



## 2019-2020 FELLOWS PROGRAM GUIDE TO THE NOMINATION PROCESS

### NOMINATING YOUR FELLOW

- **STEP 1: ADVERTISE THE FELLOWSHIP**

In order to ensure a strong pool of applicants, CSPC recommends that schools widely advertise the Fellowship to students and faculty. Faculty can help identify strong candidates and encourage them to apply. Your school website, social media pages, and campus information boards are all great places to advertise.

Consider using CSPC's promotional flyer to help spread the word (make sure to fill out the pdf form with specific details on who to contact to apply).

- **STEP 2: SELECT YOUR FELLOW**

CSPC does not mandate the process through which schools choose their Fellows, but we recommend that the Fellowship be open to applicants from all departments. The application process should involve an evaluation of the academic ability of the student, focusing on competence within the social sciences. Please also keep in mind the student's existing commitments and time management skills. Schools may consider identifying an alternate nominee in the event that the primary nominee is unable to participate in the program.

*See below for a full list of suggested criteria for choosing Fellows.*

- **STEP 3: SEND YOUR NOMINATION TO CSPC VIA EMAIL**

Upon selecting a Fellow, schools should complete and submit the Fellow Nomination form to Erica Ngoenha, Director of Presidential Fellows and External Affairs, at [Erica.Ngoenha@thePresidency.org](mailto:Erica.Ngoenha@thePresidency.org). Please also include the Fellow's resume.

**The nomination process is open from May 1, 2019, to September 1, 2019.**

Barring any serious concerns from CSPC regarding the applicant's ability to complete the program requirements, all nominated Fellows will be accepted into the program.

Students will be accepted into the program on a rolling admissions basis. Once the nomination is received (provided it is within the nomination window), an acceptance email will be sent directly to the Fellows with the school point of contact copied.



### SUGGESTED CRITERIA FOR NOMINATED STUDENTS

- CSPC does not mandate the process through which schools choose their Fellows; however, the application process should involve an evaluation of the academic ability of the student, focusing on competence within the social sciences. We recommend that the Fellowship be open to applicants from all departments.
- CSPC asks that schools encourage students from diverse backgrounds to apply.
- Fellows should have strong academic credentials. CSPC suggests that they have a minimum GPA of 3.5, typically the equivalent of an A-.
- Fellows should have a demonstrated interest in an aspect of the American government and should be comfortable speaking, presenting, and writing specifically about the American Presidency or Congress.
- An essential aspect of the Fellows program is the relationship with his/her Mentor. As a result, it is important to nominate students who are responsible, open to constructive criticism and willing to engage with their mentors.
- Most Fellows are in the final year of their undergraduate studies, but graduate students and advanced undergraduates are also welcome.
- All academic majors are eligible. Typically, Fellows major or minor in one of the following disciplines: political science, history, international affairs, business, philosophy, economics, public health, or journalism.
- During the selection process, schools should ensure that Fellows are able to manage the time commitment required by the program.
- Applicants may be U.S. or non-U.S. citizens.

### REQUIREMENTS FOR FELLOWS

- Upon program enrollment, Fellows must meet all deadlines or forfeit their status as a Fellow in good standing.
- Fellows must engage with their assigned Mentor.
- Fellows attend two conferences in Washington, D.C., during the course of the Fellowship year (once during the Fall semester and once during the Spring semester).
- Each Fellow must produce a 10-15 page research paper on a subject with direct relevance to the U.S. Presidency and/or the Congress. Each member is responsible for producing a 10 to 15-page paper. Fellows are encouraged to draw upon and their incorporate independent study or thesis work, if applicable. Fellows will also be required to complete an op-ed and a policy memo over the course of the Fellowship year.