



Fellows Program Pre-Proposal 2016-2017

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 program participants designing a specific independent international research project in another country that will enhance their 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, description of research activities, budget estimates, and an extensive report and public presentation describing the experience abroad.

ELIGIBILITY

1. Applicants must be currently enrolled at Texas A&M University (College Station) as undergraduate or graduate students who will have at least one semester of additional enrollment after the Fellows experience. Undergraduate students applying for the L.T. Jordan Undergraduate Research Fellows program must be enrolled for an additional two semesters 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 and have a valid passport.
4. Non-paying internships are acceptable as long as the application is accompanied by a letter of intent and responsibilities from the host.

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

APPLICATION PROCESS

The Fellows Program application process is conducted in three steps. Firstly, all applicants must complete and submit a pre-proposal to the MSC L.T. Jordan Institute Office, Room 2293 of the 2nd floor of Memorial Student Center, by 5:00 PM on **Friday, October 7th, 2016**. Applicants will be notified by **Sunday, October 16th, 2016** about the status of their applications. Secondly, selected applicants must complete and submit the proposal section of the application by 5:00 PM on **Friday, October 28th, 2016**, and will be notified by **Tuesday, November 8th, 2016** about the status of their applications. Upon notification, applicants will sign up for time slots for the interview, which will take place on **Wednesday-Friday, November 9th-11th, 2016**. **Applicants must submit THREE copies of the pre-proposal and proposal on or before the respective deadlines** to the MSC L.T. Jordan Institute Office.

For assistance, please visit or call the MSC L.T. Jordan Office at (979) 845-8770 or email the Fellows Program Executive at ji-fellows@msc.tamu.edu. Applicants will be evaluated with those of like status (i.e. undergraduate applicants will be judged against other undergraduates and graduate students with other graduate students).

More information regarding the program details and the application will be available at the following informational sessions:

- Wednesday, 21st September | 8:30 PM | MSC 2505
- Tuesday, 27th September | 8:30 PM | MSC 2505

PRE-PROPOSAL STATEMENT

Submit three copies of the following by 5:00 PM on Friday, October 7th, 2016 to the MSC L.T. Jordan Institute Office:

1. Completed coversheet (Last two pages of this document)
2. Résumé (Limited to two pages)
3. Essay discussing:
 - a. Destination
 - b. Purpose
 - c. Benefits to the applicant
4. A letter from an advisor stating the relevance of the research to the applicant's academic or career goals.

Note: The pre-proposal is meant to describe the purpose, motivation, and general details regarding the project; specifics such as the budget or travel itinerary should be reserved for the main proposal.

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

Applications that do not meet the above requirements will be considered incomplete and the applicant will be disqualified.

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 funding for research
- Receive the greatest benefit from the grant money
- Are 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 evaluation process, the Fellows Program Executive will notify applicants of their pre-proposals' status by e-mail by Sunday, October 16th. Accepted applicants will then complete the proposal, which is due on Friday, October 28th to the MSC L.T. Jordan Office. The application status notification will be sent out by Tuesday, November 8th.

REQUIREMENTS FOR THE PROPOSAL

Submit three copies (except for transcripts and reference forms; original only) of the completed application by 5:00 PM on Friday, October 28th, 2016 to the MSC L.T. Jordan Institute Office. This part of the application consists of:

- Detailed travel itinerary
- Estimated budget
- Official Transcript(s)
- Three completed reference forms (Separate form)

Applications that do not meet the above requirements will be considered incomplete and the applicant will be disqualified.

RESPONSIBILITIES OF JORDAN FELLOWS

1. All Fellows must attend a banquet in the spring honoring current and former program participants and any necessary meetings. Those who are absent from more than 20% of scheduled events will be dismissed 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. The general format and expectations of the report will be discussed with the new Fellows upon completion of the selection process. Submission must be in PDF file format on a USB flash drive.
3. In addition to writing a report, Fellows are required to present a slide presentation with narration (20-30 minutes) on their international travel experience. The presentation must be scheduled and completed within six (6) weeks of returning from the trip.
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

Please complete the following biographical information, answer all application questions, and submit three stapled copies, three copies of a resume, and a letter from an advisor stating the relevance of the research to your academic or career goals to the MSC L.T. Jordan Institute Office by 5:00 PM on Friday, October 7th, 2016.

PERSONAL DATA

Last Name:	First Name:	UIN:
E-Mail:		Phone:
Local Address:		Major:
Classification:		Minor:
Date of Birth:		Citizenship:
How did you hear about this program?		Date of Graduation:

INTERNATIONAL EXPERIENCE

Do you own a passport?

List each country visited, period of stay, and purpose (i.e. study, work, vacation, etc.):

MODERN LANGUAGE COMPETENCY

Do you speak any modern foreign languages fluently? If so, please specify.

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.

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:

1. To re-enroll full-time for at least one semester at Texas A&M University, College Station, upon returning from my international experience. Should I be selected to participate in the L.T. Jordan Undergraduate Research Fellows program, I must be enrolled for at least an additional two semesters after returning (undergraduates only).
2. 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.
3. To present a travel retrospective of approximately 30 minutes in length, including slides and narration, highlighting my experiences and personal development abroad as a Jordan Fellow within 6 weeks of returning from my trip.
4. 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.
5. 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, if necessary.
6. I understand that absences from more than 20% of the scheduled events will result in my removal from the program.
7. 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: _____