



Presidential Fellowship

2018-19 Program and Selection Process Information

Overview

Established in 1989, the [Presidential Fellowship Program](#) (PAF) is a two-year commitment which combines classroom education, professional experiences, service opportunities, and ambassadorial interaction with University leadership, faculty, staff, and alumni to provide an excellent learning experience in leadership and administration.

Benefits for Students

- offers graduating GW undergraduates professional career experience within various departments at the university.
- provides the opportunity to pursue a master's degree, and the potential for a graduate certificate, in a chosen field.
- serves as a solid foundation for a future career path upon completion of the graduate degree and work assignment.

Benefits for GW

- access to a team of highly motivated and talented students who work to advance the university from within offices across the institution.
- ability to tap a cohort of students to represent the University within ambassadorial and service based projects and events
- a legacy of [Presidential Fellowship alumni](#) -- now numbering 140 -- who supports GW through leadership roles with the Board of Trustees, the GW Alumni Association, school and affinity advisory groups, and other activities.

Roles and Expectations

Presidential Fellows are expected to work 20 hours per week in the university department in which they are placed throughout the academic year (mid-August through mid-May) and, on average, five hours per week on Presidential Fellowship program duties and university and community ambassadorial and service activities. Summer placement work is optional, is not included in the base compensation, and such arrangements must be mutually agreed upon by the Presidential Fellow and the placement site.

Presidential Fellows will undertake the following roles during the course of the fellowship:

1. Work as a graduate student staff member within a designated GW department (placement), learning the needs and characteristics of that department, and performing the projects and duties assigned under the guidance and mentorship of an experienced Preceptor (supervisor) and other staff members in the placement department.
2. Attend and actively participate in Presidential Fellowship meetings, to include committee meetings, and related professional and academic development activities (such as the Summer Training and Retreat and Spring Training) to advance the vision and mission of the program and the university. Presidential Fellowship program committees currently include, but are not limited to, recruitment and selection, community building, communications, and professional and academic development.
3. Plan, manage, and balance professional (placement) responsibilities, full-time academic studies, service, university ambassadorship, and personal life.
4. Interact with GW students, staff, faculty, alumni, and friends to discuss salient issues facing the university, solicit ideas and suggestions, and follow-up where possible with appropriate university offices and staff.
5. Fulfill ambassadorial roles, including serving on university committees, representing the university to internal and external constituencies, and participating in university events, as guided by the Presidential Fellowship Administrative Advisor and others on the Presidential Fellowship Advising Team (AT).
6. Participate in service-related events in and around the university and the community, such as Freshman and Veteran Days of Service.
7. Provide feedback regularly, openly, and in a constructive manner to the Preceptor(s), others in the placement office, to Presidential Fellows, University leadership and the Presidential Fellowship Advising Team.
8. Adhere to all university policies (including the university's [Statement of Ethical Principles](#) and the [Code of Student Conduct](#)) and Presidential Fellowship program guidelines.
9. Represent satisfactory academic progress in the master's degree program, in the placement and in the fellowship program, adhering to confidentiality guidelines and completing the expected number of work and program activity hours.

Additional work outside the placement, fellowship and ambassadorial activities, is not encouraged during the academic year (mid-August to mid-May). The Presidential Fellowship Advising Team may consider requests for additional work outside of GW during the academic year, paid or unpaid, on a case-by-case basis, and only after the Presidential Fellow has established a record of success

in the placement, master's degree program, and within the program's fellowship and ambassadorial activities.

Compensation and Benefits

- **GW Tuition and Fees Grant:** The grant covers up to 42 required credit hours of academic study and required fees for full-time study (does not include books and supplies) in a GW master's degree program. In general, required tuition and fees are those that count towards the master's degree program and do not include those for LSPA courses, undergraduate-level courses and non-GW courses (except graduate-level courses in the DC Consortium that are required for the degree program), the voluntary library gift, and late fees (including those that result from dropping a course as of the first day of classes without replacing the course with an equivalent number of credits). Presidential Fellows will have the opportunity to appeal for coverage of additional tuition and required fees if the master's degree program requires more than 42 credit hours to graduate, such as for a graduate certificate in addition to the master's degree. This grant will cover the cost of GW tuition associated with up to one GW affiliated study abroad offering (typically available during break periods) or a program with a reciprocal agreement with GW (the Presidential Fellowship program cannot pay non-GW tuition). Presidential Fellows will be responsible for paying all other costs associated with the study abroad, including program fees, travel, lodging, food, incidentals, etc., (may apply for support from the [Professional and Academic Development Fund](#) to assist with these costs).

- **Graduate Salary and Stipend:** A graduate salary and stipend currently totaling \$25,000, including a salary of \$7,500 and a stipend of \$17,500, for part-time work in the placement office during the academic year. The salary and stipend will be paid in nine equal installments from August through April, with the stipend paid at the beginning of the month (beginning on or about August 1 and ending on or about April 1) and the salary paid at the end of the month (beginning on or about August 31 and ending on or about April 30). Taxes are withheld on the salary portion of the compensation, while they are not withheld on the stipend portion and will need to be paid by the Presidential Fellow in accordance with their own personal financial circumstances.

- **Academic and Professional Development:** A set of professional development resources allows the Presidential Fellows to craft a unique experience tailored to their career goals and professional interests includes:
 - Individual professional goal setting and performance reviews guided by the Preceptor and the Presidential Fellowship Advising Team;
 - Work done on a core set of professional development competencies during weekly meetings, committee responsibilities, day-to-day placement experiences, and other program activities;

- o A 180 Assessment combined with coaching from the Presidential Fellowship Professional Development Advisor during the second year in the program to identify and build areas of strength and improvement;
 - o Participation in academic enhancement workshops guided by the Presidential Fellowship Faculty Advisor with the goal of strengthening cross-disciplinary understanding and collaboration between all Presidential Fellows; and
 - o The opportunity to apply for support from the [Professional and Academic Development Fund](#) to cover expenses related to a professional development or academic experience such as a conference, training, summer internship, or study abroad program fees.
- **GW Student Health Insurance Credit:** A credit to cover part of the GW Student Health Insurance Plan during the appointment as a Fellow includes:
 - o International students: Unless a request is made and approved to waive the required plan, the Presidential Fellow will be automatically enrolled and receive a credit on the GW student account of \$825 for the fall semester and \$825 for the spring semester once the Office of Graduate Assistantships and Fellowships verifies enrollment in the plan and status as a Presidential Fellow.
 - o All other students: If choosing to enroll in the plan for the entire academic year, the Presidential Fellow will receive the credit as a supplemental \$1,650 stipend check in October. Or, if choosing to enroll for only one semester at a time the Presidential Fellow will receive the credit as a supplemental \$825 stipend check for each semester enrolled, up to a total of \$1,650. Either way, the stipend check(s) will be issued once the Office of Graduate Assistantships and Fellowships verifies enrollment in the plan and status as a Presidential Fellow.

Eligibility Criteria

- undergraduate senior graduating from GW in the fall 2018 or spring 2019.
- in good academic and disciplinary standing with the university
- completed at least 55 credits in residence at GW and have a minimum 3.25 cumulative GW GPA by the end of the fall 2018 semester.
- be admitted into and starting in a GW master's degree program in fall 2019 before accepting the Presidential Fellowship opportunity.

Students completing combined 5-year bachelor's/master's degree programs are eligible for the Presidential Fellowship program so long as they are willing to fulfill the two-year, full-time Presidential Fellowship program commitment by extending the scheduled completion of their master's degree program and/or pursuing a graduate certificate in addition to their master's degree. Law school

students seeking a non-lawyer degree (MSL) are eligible to apply for the Presidential Fellowship program. However, professional law (JD/LLM) and medical school (MD) students are not eligible.

Selection Process

Presidential Fellowship applicants participate in a rigorous selection process to assess their suitability for and fit with the Fellowship program, as follows:

- Monday, October 15, 2018 at 11:59pm EDT: applications are due through Handshake (job number 1961699) at <https://gwu.joinhandshake.com> (see below for guidance)
- Thursday, November 1, 2018: all applicants are notified by email of their initial status; those selected for further consideration for the Presidential Fellowship program receive additional, time-sensitive instructions about the rest of the selection process, including interviews.
- Monday, January 14, 2019: those applicants still under consideration must submit proof of application to a GW graduate degree program and a third letter of recommendation from an individual who can speak to their character, according to instructions provided upon invitation to this round of the selection process.
- Late February 2019: new Presidential Fellows notified.

A note about using Handshake: Presidential Fellowship applicants are encouraged to log-in and explore Handshake well before the Presidential Fellowship application deadline. Contact the Center for Career Services at (202) 994-6495 or handshakehelp@gwu.edu with questions about logging into Handshake. Basic profile information is automatically imported from the student's Banner account. As such, if any Handshake profile information is misrepresented (i.e. the student is a dual major, but only the primary major is showing) contact the Registrar's office at (202) 994-4900 or registrar@gwu.edu.

Information Sessions

Presidential Fellowship applicants are strongly encouraged to attend one of the following information sessions. At these sessions, current Presidential Fellows and the Presidential Fellowship Advising Team will review timeline, selection process, and Presidential Fellowship program expectations. Q&A will provide helpful suggestions for the application process:

- Monday, September 17, 7pm, Marvin Center, 413-414
- Tuesday, September 25, 5pm, Multicultural Student Services Center, 209
- Wednesday October 3, 11am, Multicultural Student Services Center, 209
- Thursday, October 11, 7pm, Marvin Center, 413-414
- Friday, October 12, 1pm, District House B114

For More Information

Visit: <http://paf.gwu.edu>

E-mail: paf@gwu.edu

Facebook: <http://www.facebook.com/gwpaf>

Twitter: [@gwpaf](https://twitter.com/gwpaf)

Instagram: www.instagram.com/gwpaf

Application Instructions

Cover Page and Resume

- Upload the following information to the "Resume" section of the application in Handshake as one Microsoft Word document (.doc or .docx) labeled "(Your Last Name) resume." For example, if your name is George Washington, label the document "Washington resume"
 - **Page 1:** Please list the following information:
 - Full Name (first, middle, last, and any suffixes – Jr. etc)
 - Undergraduate major(s) at GW
 - Intended field(s) of graduate study at GW
 - Cumulative GW GPA
 - How did you first learn about the Presidential Fellowship? List all that apply; note, this information will only be used to gauge the effectiveness of our promotional efforts.
 - Website
 - Facebook
 - Twitter
 - Email from the Presidential Fellowship program
 - Presidential Fellowship Information Session
 - Current Fellow
 - Alumni Fellow
 - GW Faculty Member
 - GW Staff Member
 - Other (please specify)
 - The following italicized statement, copied and pasted, with your initials, GWID, and e-mail address below the statement to indicate your agreement with it:

I hereby submit this application by Monday, October 15, 2018 at 11:59 pm EDT in partial fulfillment of GW's Presidential Fellowship program (PAF) application requirements. I certify that all information submitted towards my application is accurate and understand this information will be verified, including academic and disciplinary standing with the university. I understand that in order to be

considered I will need to meet the eligibility and submission requirements.

Page 2: Please provide a current resume. Please limit your resume to one (1) page.

Submission

You will upload answers to the four (4) essay questions and two (2) letters of recommendation into one file. Follow the instructions below for each of these sections. When you are ready to combine all the documents, use a program such as <http://smallpdf.com> to merge into one PDF file. Label the file as "(Your Last Name) Application." For example, if your name is George Washington, label the document "Washington Application."

Essays

You must answer all four essay questions in the same double-spaced document, beginning each answer in a new paragraph labeled "Essay Question # ____" and including a right header at the top of each page with "(Your Last Name), (Page Number", replacing (Your Last Name) with your actual last name and (Page Number) with the actual page numbers:

- **Question 1:** Tell us your story. Who are you? How has your undergraduate experience influenced who you are today? (500 words maximum)
- **Question 2:** How will the Presidential Fellowship help you further your academic and professional goals as well as your commitment to the university?(350 words maximum)
- **Question 3:** As a part of the Presidential Fellowship program, you will have opportunities to act formally and informally as a liaison between GW students and senior GW administrators. You find yourself in an elevator with a senior administrator, who asks for your feedback on one thing GW could do to address challenges regarding the student experience. Before the senior administrator gets off the elevator, describe for him/her, one challenge and propose a solution you could help implement". (300 words maximum)
- **Question 4:** "There are many ways to serve your community. What does service mean to you? How do you incorporate it into your life, and why?" (250 words maximum)

Letters of Recommendation

To reflect the core academic and professional development missions of the Presidential Fellowship program, submit two separate letters of recommendation:

- One from a member of the academic community
- One from someone who can speak to your professional skills (such as a current or previous supervisor)

A different person should write each recommendation. Ideally, each recommendation should be submitted on the recommender's letterhead, although if letterhead is not available or practical, the letter should include the recommender's email address and phone number. **Current Presidential Fellows and members of the Presidential Fellowship Advising Team are not eligible to provide letters of recommendation.**

Those who are selected to continue in the final round of the Presidential Fellowship selection process will be asked to submit an additional, third letter of recommendation from another individual who can speak to their character, according to instructions provided upon invitation to this round of the selection process.

Possible Presidential Fellowship Placements

Upload your answer to the following question about possible Presidential Fellowship placements to the "Cover Letter" section of the application in Handshake as one Microsoft Word document (.doc or .docx) labeled "(Your Last Name) Placements." For example, if your name is George Washington, label the document "Washington Placements."

- Describe two possible GW departments in which you would see yourself working for your Presidential Fellowship placement, and why. For each office, include the type of work and the role in which you would be interested. (100 words maximum per description)

NOTE: You do not need to contact GW departments at this point to discuss the possible placements, the placements do not need to currently exist, and if selected as a Presidential Fellow, you are not required to take the placements you described, nor is there any guarantee the possible placements will be available. Your responses will only be used to help the Presidential Fellowship selection committee understand your professional interests and how you would like to use them to advance the mission of the university. See <https://paf.gwu.edu/host-departments> for information on current and past Presidential Fellowship placements as additional background.