

2007
AED
Development
Fellows
Program

Program Information and Application Form



DEAR APPLICANT:

Thank you for your interest in the AED Development Fellows Program.

Please read the following program information carefully before completing the attached application form.

Any questions about the program or the application form, or requests for additional copies of the program information and application form, can be directed to the AED Development Fellows Program staff at devfellows@aed.org .

All application materials must be sent to AED by mail and will be considered on a rolling basis.

An application fee of \$50, payable by check or money order to “AED”, must be included with this application form. This fee is nonrefundable. The address for submitting applications is:

AED Development Fellows Program
Center for Academic Partnerships
Academy for Educational Development
1825 Connecticut Ave. NW
Mail Stop S731
Washington, DC 20009

INTRODUCTION

The Academy for Educational Development (AED) is pleased to present the application materials for the AED Development Fellows Program. This program aims to increase the ability of Americans to engage globally through strengthening their cross-cultural and foreign language skills (where relevant). The program was also created by AED to address the need to train and nurture the next generation of development leaders. The AED Development Fellows Program enables highly motivated and mature undergraduate and graduate students (or those between undergraduate and graduate studies or who have just completed graduate studies), representing a broad range of academic and professional disciplines, to gain experience working with a development project overseas or domestically. AED hopes that the Development Fellows Program will result in an increased cadre of experts whose enriched educational and professional experiences will allow them to provide leadership and direction throughout the whole spectrum of international development work. The Development Fellows Program is administered by the AED Center for Academic Partnerships.

THE ACADEMY FOR EDUCATIONAL DEVELOPMENT (AED)

Founded in 1961, AED is an independent, nonprofit organization committed to solving critical social problems and building the capacity of individuals, communities, and institutions to become more self-sufficient. AED works in all the major areas of human development, with a focus on improving education, health, and economic opportunities for the least advantaged in all 50 U.S. states and developing countries throughout the world. More information about AED can be found on our website at <http://www.aed.org>.

IMPORTANT INFORMATION ABOUT THE AED DEVELOPMENT FELLOWS PROGRAM

What are the placement countries for this program?

AED has project offices in over 55 countries in Africa, the Middle East, Asia, and Latin America as well as the United States. Applicants can view a list of project offices by topic, approach, or geographic area on AED's website: <http://www.aed.org>

How do I know which project offices are searching for a Development Fellow?

To explore placement opportunities at AED, please visit our main website at www.aed.org. Once you have selected projects that you are interested in exploring, please contact us by email at devfellows@aed.org.

Are there language requirements?

All applicants should be fluent in English. Some AED projects may also require knowledge of a foreign language appropriate to the identified country or region such as Arabic, French, Russian, or Spanish. Applicants should rate their language competencies as accurately as possible on the application form. Please be aware that some applicants may be asked to submit a language evaluation form (to be provided by AED when necessary) that is completed by a foreign language instructor or other qualified evaluator.

What is the length of a typical placement on this program?

The length and time frame for placements on this program will be defined by and based on the needs of each individual project office, but will typically be a minimum of one academic quarter and a maximum of one academic year. Fellows' placements may take place during a summer term.

What will be my duties as a Fellow?

The scope of work for each placement will be defined by and based on the needs of the individual project office. AED will attempt to provide potential applicants with job descriptions for each placement opportunity prior to the application deadline.

Is there an application fee for this program?

Yes, there is a non-refundable application fee of \$50 to apply for this program. This fee should be paid by check or money order made payable to "AED" and sent along with your application materials to:

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Center for Academic Partnerships
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What is the cost of the program for an overseas placement?

Program costs for an overseas placement will vary depending on the program site. AED charges a program fee to cover the costs of administering the Development Fellows Program. The program fee for an overseas placement is \$3,500 for a year-long placement, \$2,500 for a semester placement, and \$1,500 for a summer placement. The program fee will cover pre-program support and information, pre-departure orientation in Washington, DC by program staff and the US-based project team, training and mentoring by onsite project staff, safety and

emergency support throughout the placement period, and a debriefing at the conclusion of the program. The AED program fee does not cover domestic or international travel, ground transportation, housing or meals for which a Fellow could expect to pay on average \$9,500 per semester (4 months) and \$6,000 per summer (2-3 months) depending on the program site. In addition, AED will separately provide, and require Fellows to purchase, international insurance coverage on a per month basis. Please see the model program cost estimate sheet for a description of these costs and to estimate your own likely total expense.

Are placement opportunities available only overseas?

As AED also has project offices in the United States there will be limited opportunities for domestic placements. Applicants interested in domestic placements should e-mail the program coordinator at devfellows@aed.org

What supplies or equipment will I need for this program?

Development projects have limited resources, supplies, and equipment so AED cannot guarantee that the project you are placed with will have a computer for you to use on a consistent basis. AED, therefore, asks that Fellows bring with them their own personal laptop computers, including any peripherals needed for its use.

Any other supplies or equipment needed will be listed on the **AED Development Fellows Placement Opportunity Description** or will be relayed directly to applicants who have been offered a placement prior to their acceptance of the offer.

AED is not responsible for any damage to personal equipment or supplies used by participants of this program.

Can I work with an AED partner organization through this program?

Yes, you can work with an AED partner organization through this program with prior approval from AED. In general AED encourages such placements and believes they will be beneficial in strengthening coordination between AED and the partner organization, as well as assisting AED in accomplishing its strategic and capacity building objectives.

Will AED provide any financial support?

No. AED expects that the majority of Fellows will be self-financed. In very limited cases, certain projects may provide a small stipend.

What logistical and program support will AED provide?

AED will provide pre-program support and information, including assistance with information necessary for obtaining a visa (for overseas placements) or academic credit for

this experience; a pre-departure/pre-program orientation in Washington, D.C. led by program and project staff; international flight and housing arrangements; health and travel insurance; onsite training and mentoring by project staff; debriefing at the conclusion of the program; and safety and emergency support throughout the duration of the program.

What are the minimum eligibility criteria for applying?

Citizenship: Generally, there are no specific citizenship restrictions. However, individual projects may stipulate limitations based on local circumstances or requirements imposed by a project funder.

Fluency in English: All applicants must speak fluent English. Please be aware that some project placements may require the applicant to speak a foreign language appropriate to the identified country or region.

Academic Excellence: Although each application will be looked at as a whole during the selection process, competitive applicants will have an undergraduate GPA of 3.0 or higher, and/or a graduate GPA of 3.5 or higher.

Health Standards: Most AED overseas project offices are located in developing countries where the standard of living is very different from that of the United States. Living and working in a developing country can be very stressful so it is critical that participants of this program are both physically and mentally healthy.

Criminal Record: Applicants must not have been convicted of a serious crime.

Submit a Complete Application: All applicants must submit a complete application by the appropriate deadline. Please refer to the application checklist on the last page of the application form for a list of all required application materials.

In addition to meeting the above criteria, applicants for the Development Fellows Program must possess strong analytical skills, excellent oral and written skills, as well as the ability to work and communicate effectively with people from different cultures. Competitive applicants will have a good understanding of development issues, trends, and the challenges of working with people within such environments. Significant knowledge of the country in which the project is located, and a strong interest in a career in the field of international development are also a plus.

Must I be an enrolled undergraduate or graduate student to apply for this program?

Applicants do not need to be enrolled as either an undergraduate or graduate student to apply for this program. This program is open to current students at the undergraduate or graduate level, those in between the undergraduate and graduate levels, and those who have

already completed their graduate studies. Please be aware that applicants must submit copies of transcripts from all higher educational institutions they have attended, including any study abroad-related academic work.

Those applicants who are currently students and wish to receive academic credit for their participation in this program are responsible for making the appropriate arrangements with their home institutions. Applicants are urged to contact their campus study abroad or academic advisors as soon as possible for information on the specific requirements of their university.

All Fellows who successfully complete the AED Development Fellows Program will receive a certificate of completion.

Can I obtain credit for my experience with AED?

Yes, academic credit for the AED Development Fellows Program is available, contingent on the granting of credit at one's home institution. Students are responsible for inquiring into their home institution's policy concerning the transfer of credits. AED is pleased to write a description of a project and can attempt to find supplementary academic activities to accompany a project field experience. Such activities might include language assessments or periodic progress reports written by the on-site project director. Making these arrangements will require additional time on the part of AED. Therefore applicants should prepare their academic requirements as soon as possible prior to participating in the program, and forward that information to AED. Additional costs associated with on-site course work or tutoring will be the sole responsibility of the AED Development Fellows participant. Such charges are not included in the AED program fee.

What academic disciplines are eligible for this program?

AED encourages and supports applications from a wide range of academic disciplines provided they are relevant to the needs of the project. Applicants are responsible for making the connection between their academic discipline and the needs of the project.

What is the application and selection process?

Applicants apply to the program by completing and submitting all application materials as detailed in the application form. Applicants should complete their own application forms, but are encouraged to consult with advisors and professors who have knowledge of/experience in development work or expertise in the country/region in which the applicant is interested in working.

A complete application includes the application form, the applicant's signature on page 6 of the form, answers to the essay questions, curriculum vitae, three letters of recommendation, and all undergraduate and graduate transcripts, including study abroad.

Development Fellows Program staff will review each application for minimum eligibility criteria. Those that meet these criteria will be forwarded to an independent merit review panel for initial screening. Applications that are recommended by this panel will be forwarded to the appropriate project office for final selection, after which applicants will be notified of the final selection decisions in a timely manner.

Please be aware that you may be contacted by AED to discuss your application or to request additional information.

What is the application deadline?

Applications will be considered on a rolling and space available basis. Faxed and e-mailed applications will not be accepted unless pre-approved by a member of the Development Fellows Program staff.

What if I would like to apply for a placement to more than one project?

If there is more than one project that interests you, you may indicate this in the "Preferences" section on your application. However, please be aware that you will be selected to work for only one project.

What are the selection criteria?

Applicants must first meet the minimum eligibility criteria as described above (please refer to "*What are the minimum eligibility criteria for applying?*"). Applicants should also possess strong analytical skills, excellent oral and written skills, and evidence of ability to adapt to a different cultural environment as well as to work and communicate effectively with people from different cultures. Competitive applicants will have a good understanding of development issues, trends, and the challenges of working with people within such environments. Significant knowledge of the country in which the project is located and a strong interest in a career in the field of international development are also a plus. The relationship between the applicant's background and interests and the needs of the project office will be considered of the utmost importance.

Are there any reporting requirements during the time I am on the program?

In order to ensure that program goals are being met, all Fellows are required to submit progress reports on a regular basis, as well as a final report at the conclusion of the program. The progress and final report forms will be provided to participants directly by AED.

A copy of any papers written as part of a Fellow's work for a project or written to obtain academic credit for participation in this program should also be submitted to AED.

At the conclusion of the program, there will be a debriefing session. Further details on the debriefing session will be provided to all Fellows prior to the end of the placement period.