



**Fellows Program Pre-Proposal  
2023-2024**

**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 to assist with trip expenses. As part of the program, the Fellows must prepare their own travel itineraries, description of research activities, budget estimates, and deliver a written report and public presentation describing the experience abroad.

**ELIGIBILITY**

1. Applicants must be currently enrolled at Texas A&M University as undergraduate or graduate students who will have at least one semester of additional enrollment following 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 and professional school students must have a minimum GPA of 3.0, 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. Unpaid internships are acceptable when 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 Director of the L.T. Jordan Institute.**

**APPLICATION PROCESS**

The Fellows Program application process is conducted in three steps. All applicants must complete and submit a pre-proposal to the MSC L.T. Jordan Institute electronically to [jiwork@msc.tamu.edu](mailto:jiwork@msc.tamu.edu) or in person to the MSC L.T. Jordan Office, Room 2293 on the 2<sup>nd</sup> floor of the Memorial Student Center, by 5:00 p.m. on **Wednesday, October 11<sup>th</sup>, 2023**. Applicants will be notified by Friday, October 13<sup>th</sup>, 2023, about the status of their applications. Selected applicants must complete and submit the proposal section of the application by 5:00 p.m. on **Thursday, October 26<sup>th</sup>, 2023**, and will be notified by Monday, November 6<sup>th</sup>, 2023, about the status of their applications. Upon notification, applicants will sign up for time slots for the interview, which will take place from Thursday, November 9<sup>th</sup> to Friday, November 17<sup>th</sup>, 2023. **Applicants must submit the pre-proposal and proposal on or before the respective deadlines** to the MSC L.T. Jordan Institute.

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](mailto: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).

## **PRE-PROPOSAL STATEMENT**

Submit the following by 5:00 p.m. on Wednesday, October 11<sup>th</sup>, 2023, electronically or in person to the MSC L.T. Jordan Institute Office:

1. Completed coversheet (Last three 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 Friday, October 13<sup>th</sup>. Accepted applicants will then complete the proposal, which is due electronically or in person at 5 p.m. on Thursday, October 26<sup>th</sup> to the MSC L.T. Jordan Office. The application status notification will be sent out by Monday, November 6<sup>th</sup>.

## **REQUIREMENTS FOR THE PROPOSAL**

Submit the completed application electronically or in person by 5:00 p.m. on Thursday, October 26<sup>th</sup>, 2023, to the MSC L.T. Jordan Institute Office. This part of the application consists of:

1. Detailed travel itinerary
2. Estimated budget
3. Official Transcript(s) (eTranscript acceptable)
4. Three completed recommendation forms (separate form to be submitted directly from recommender)

**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.
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 by PDF.
3. In addition to writing a report, Fellows are required to deliver 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 or to lead a brown bag discussion in their respective department, or possibly give a classroom presentation at other departments.

**MSC Leland T. and Jessie W. Jordan Institute for International Awareness  
 Fellows Program Pre-Proposal  
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Please complete the following biographical information, answer all application questions, and submit with a resume and a letter from an advisor stating the relevance of the research to your academic or career goals electronically or in person to the MSC L.T. Jordan Institute Office by 5:00 p.m. on Wednesday, October 11<sup>th</sup>, 2023.

**PERSONAL DATA**

<b>Name</b>	Last Name	First Name	Preferred Name	Preferred Pronouns
<b>Local Address</b>	Street	City	Zip Code	Phone
<b>Permanent Address</b>	Street	City, State	Zip Code	Place of Birth
<b>Personal Details</b>	Texas A&M Email	Alternate Email	Date of Birth	UIN
<b>Academic Details</b>	Anticipated Graduation	Major	Minor	Classification

**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.

Last four digits of Applicant UIN \_\_\_\_\_

**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 (e.g., 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 in at Texas A&M University 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 may be required to return the Fellow award.
5. To give a presentation of my cultural experiences at a local school, to lead a brown bag discussion in my department or 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 may 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: \_\_\_\_\_