2021 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, 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 a select department at the university.
- provides the opportunity to pursue a master's degree 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 158 -- who post-Presidential Fellowship, support GW through leadership roles with the Board of Trustees, the GW Alumni Association, school and affinity advisory groups, and other activities, including networking with current Fellows.

Roles and Expectations
Presidential Fellows are expected to work 25 hours per week, which includes 20 hours in the university department in which they are placed throughout the academic year (mid-August through mid-May) and, on average, five (5) hours per week on Presidential Fellowship program duties. 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. Represent satisfactory progress in the master’s degree program, in the placement assignment and in the fellowship program, adhering to confidentiality guidelines and completing the expected number of work and program activity hours.

2. 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.

3. 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 mission of the program and the university. Presidential Fellowship program committees and initiatives currently include: academic, recruitment/selection, and communications.

4. Manage and balance placement responsibilities, full-time academic studies, university ambassadorship, and personal life.

5. Interact with GW students, staff, faculty, and alumni to discuss salient issues facing the university, solicit ideas and suggestions, and follow-up where possible with appropriate university offices and staff.

6. 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 Advising Team (AT).

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 GW’s Statement of Ethical Principles and the Code of Student Conduct).

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 after the add/drop period ends). 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 site during the academic year, is provided by the placement department. 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;
  - 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
  - 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.
Eligibility Criteria

- undergraduate senior graduating from GW by spring 2021
- in good academic and disciplinary standing with the university
- completed at least 55 credits in residence at GW
- be admitted into and starting in a GW master’s degree program in fall 2021 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, Master in Study of Law, (MSL) are eligible to apply for the Presidential Fellowship program. However, professional law (JD/LLM) and medical school (MD) students are not eligible.

Application Schedule and Process - Use this link to officially apply to the Presidential Fellowship - Presidential Fellowship Application Form

This year, the application process runs from February 15 – April 15 with two rounds of reviews. All application instructions can be found on our website. It is important that you submit a complete and accurate application package. Submission of incomplete or inaccurate files will result in a forfeited review.

1. Application Round

Information about the Presidential Fellowship will be available on our website between February 15, 2021 and March 1, 2021. Students are asked to upload completed applications no later than **March 1, 2021, at 11:59 AM ET**. First round applications will have all your identifying information removed from your application. All reviews of the written application will occur by March 10.

Applicants will receive notification of their application status and their status to move to the final round by March 17. Successful students moving onto the interview round phase will have until March 18 to sign up for a virtual interview time slot.

2. Final Round Interviews will occur between March 24 and March 30. The Interview team will consist of current fellows, Fellow alumni, staff and members of the Presidential Fellowship Advising Team.

Presidential Fellowship Decisions: All candidates who interview in the final round will receive a status email by April 8. Any candidate awarded a Presidential Fellowship
will have until April 15 to inform the program administrators of intent to accept. Note: The GW graduate school application process is completely separate from the Presidential Fellowship process.

For More Information
Visit: [http://paf.gwu.edu](http://paf.gwu.edu)
E-mail: paf@gwu.edu
Facebook: [http://www.facebook.com/gwpaf](http://www.facebook.com/gwpaf)
Twitter: [@gwpaf](https://twitter.com/gwpaf)
Instagram: [www.instagram.com/gwpaf](http://www.instagram.com/gwpaf)

Application Instructions
Use this link to officially apply to the Presidential Fellowship - [Presidential Fellowship Application Form](http://paf.gwu.edu)

You will need to answer all the questions on the main page of the application form with background and future information. You will then e-sign the bottom of the form. Additionally, you will also add answers to the two (2) essay questions.

TIP: write the essays in Microsoft Word and then copy/paste directly into the application form. This will allow you to format your essays correctly as well as keep a copy for your records.

Essay Prompts

Essay Question 1: How will the Presidential Fellowship help you further your academic and professional goals?(550 words maximum)

Essay Question 2: 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. Describe for them, one challenge and propose a solution that showcases your commitment to the university.” (350 words maximum)

Resume

You will be asked to upload a current resume. Please limit your resume to one (1) page. It is requested that you remove/redact all contact and identifying information, including headers, using a program like Adobe.

GW Official Transcript (PDF format)

You will be asked to upload a GW Transcript. As the application review process is a "Blind Review", it is requested that you remove all contact and identifying
information from the official transcript before submission, using a program like Adobe. Transcripts can be obtained through the Office of the Registrar. As of December 2020, there is no charge for official transcripts. Please add a couple of days for request processing through the Registrar’s website. We will not accept self-prepared transcripts.

Graduate School Verification (PDF Format)

You will be asked to upload either a confirmation of your GW graduate school application or your GW graduate school acceptance letter. As the application review process is a “blind review,” it is requested that you remove/redact your name from the submitted verification.

Presidential Fellowship Questionnaire (PDF Format or JPG Format)

Please complete this information for data storing purposes & upload a screenshot of the last screen stating, “YOUR RESPONSE HAS BEEN RECORDED.” Reviewers will not see the results of this form.

Recommendation Letter

One recommendation letter is needed to submit with your application. You are encouraged to utilize the same recommendation letter that you used for your GW graduate school application or submit another. Please ask the writer of your GW graduate school recommendation to resend the letter to upload it to the portal. They may address the salutation to the “Presidential Fellowship Selection Committee.” Recommendation letters are due by March 1, 2021 at 11:59 AM ET.

Submission of Complete Application

The recommendation letter will be uploaded into the system where you have uploaded all required documents and you will receive an email to review and submit an application packet PDF. Please take the time to carefully review the full compilation of your submission to ensure compliance with each requirement. Submission of incomplete or inaccurate files will result in a forfeited review. Once you confirm that the contents are correct, you will receive a confirmation email within 10 minutes that your application has been received by the Presidential Fellowship program. You will not receive any further communication until March.