Fellows Program Pre-Proposal 2015-2016

PURPOSE

The purpose of the L.T. Jordan Fellows Program is to provide highly qualified Texas A&M University undergraduate and graduate students with an opportunity for personal enrichment and education through an international research experience. This is achieved by students designing a specific independent international research project in another country that will enhance the participant’s academic or career goals. The program annually selects up to ten qualified students to receive a grant of up to $2,000 with which to assist trip expenses. As a part of the program, the Fellows must prepare their own travel itineraries, budget estimates, and an extensive report and public presentation describing the experience abroad.

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 minimum GPA of 3.0, while graduate students must have a minimum 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.
7. Applicants 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 three steps. First, all applicants must complete and submit a pre-proposal to the L.T. Jordan Institute office located in the Student Programs Office in the MSC by 5:00 p.m. on Friday, October 9th, 2015. Applicants will be notified by Friday, October 16th, 2015 about the status of their applications. Second, selected applicants must complete and submit the final proposal section of the application by 5:00 p.m. on Friday, October 30th, 2015 and will be notified by Friday, November 6th, 2015 about the status of their applications. Upon notification, applicants will have the opportunity to sign up for interview time slots, the final portion of the application. For both the pre-proposal and the proposal, students must submit three copies of the application to the MSC Leland T. and Jessie W. Jordan Institute Office, located in Room 2293 of the Student Programs Office on the 2nd floor of the Memorial Student Center, by their respective deadlines. For assistance, please call the Jordan Office at 979-845-8770.

Applicants will be judged with those of like status (i.e. undergraduate applicants will be judged with other undergraduates and graduate students with other graduate students).

Informal s with more detailed information regarding the program details and the application will take place at the following:
- Wednesday, 16th September | Rudder Tower 302 | 5:30 pm - 6:40 pm
- Thursday, 17th September | Rudder Tower 308 | 8:30 - 9:40 pm
Three stapled copies of complete Pre-proposals must be turned in to the Jordan Institute Office, Room 2293 of the 2nd floor of Memorial Student Center, by 5:00 p.m. on Friday, October 9th, 2015.

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

PRE-PROPOSAL STATEMENT

1. Completed coversheet
2. Essay discussing:
   a. Destination
   b. Purpose
   c. Benefits to the applicant
3. A letter from an advisor stating the relevance of the proposed research to the applicant’s academic or career goals.

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.

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.

PROPOSAL DEVELOPMENT PROCESS

After the pre-proposal screening process, the Director of the Jordan Fellows Program will notify applicants of their pre-proposal's status by e-mail. Accepted applicants will then proceed to the next phase of proposal development. Proposals are due on October 30th and the student notified by November 6th. Interviews will take place within the two weeks following notification.

REQUIREMENTS OF THE PROPOSAL

Submit three stapled copies (except for transcripts and reference forms; need original only) of the completed application by 5:00 p.m. on Friday, October 30th, 2015, which consists of:
- Detailed travel itinerary
- Complete budget
- Resume
- Transcripts
- Three completed reference forms

RESPONSIBILITIES OF JORDAN FELLOWS

1) All Jordan Fellows must attend a banquet in the spring honoring new and past Jordan Fellows, and any necessary meetings. Fellows who are absent from more than 20% of the scheduled events will be removed from the program.

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. Submission of the essay must be in the form of a Word or PDF document on a USB flash drive.
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.

PRE-PROPOSAL STATEMENT

PERSONAL DATA

Please select.

1) Mr. (Last Name) (First Name) (Middle or Maiden)

2) Student ID# (Student ID#) E-Mail: (Email Address)

3) Local Address: (Street) (City) (State) (Zip Code) Phone: (Phone)

4) Permanent Address: (Street) (City) (State) (Zip Code) Phone: (Phone)

5) Classification: (Classification) 6) Major: (Major) 7) Minor: (Minor)

8) Date of Birth: (Date of Birth) 9) Citizenship: (Citizenship)

10) Expected Date of Graduation: (Expected Date of Graduation)

11) How or from whom did you hear about this program? (Please Elaborate)

INTERNATIONAL EXPERIENCE

Do you own a passport? (Passport?)

List each country visited, precise period of stay, and purpose (i.e. study, travel, visiting relatives, working, vacation, etc.): (Please Elaborate)

MODERN LANGUAGE COMPETENCY

Do you speak any modern foreign language fluently? If so, specify which language(s): (Please Elaborate)

Have you studied any modern foreign languages? If so, specify which languages and length of study for each. Indicate whether study was at high school or university level: (Please Elaborate)
HONORS AND EXTRACURRICULAR ACTIVITIES (Attachments are acceptable):

(Explain)

ESSAY

The essay should be approximately 500 words in length and should explain the purpose and location of the trip, and what you expect to gain from the experience (personal development, effect on academic goals and 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 Leland T. and Jessie W. 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 include all rules, regulations, and requirements.

Signature of Applicant: ___________________________________________ Date: ______________