT Scholarship Program. The Scholarships are not transferable.

#### **NAJIT Scholars Award**

Each successful applicant under this program, the 2018 "NAJIT Scholar Award," shall receive the following:

- Complimentary registration for NAJIT's 39<sup>th</sup> Annual Conference;
- A stipend of \$500 (in the form of a check to be presented at the conference) to help the NAJIT Scholars meet lodging or travel expenses, or to be used any way the Scholar deems fit;
- Complimentary registration for one full day pre-conference workshop or two half-day pre-conference workshops, and
- Complimentary student membership in NAJIT for one full year, including a one-year subscription to NAJIT's publication, *Proteus*



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**Note:** Transportation, lodging arrangements, and costs associated with travel are the sole responsibility of the NAJIT Scholar. NAJIT Scholars will need to cover three nights in the conference hotel. A discounted hotel rate is available for reservations made prior to May 16<sup>th</sup>, 2018 (Make your reservation early as space is limited). NAJIT will assist the Scholars in making roommate arrangements, if possible, but cannot guarantee that a suitable roommate will be available. Conference events that are included in the NAJIT Scholars Award are: the Friday evening Welcome Event, the Friday evening Scholars' Reception, continental breakfasts on Saturday/Sunday, the group luncheon for the Annual Business Meeting, and the Saturday evening reception.

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

Scholarship applications will be available on the NAJIT website and must be submitted by **April 10, 2018**.

## PROCEDURES

### GENERAL INFORMATION

Questions regarding NAJIT 2018 Scholars Program shall be directed to NAJIT's Administrator, Susan Cruz, at [admin@najit.org](mailto:admin@najit.org)

### APPLICATIONS

- Applications for the 2018 NAJIT Scholars Program can be found [here](#).
- Essays must be submitted electronically in a Word-compatible document. Scanned applications **will not** be accepted.
- No mailed-in applications will be accepted.
- All applications must be received by **April 10, 2018**. Applications received after that date will not be considered.
- All application forms and written queries sent to NAJIT must be in English.
- 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 NAJIT Board of Directors, and ideally will include T&I professionals and academics. NAJIT reserves the right to determine whether the full number of awards will be offered in any particular year.



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- 3) Judges shall reach their decision by **April 17, 2018**.
- 4) A report with the list of Scholars will be prepared for the NAJIT Board of Directors and sent to NAJIT's Executive Director.
- 5) The Chair of the NAJIT Board of Directors will notify all Scholarship Recipients of the results immediately after the judges' decision by **April 19, 2018**.
- 6) The judges' decision is final.
- 7) In the event a Scholar so selected is unable to participate, s/he must inform the NAJIT immediately by emailing [admin@najit.org](mailto:admin@najit.org).
- 8) The final list of Scholars shall be published on the NAJIT website no later than **May 1, 2018**.

## **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 the NAJIT Chair. These events will allow the Scholars to meet each other, the NAJIT Board Members, SSTI Board Members and the Executive Director. This 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 Scholar 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 will be 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, assisting check-in, distributing hand-outs, collecting evaluations, 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 online at [www.najit.org](http://www.najit.org)

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