



# Fellows/USA Program 2010 Invitation to Participate

## New Graduate School Partnerships

**DEADLINE: 5:00 p.m. Eastern Standard Time, Friday, October 1, 2010**

In 1985, the Peace Corps established the Fellows/USA program to advance the third goal of the Peace Corps: to help promote a better understanding of other peoples on the part of Americans. Fellows/USA brings together 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, Fellows bring home and expand upon the skills and cultural understanding they learned as Volunteers. Since the inception of Fellows/USA, more than 3,000 returned Volunteers have participated in the program and made a difference across the country.

### **HOW THE FELLOWS/USA PROGRAM WORKS**

The two pillars of the Fellows/USA program are financial aid and professional internships. 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 their institutional goals, and to satisfy the needs of their students and community partners. In addition, each school names a Fellows/USA coordinator who oversees, directs, and promotes the program, and is the primary point of contact on campus. Fellows/USA staff work with the campus coordinators in an advisory capacity.

### **BENEFITS TO THE SCHOOL PARTNER**

Given the increasingly global context within which graduate students will be required to live and work, association with Peace Corps through the Fellows/USA program can significantly contribute to a school or department's efforts to internationalize its campus and academic programs. Current Fellows/USA partners say that their programs consistently attract motivated, high-achieving students with knowledge and experience that enriches the learning environment. Moreover, Peace Corps Fellows bring their knowledge and experience into local communities, improving and deepening relationships between schools and their neighbors. With their commitment to service and project management experience, returned Volunteers are ideally suited to furthering a school's community and service learning missions.

### **BENEFITS TO FELLOWS**

Apart from the obvious benefit of making higher education more affordable for returned Volunteers, Fellows/USA often acts as a bridge between a Volunteer's Peace Corps experiences and their careers. Serving in Peace Corps is a formative experience. Studying with other returned Volunteers, and being supported by faculty and staff who embrace the Peace Corps mission, are key factors in successfully making the transition back home, and working toward career goals. By building on the skills they learned abroad and developing professional networks through internships, Fellows take concrete steps toward their futures.

### **PROPOSAL AND SELECTION**

The Fellows/USA proposal is a brief concept paper, which serves as an institution's official request to establish a program. The Invitation to Participate (Invitation) process is competitive. Proposals must follow the attached template and address all questions. Please ensure that responses are numbered to correspond with the template questions. **Incomplete or alternatively formatted proposals will not be reviewed as a part of this Invitation.**

# PEACE CORPS FELLOWS/USA 2010 Invitation to Participate

## ELIGIBILITY

In this request, the Peace Corps invites proposals from accredited American institutions of higher education granting master's degrees and/or doctoral degrees.

## SUBMISSION

Proposals may be sent via post or express delivery and must be received **by 5:00 pm EST, Friday, October 1, 2010**. Fax or e-mail copies will not be accepted. No exceptions will be granted. Please submit one original and two copies of the proposal. Due to federal mail irradiation procedures, U.S. mail deliveries may be delayed by three weeks or longer.

## SELECTION CRITERIA

Schools will be competitively selected, based on the following criteria:

- Soundness of program conception;
- Ability to award a baseline level of financial support to all Fellows;
- Capacity to guide Fellows into appropriate internships, and supervise and support them throughout;
- Evidence of institutional support for the program;
- Evidence of sufficient institutional capacity for effective program administration for the duration of the partnership;
- Completeness of marketing and recruiting plan;
- Soundness of planning for program monitoring and evaluation;
- Ability to award financial support above the baseline level to Fellows;
- Ability to award academic credit for Peace Corps service to Fellows; and
- Evidence of the school's potential to support recruitment of Peace Corps applicants in an inclusive manner.

## NOTIFICATION

The Fellows/USA staff at Peace Corps headquarters will confirm receipt of proposals by sending an e-mail to the submitter(s) listed on the proposal's cover page. All submitters will be notified via e-mail of their proposal's final status in December 2010. All decisions are final. Schools whose proposals are not accepted are eligible and encouraged to respond to future Invitations.

## ESTABLISHMENT

After the review and selection processes are complete, the Fellows/USA 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. A draft MOA is available for review on the "Become a Partner University" page of the Fellows/USA portion of the Peace Corps web site, or may be requested from Fellows/USA staff through the contact information listed below.

## IMPLEMENTATION

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

The following initial requirements must be completed within 30 days of the MOA's full execution:

- Provide sufficient accurate information to the Fellows/USA staff to enable them to create a complete web page on the official Peace Corps web site for the new school and to incorporate the new school into Peace Corps' suite of marketing materials.
- Develop a comprehensive plan to market the program and recruit potential Fellows.
- Develop a web page to be hosted on the school's official web site with sufficient accurate information such that any potential Fellow will know what degrees, financial support, and internship placements the school offers through Fellows/USA, and who to contact with questions. Content on this web page related to Peace Corps and/or the Fellows/USA program must be approved by the Fellows/USA program manager prior to publication.

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- Develop and implement an admissions process to identify applicants who may be potential Fellows.

### Ongoing requirements:

- Complete a census each spring and fall within 30 days of receipt of forms from the Fellows/USA staff.
- 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 Fellows/USA staff within 30 days of occurrence.
- Maintain enrollment of Fellows in each academic period.
- Maintain baseline level of financial support to all Fellows.
- Maintain administrative support of the program.

### CONTACT

For additional information, please refer to the Frequently Asked Questions section of the “Become a Partner University” page of the Fellows/USA web site at [www.peacecorps.gov/fellows](http://www.peacecorps.gov/fellows). Questions related to the submission of a proposal may also be directed to the Fellows/USA staff.

Office of Public Engagement  
Fellows/USA Program  
Paul D. Coverdell Peace Corps Headquarters  
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)

# SAMPLE PROPOSAL TITLE PAGE

PROPOSAL FOR A  
PEACE CORPS FELLOWS/USA PROGRAM

IN

[department(s)]

[degree(s)]

at [NAME OF INSTITUTION]

Submitted by  
Name, Title  
Address  
Telephone Number  
E-mail Address  
Date

# PEACE CORPS FELLOWS/USA 2010 Invitation to Participate Proposal Template

**TITLE PAGE:** (refer to sample on page 4)

Proposal for a Peace Corps Fellows/USA program in: \_\_\_\_\_  
(Include name of institution, department(s), and degree(s) to be conferred.)

Submitted by: \_\_\_\_\_  
(The proposal must be submitted under the provost's signature and/or another school official with fiduciary authority. Include name, title, address, phone number, and e-mail address of person(s) submitting.)

Date of submission: \_\_\_\_\_

## **PROPOSAL NARRATIVE:**

### **I. RATIONALE**

- a. Briefly state the reason(s) why your institution seeks to affiliate with the Peace Corps Fellows/USA program. Describe the community problems Fellows will address in their fieldwork. Be sure to include background information about the underserved American communities to be served, and the benefits to these communities of having Fellows address these problems.

### **II. DESCRIPTION OF THE SCHOOL AND STUDENT BODY**

- a. Provide a brief profile of the school, including historical development, size, accreditation information, geographic setting/location, and details about any school-wide or relevant departmental international initiatives.
- b. Provide a brief demographic profile of the school including the following information:
  - i. number of graduate students currently enrolled in all degree programs
  - ii. percentage of currently enrolled graduate students who are recent BA/BS graduates
  - iii. percentage of graduate students currently enrolled full-time
  - iv. number of graduate students currently enrolled in the degree program(s) you are proposing for Fellows
  - v. founding year(s) of the degree program(s) you are proposing for Fellows
  - vi. number of faculty members teaching in the degree program(s) you are proposing for Fellows
  - vii. types of financial aid graduate students receive
  - viii. value of the average financial aid package per graduate student
  - ix. percentage of current graduate students receiving financial aid
  - x. number of graduate students currently enrolled who are returned Peace Corps Volunteers
- c. Describe your school's commitment to all aspects of the program including financial support of Fellows.
- d. Discuss the ways in which partnerships with community organizations and the Peace Corps reflect the mission of the school.
- e. Include at least two letters of support from the president, provost, deans, or other senior school officials in Appendix A.

### **III. DESCRIPTION OF THE ACADEMIC PROGRAM(S)**

- a. List the exact name/title of the degree(s) that would be offered through your Fellows/USA program, followed by any concentrations of each degree. If the school will offer dual degrees, how will Fellows funding be awarded?
  - i. Describe the proposed academic courses, field training, and other components required for all degree program(s) proposed for Fellows in Appendix B.
- b. Describe in detail the following:
  - i. unique orientation process Fellows will go through to help them get to know the community and their role in it
  - ii. social and professional opportunities for Fellows to collaborate with and support one another

## **PEACE CORPS FELLOWS/USA 2010 Invitation to Participate Proposal Template**

- c. Peace Corps requests that universities review Fellows' overseas projects and training for potential graduate credit and/or a waiver of requirements or prerequisites. What is in place at the school to support this process?
- d. Upon receiving a master's or doctoral degree, what types of employment have graduates of your program typically found?

### **IV. PROGRAM IMPLEMENTATION**

- a. Describe the application process for prospective students. When are students notified of acceptance?
- b. How would the Peace Corps experience be integrated into the students' academic program?

### **V. COMMUNITY INTERNSHIPS**

- a. Describe how Fellows will work to alleviate the community problems you described in Section I.
- b. How will they use the skills and experience they gained from their service abroad?
- c. What activities will they engage in?
- d. What services will they deliver?
- e. At what time in their studies will Fellows begin their internships, and how much time will they devote per week/per semester?
- f. What kind of supervision will Fellows receive? Who will provide supervision and how often?
- g. How will these internships relate to the Fellows' degrees?

### **VI. COMMUNITY PARTNERS**

- a. Provide information on the community organizations with which you will collaborate to provide field training and placements for Fellows. This does not need to be an exhaustive list, but please note if it is not.
- b. Describe the existing partnerships/relationships between the community organizations and the school.
- c. What responsibilities will the community partners assume in the new partnership?
- d. How will the partners participate in assessing and modifying the program, if necessary?
- e. Include at least two letters of support from partners in Appendix A.

### **VII. PROGRAM ADMINISTRATION**

- a. Who will be your program's campus coordinator? Provide a rationale for why this person is best-suited for the position. How will s/he be compensated (e.g., reduced course load or monetarily)?
- b. What percentage of full-time employment would be dedicated to administering the Fellows/USA program?
- c. Who will be your program's contact point for potential Fellows?
- d. How will the campus coordinator and the Fellows' point of contact work with those responsible for graduate admissions, career counseling, and other school offices such as that of the provost?
- e. What will be done to ensure the accountability of the Fellows/USA program and coordinator position?
- f. Describe your strategy for succession planning and sustainability of the program when staff changes occur.
- g. How will the Fellows/USA program be publicized? Please describe your promotion strategy to attract students to this program.

### **VIII. FINANCES**

- a. The school is responsible for all costs of the academic and administrative components of the program. Peace Corps encourages universities to be creative in considering ways to financially support their Fellows. Describe the financial aid you plan to provide to each Fellow, including the following components:
  - i. type(s) of aid guaranteed to each Fellow (e.g., stipends, assistantships, housing, tuition remission)
  - ii. dollar value of this aid
  - iii. timeframe in which Fellows will receive this aid

## **PEACE CORPS FELLOWS/USA 2010 Invitation to Participate Proposal Template**

- iv. total out-of-pocket costs to Fellows to attend the program (provide a line item budget including projected increases over the next three years)
- v. Fellows eligibility for other financial aid through the department or school (give examples of other available aid)
- b. What are the program's funding sources? Are these funding sources sustainable in the long-term? If not, how will the sources be replaced when they are no longer available?
- c. Provide a line item budget that reflects the full cost of administering and marketing the program, including funding sources, projecting out three years.

### **IX. PROGRAM GOALS AND EVALUATION**

- a. Describe what criteria you will use to measure the program's success, giving particular attention to the following:
  - i. anticipated number of Fellows who will enroll in the first three years
  - ii. ideal number of Fellows you would like to have enrolled in the program at any given time (include both new and returning Fellows)
  - iii. general outcomes of Fellows' work in the community
  - iv. expectations for Fellows' professional development
- b. Describe the process by which the program will be monitored and evaluated considering the following:
  - i. What self-assessment measures will be instituted?
  - ii. How will Fellows, community partners, and other constituents provide feedback?
  - iii. Who will be responsible for reviewing the program's efforts?
  - iv. At what intervals will this review occur?
  - v. How will the school administration evaluate the program in the context of the school's goals as a whole?

### **X. RECRUITMENT SUPPORT**

- a. Describe the current relationship of your institution, if any, with returned Peace Corps Volunteers on your campus and/or in your local community
- b. Describe the current relationship of your institution, if any, with the Peace Corps Regional Recruitment Office for your state.
- c. Does your institution currently partner with Peace Corps through the Master's International program? If yes, list details such as year of inception, degrees offered, and number of alumni.

### **XI. APPENDICES**

- a. Curriculum  
Attach a list and a brief description of the required program of study for the proposed degree(s).
- b. Community Based Organizations  
Attach a list and a brief description of the community based organizations that might host a Fellow.
- c. Letters of Support
  - i. Include two signed letters of support from school officials who will be responsible for fiduciary oversight, establishment, and implementation of the Peace Corps Fellows/USA program (e.g., provost, dean, vice-chancellor).
  - ii. Include at least two signed letters of support from potential internship organizations who would be willing to host a Fellow.
- d. Key Personnel  
Provide the name, title, position, address, phone number, and e-mail address for the key individuals involved in the establishment, implementation, and maintenance of the Fellows/USA program on your campus. Briefly articulate each person's role.
- e. Timeline  
Indicate when the Fellows/USA program is likely to be initiated on your campus and when the first cohort of Fellows/USA students will matriculate.