



Memorial Student Center  
L.T. Jordan Institute for International Awareness  
**Fellows Program Pre-Proposal**  
**2009-2010**

**PURPOSE**

The purpose of the L.T. Jordan Fellows Program is to provide Texas A&M University students an opportunity for personal enrichment through an international cultural experience. This will be achieved by designing a specific independent international study or research project that will enhance the participants educational or career goals. Fellows will receive grant monies (up to \$1500) to assist with travel expenses. In preparation for this independent international travel, Fellows will participate in educational programs which may include films, exhibits and lectures. This fellowship is designed for individual study or research and is not designed to fund a Study Abroad program.

**ELIGIBILITY**

1. Applicants must be currently enrolled in Texas A&M University (College Station) as undergraduate or graduate students who will have at least one semester of additional enrollment at Texas A&M University after the Fellows experience.
2. Undergraduate students and professional school students must have a GPA of 3.0, while graduate students must have a GPA of 3.25.
3. Applicants must be U.S. citizens or Permanent Residents. (It is our belief that an individual from another country is acquiring an international experience by studying in the U.S.A.)
4. Applicants must have a valid passport.
5. Applicants must present a letter from an advisor stating the relevance of their proposed research to their academic or career goals.
6. Non-paying internships are acceptable as long as the application is accompanied by a letter of intent and responsibilities from the host. Furthermore, the internship must not be in the vicinity of London, England, Singapore, or in the Dominican Republic. (The L.T. Jordan Institute offers internship programs in the above-specified areas.)
7. Applicants who have little or no international travel experience but who have demonstrated interest in international affairs or awareness will be given preference in the selection process.

Deviations from these eligibility requirements will be considered upon written appeal by the applicant to the Director of the Jordan Fellows Program.

**PROCESS**

The Fellows application process is conducted in two steps. First, applicants must complete and submit a pre-proposal by 5:00 p.m. on November 16<sup>th</sup>, 2009. Applicants will be notified by November 20<sup>th</sup> on the status of their applications. Second, applicants must complete and submit the final proposal section of the application by 5:00 p.m. on December 3<sup>rd</sup>, 2009. For both the pre-proposal and the proposal, the original document plus four photocopies must be submitted to the MSC L.T. Jordan Institute, P.O. Box 1237-TAMU, College Station, TX 77843-1237, or Mail Stop 1237, or Room 233-O of the Student Programs Office on the 2<sup>nd</sup> floor of Koldus, by their respective deadlines. Please call the Jordan Office at 979-845-8770 if you have any questions.

Applicants will be judged with those of like status (i.e. undergraduate applicants will with undergraduates and graduate students with other graduate students). A maximum of six students may be selected from the entire pool of applicants.

Pre-proposal informational meetings will be held on October 29, November 4 and November 10 at 4 pm in Rudder. Times and locations can be found by calling the L.T. Jordan Institute at 845-8770 or by visiting the web page at: <http://ltjordan.tamu.edu>.

**Pre-proposals (and four stapled copies) must be turned in to the L.T. Jordan Institute Office, Room 233-O of the 2<sup>nd</sup> floor of Koldus, by 5:00 p.m. on Friday, November 16<sup>th</sup>, 2009.**

Completed pre-proposals will be reviewed by a committee that will at minimum consist of the student Director of the L.T. Jordan Fellows Program, the student Chairperson of the MSC L.T. Jordan Institute, the staff Director of the MSC L.T. Jordan Institute, and a faculty/staff advisor.

## **PRE-PROPOSAL STATEMENT**

1. Completed coversheet
2. Essay discussing:
  - Destination
  - Purpose
  - Benefits to the applicant

Note: The pre-proposal is meant to describe the purpose, motivation and inspiration for the project. Specifics such as budget or itinerary should be saved for the main proposal.

3. A letter from an advisor stating the relevance of the proposed research to the applicant's academic or career goals

## **CRITERIA FOR EVALUATION OF THE PRE-PROPOSAL**

All else being equal, preference will be given to applicants who:

- Have little or no international experience
- Will be fully immersed in an international culture
- Are receiving little or no other international grant money
- Receive the greatest benefit from the grant money
- Are moderately competent in the native language of the destination
- Plan for duration and intensity (at least one month)
- Have designed a program that coincides with the applicant's long term academic or career goals
- Are innovative and organized

## **PROPOSAL DEVELOPMENT PROCESS**

After the pre-proposal screening process, the Director of the L.T. Jordan Fellows Program will notify applicants of their pre-proposal's status on November 20<sup>th</sup> at the latest by e-mail. Accepted applicants will then proceed to the next phase of proposal development. Proposals are due on December 3 and the applicants will be notified by December 7<sup>th</sup>. Interviews will take place the week of December 7<sup>th</sup>, 2009.

## **REQUIREMENTS OF THE PROPOSAL**

Submit a complete application by 5:00 p.m. on December 3rd, 2009, consisting of:

- Detailed travel itinerary
- Complete budget
- Resume
- Transcripts
- Three completed reference forms
- Name of hometown newspaper, fax number, and e-mail address (for publicity in the case that the applicant is chosen as a Fellow)

## **RESPONSIBILITIES OF JORDAN FELLOWS**

- 1) All Jordan Fellows must attend various seminars on international topics, a banquet in the spring honoring new and past Jordan Fellows, and any necessary meetings. Fellows will be dropped from the Fellows Program after being absent from 20% of the scheduled events.
- 2) A written report (7-20 pages) of each Fellow's travel experience must be submitted within sixty (60) days of returning to the United States. A general format and expectations of the report will be discussed with the new Fellows grant recipients upon completion of the selection process. Both a hard copy of the paper and an IBM compatible disk copy must be submitted.
- 3) Fellows are required to present a brief slide presentation with narration (20-30 minutes) on their international travel experience. It is important that the presentation be scheduled and completed within 6 weeks of returning from the trip. This presentation must be given while the student is enrolled at Texas A&M.
- 4) Fellows must also be available to give a presentation at a local high school, to lead a brown bag discussion in their respective departments, and possibly give a classroom presentation at other departments and to assist in distributing fliers and other forms of marketing when necessary.



**HONORS AND EXTRACURRICULAR ACTIVITIES** (Attachments are acceptable.)

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**ESSAY**

The essay should be approximately 500 words in length and should explain where you want to go, what you want to do, and what you expect to gain from the experience (personal development, effect on academic goals, effect on career goals). You do not need to include a detailed itinerary or budget; however, include your destination(s), the duration, and the estimated cost of the trip.

**APPLICANT'S CERTIFICATION**

I certify that the above information is true and correct to the best of my knowledge. In the event that my pre-proposal is selected, I will submit a Fellows Proposal and agree to the following conditions as specified by the MSC L.T. Jordan Fellows Program:

- A) To re-enroll full-time for at least one semester at Texas A&M University, College Station, upon returning from my international experience.
- B) To prepare and submit a written report of the experiences and observations I gained from my international travel while an L.T. Jordan Fellow within 60 days of the trip's completion. It is my understanding that the report shall be between seven and twenty typewritten pages.
- C) To present a travel retrospective of no more than 30 minutes in length, including slides and narration, highlighting my experiences and growth abroad as a Jordan Fellow within 6 weeks of returning from my trip.
- D) I understand the importance of submitting the paper and presentation in a timely manner. Should I not meet these requirements, I understand that a block will be placed on all Texas A&M Records and that I will be required to return the Fellows award.
- E) To give a presentation of my cultural experiences at a local high school, to lead a brown bag discussion in my department, give a classroom presentation at another department and to assist in distributing marketing materials when necessary.
- F) I understand that absences from more than 20% of the scheduled events will result in my being dropped from the program.
- G) Upon selection as a Fellow, I must sign and complete a contract and release form which includes all rules, regulations, and requirements.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_