



# Paul D. Coverdell Fellows Program 2013 Invitation to Participate

## New Graduate School Partnerships

In 1985 the Peace Corps established the Paul D. Coverdell Fellows Program to advance the third goal of the agency: to help promote a better understanding of other peoples on the part of Americans. The program brings together the Peace Corps and American graduate schools in partnerships that provide returned Volunteers with a reduced cost education and professional experience. Through internships in underserved American communities, Peace Corps' Coverdell Fellows bring home and expand upon the skills and cultural understanding they developed as Volunteers. Since the inception of the Coverdell Fellows Program, nearly 5,000 returned Volunteers have participated in the program and made a difference in communities across the country.

### **HOW THE COVERDELL FELLOWS PROGRAM WORKS**

The two pillars of the Coverdell Fellows Program are financial support and professional internships that benefit underserved American communities. Because every school is unique, the program is purposely designed to be flexible. Each school partner determines how to structure the aid and internships to best meet its institutional goals and to satisfy the needs of its students and community partners. The most competitive Coverdell Fellows Program proposals offer some combination of the following types of assistance for each of their Fellows: an application fee waiver, 50-100% tuition discount (or the equivalent dollar amount), in-state tuition for out-of-state students, dedicated graduate assistantships or teaching assistantships, and payment of health insurance premiums. Proposals offering other types or combinations of assistance will also be considered, however, please check the Peace Corps website (see link on p. 3) to ensure that the financial support package for your school is competitive with those offered by current Coverdell Fellows Program partners in the same graduate program disciplines.

In addition, each school assigns a Coverdell Fellows Program coordinator who oversees, directs, and promotes the program and is the primary point of contact on campus. Peace Corps staff consults and coordinates with the campus coordinators on the school's Coverdell Fellows Program.

### **PROPOSAL AND SELECTION**

The Coverdell Fellows Program proposal consists of a brief concept paper, which serves as an institution's official request to establish a program. Proposals must follow the attached template and address all questions. Please ensure that responses are numbered to correspond with the template questions. Do not include supplementary materials unless specifically requested by the Peace Corps to do so.



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### **ELIGIBILITY**

The Peace Corps invites proposals from accredited American institutions of higher education granting master's degrees and/or doctoral degrees.

### **SUBMISSION**

One electronic copy of the proposal in PDF format must be submitted to the Peace Corps at [fellows@peacecorps.gov](mailto:fellows@peacecorps.gov).

### **SELECTION CRITERIA**

Schools will be selected, based on the following criteria:

- Ability to award a level of financial support to all Coverdell Fellows;
- Capacity to guide Coverdell Fellows into appropriate internships, and supervise and support them throughout;
- Evidence of sufficient institutional capacity for effective program administration for the duration of the partnership;
- Ability to award academic credit for Peace Corps service to Coverdell Fellows.

### **NOTIFICATION**

Staff at the Peace Corps headquarters will confirm receipt of proposals by sending an e-mail to the submitter(s) listed on the proposal's cover page. Proposals received by December 15, 2013 will be reviewed and a final decision will be rendered by January 15, 2014. Proposals received after December 15, 2013 will be reviewed on a rolling basis and a final decision will be communicated to applicant schools within a month and a half.

### **ESTABLISHMENT**

After the review and selection processes are complete the Peace Corps staff will prepare a Memorandum of Agreement (MOA) for each new school partner. The Peace Corps Director will sign the agreements; then, they will be sent to the schools for countersignature by the schools' chief executives. The full execution of each MOA by all parties establishes the new program. The signed MOA serves as the formal record of understanding between the Peace Corps and the partner school. An MOA form is available for review on the "Become a Partner University" page of the Coverdell Fellows Program portion of the Peace Corps website, or may be requested from Coverdell Fellows Program staff through the contact information listed below.



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### IMPLEMENTATION

The Peace Corps requires that school partners perform certain functions in order to fully implement and administer the program. The Peace Corps reserves the right to remove any school partner from the program that does not satisfy these requirements.

The school partner must complete within 30 days of the MOA's full execution:

- Provision of sufficient accurate information to the Peace Corps staff to enable them to create a complete web page on the official Peace Corps website for the new school and to incorporate the new school into Peace Corps' suite of marketing materials.
- Develop and upload a web page to be hosted on the school's official website with sufficient, accurate information such that any potential Fellow will know what degrees, financial support, and internship placements the school offers through the Coverdell Fellows Program, and who to contact with questions. Content on this web page related to the Peace Corps and/or the Coverdell Fellows Program must be approved by the Peace Corps' Office of University and Domestic Partnerships Marketing Specialist prior to publication.
- Develop and implement an admissions process to identify applicants who may be potential Coverdell Fellows.

Ongoing requirements:

- Complete a census each fall within 30 days of receipt of forms from the University and Domestic Partnerships staff at the Peace Corps.
- Send, in writing, any change in coordinator, contact information, degrees offered, financial support provided, or other details central to the functioning of the program and/or the partnership to the Peace Corps' Office of University and Domestic Partnerships staff within 30 days of such change.
- Active enrollment of Coverdell Fellows in each academic period.
- Provide a baseline level of financial support to all Coverdell Fellows.
- Provide administrative support for the program.

### CONTACT

For additional information, please refer to the Frequently Asked Questions section of the "Become a Partner University" page of the Coverdell Fellows Program website at [www.peacecorps.gov/fellows](http://www.peacecorps.gov/fellows). Questions related to the submission of a proposal may also be directed to the Office of University and Domestic Partnerships staff.

Office of University and Domestic Partnerships  
Paul D. Coverdell Fellows Program  
Peace Corps  
1111 20<sup>th</sup> Street NW, Washington, DC 20526  
Phone: 800.424.8580, ext. 1440 or 202.692.1440  
E-mail: [fellows@peacecorps.gov](mailto:fellows@peacecorps.gov)



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## Sample Proposal Title Page

PROPOSAL FOR A

PEACE CORPS PAUL D. COVERDELL FELLOWS PROGRAM

IN

[department(s)]

[degree(s)]

at [NAME OF INSTITUTION]

Submitted by

Name, Title

Address

Telephone Number

E-mail

Date



## Paul D. Coverdell Fellows Program 2013 Invitation to Participate

TITLE PAGE: (refer to sample on page 4)

PROPOSAL NARRATIVE:

1. Institution
  - a. Name of Institution
  - b. Location (city, state and/or campus of larger institution)
  - c. Accreditation
    - i. Institution accreditation body and last year of accreditation.
    - ii. If different from institution, list degree accreditation body and last year of accreditation.
  - d. Have you reviewed the draft Memorandum of Agreement? The Peace Corps requires that an executive administrator with fiduciary responsibility for the institution (an administrator at the level of President, Chancellor or Provost) sign the agreement for the institution.
  - e. Letter of Institutional Support
    - i. From President, Chancellor, or Provost
2. Program (s) [repeat a.-l. for each additional school/department]
  - a. School/department
  - b. Discipline
  - c. Full name of degrees to be offered through the Coverdell Fellows program
  - d. What characteristics do successful students in your program share?
  - e. Anticipated number of Coverdell Fellows you plan to recruit each year for the first three years of the program.
  - f. Percentage of students in the last three graduating classes who found employment in the discipline within six months of graduation.
  - g. Reason for seeking this partnership with Peace Corps (300 word maximum)
  - h. Staff and Faculty Returned Volunteers
    - i. Do you have any returned Peace Corps Volunteers among your department's staff or faculty?
  - i. Faculty Expertise (From time to time, colleagues at the Peace Corps ask us to reach out to faculty in specific disciplines at our partner schools.)
    - i. List any Peace Corps countries in which key faculty are currently conducting research.
  - j. Letter of Support
    - i. Please provide one letter of support from the Dean or Department Chair.



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- k. Credits and Curriculum
    - i. Number of credits required for proposed degree(s)
    - ii. Provide a hyperlink to the curricula for proposed degrees.
    - iii. How will the required internship for the Coverdell Fellows Program fulfill curricular requirements (250 words maximum)?
    - iv. The required internship for the Coverdell Fellows Program must benefit an underserved American community. How will you ensure that Fellows' internships meet this requirement (250 words maximum)?
    - v. In rare instances, Coverdell Fellows have been unable to complete the required internship due to circumstances out of their control (e.g. the organization they are working for loses funding). Assuming the Fellow has abided by all university regulations, what is your contingency plan for working with a Fellow that is unable to complete his or her internship?
  - l. Orientation, Networking and Professional Development
    - i. Do you plan to offer a separate session at orientation to introduce Coverdell Fellows to the specific requirements and expectations for their degree(s)? If so, please explain. If not, how do you plan to orient new Coverdell Fellows?
    - ii. Will Coverdell Fellows participate in a seminar, course or mandatory speakers' series to develop their professional capabilities and prepare them for their internship experience and Third Goal work in the community? If so, please explain. If not, how will these goals be accomplished (250 words maximum)?
3. Financial Support
- a. Cost of Degree(s)
    - i. Tuition per Semester
    - ii. Program Fees
    - iii. Estimated Cost of Living During Degree (e.g. room, board, transportation etc.)
    - iv. Total Estimated Cost of Degree
  - b. Financial support Proposed for Coverdell Fellows Students [repeat i. – iii. for each additional school/department if financial support differs by school/department]

Coverdell Fellows are required to receive financial support during their studies. All Coverdell Fellows in the same degree program must receive the same baseline level of financial support with the understanding that outstanding candidates may be eligible for additional support over and above the baseline.

    - i. Value of Baseline Support for Each Coverdell Fellow (per semester)
    - ii. Type of Support (e.g. tuition discount, scholarship, federal work study, graduate assistantship, health insurance, book stipend, etc.)
    - iii. Will you be able to waive the application fee for RPCVs that apply to your program?



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4. Administration of Program [repeat a. – b. for each additional school/department if Coordinator differs by school/department]
  - a. Name and title of Coordinator (person who will act as liaison to Peace Corps and will work most directly with students)
    - i. Contact information for Coordinator
    - ii. How will the addition of the responsibility for coordinating the program be factored into the Coordinator's current position?
    - iii. Will the responsibility for coordinating the program be written into the Coordinator's position description?
    - iv. In the event that the Coordinator leaves the college/university or this position, what is the contingency plan for continuing program operations until a new Coordinator is named?
  - b. Will the Coordinator manage the Coverdell Fellows internship placement? If not, how will internship placements be made and how will these assignments be monitored?
    - i. Will other offices at the college/university be involved in internship placement? If so, please list here.
    - ii. Which community partners do you anticipate working with initially to place Coverdell Fellows Interns? Please list below.
    - iii. Letters of Support
      1. Please provide two letters of support from organizations that work with underserved American populations and would be interested in hosting Coverdell Fellows as interns during your first year operating the program.
5. Promotion of Program
  - a. In addition to your regular means of promoting your graduate program, how will you promote the Coverdell Fellows program to prospective students?
  - b. What types of prospective students do you anticipate targeting for the Coverdell Fellows program?
6. Continuing Relationship with Peace Corps
  - a. Do you currently have regular contact with the Peace Corps recruiter or Regional Recruitment Office?
  - b. Does your department or institution currently participate in any Peace Corps activities (e.g., hosting information sessions, conducting Peace Corps week events, hosting RPCV group meetings, Peace Corps Prep, or the Master's International Program)?
  - c. Coverdell Fellows are expected to assist the Peace Corps in conducting one recruitment activity on campus per semester. How will you ensure that Fellows in your program fulfill this role?