



STEVENSON CENTER

FOR COMMUNITY AND
ECONOMIC DEVELOPMENT

Illinois State University

Host Organization Application

Peace Corps/ACED Fellow Professional Practice Placement

11 months at 35 hours/week

Campus Box 4200

Normal, IL 61790-4200

Telephone (309)438-7090, E-mail StevensonCenter@ilstu.edu

www.StevensonCenter.org

Introduction

Please complete this Host Organization Application if you wish to host a Peace Corps Fellow/Applied Community and Economic Development Fellow for 11 months, 35 hours per week. Non-profit agencies, non-governmental organizations, economic development groups, educational institutions, rural communities, and governments or departments/agencies may apply. For more information about the Peace Corps Fellows Program or Applied Community and Economic Development Fellows Program, please contact the Stevenson Center. Graduate students in these programs are completing the Applied Community/Economic Development sequence in the Master's Degree Programs of the Departments of Economics, Kinesiology & Recreation, Politics & Government, or Sociology & Anthropology.

Selection Process

This is a competitive process. Host Organization Applications will be evaluated on the following criteria:

- Defined projects for the Fellow,
- Capacity of host organization to support and work with the Fellow,
- A strategic plan or other guiding documents,
- A plan for continuing development projects after the Fellow's assignment ends, and
- **A financial commitment of \$28,460 for Fiscal Year 2019-2020.** Of this amount, the student earns a monthly stipend paid through the University. The student remains classified as a full-time graduate student at Illinois State University and is therefore eligible for student health insurance. The student also receives a full tuition waiver for the professional practice (internship) credits.

Application Deadlines and Contact Information

For fullest consideration for Fellows beginning their 11-month internships during summer 2019, applications are due by FEBRUARY 8, 2019. Please contact the Stevenson Center Program Coordinator as early as possible to discuss your plans to apply to be a Host Organization. Completed applications should be sent to:

Katie Hake, Program Coordinator
Stevenson Center for Community and Economic Development
Illinois State University
Campus Box 4200
Normal, IL 61790-4200
E-mail: kmhake@ilstu.edu or StevensonCenter@ilstu.edu
Phone: (309) 438-5945

Host Organization Information:

Organization:

Address:

Contact Person/Title:

Phone:

E-mail:

Website:

Please answer the following questions.

1. Briefly describe your organization's main development issues.

2. Explain how your organization would provide a meaningful learning experience to a Fellow. What would a graduate student learn while working with you?

3. Evidence of Community Support (APPLICABLE ONLY FOR TWO OR MORE HOST ORGANIZATIONS APPLYING TOGETHER)

If applicable, please attach any letters of support from local government, educational institutions, local development organizations and non-profit agencies, Chambers of Commerce, business associations, service organizations, and other local groups. The organizations should show evidence of their commitment—including staff, financial and other resources—to help make the partnership with the Stevenson Center and the student’s Professional Practice (internship) a success.

4. Budget for the Fellows Program

Please complete the following budget sheet and indicate sources of funding. Include in-kind contributions (such as donation of office supplies or office space).

Be mindful that, after interviewing, at the point at which students and organizations are matched, the students are rearranging their lives for their internships: funding must be secure. *Unless you explicitly state otherwise below, by completing this section, you are confirming that sufficient resources to host a student are available/committed for this purpose.*

Cash Commitment (paid to the Stevenson Center for Fellow's stipend and program expenses)

11-month Total Amount

Source

Host Organization's Financial Commitment

Is this financial commitment dependent upon grant funding and/or Board approval?

Yes No

If 'yes' to previous question, are the funds/approval currently secure?

Yes No

If funds and/or approval not secure currently, when will you know whether they are secure?

Cash or In-Kind Commitment
(managed locally)

11-month Total Amount

Source

Travel (mileage reimbursement @ ___/mile)

Computer

Equipment Rental

Office Supplies

Office Rent

Utilities

Printing

Promotional Expense

Other

Budget Notes:

5. Strategic or Development Plan

A. Does your organization have a strategic plan or development plan? If yes, briefly describe how the plan was determined.

B. List the top five goals of the plan, in priority order.

1.

2.

3.

4.

5.

C. Please attach an organization profile, if available.

6. Possible Projects for a Fellow

Briefly describe up to three potential projects for a Fellow, indicating

- 1) how your organization would work with the Fellow to complete the projects, and
- 2) how these actions are consistent with your plan.

7. On-Site Supervision

Please describe your organization's plan for on-site supervision of the Fellow. Please name the responsible person(s), and list the job title, address and phone number, and note the frequency of contact and/or scheduled meetings with the Fellow.

8. Maintaining Momentum

Please explain how your organization will continue with development projects, including those listed above, after the Fellow's assignment ends.

Appendix A

Sample of Obligations Expected of the University and the Host Organization

(A version of this text would be included with the formal University-Host Organization Agreement)

3. **University Responsibilities**

- 3.1 *University shall provide the basic preparation of the student through classroom instruction and practice and shall provide the educational direction for the placement. University designates the Stevenson Center Senior Associate Director as a liaison to the Host Organization to provide consultation regarding student placement, supervision, and periodic review of student progress toward meeting the University's educational objectives and meeting the goals of the Work Plan (see 4.2 below) in a professional and timely manner.*
- 3.2 *University shall form a mentorship team consisting of the Stevenson Center Senior Associate Director and supervisor at the Host Organization. University shall inform student that he/she must adhere to the following requirements during the placement:*
- a. *Student will adhere to all policies, procedures, and standards established by the Host Organization.*
 - b. *Student will be responsible for housing and transportation to and from Host Organization during placement.*
 - c. *Student is required to have adequate health/accident insurance coverage in force during the entire placement. Student must secure coverage through Student Health Insurance, the University's Group Health Insurance plan, or procure private coverage.*
 - d. *Student will be responsible for adhering to established schedules and notifying Host Organization of any absences or necessary schedule changes.*
 - e. *During the placement, the University will pay tuition costs for the student, who will be enrolled as a graduate student at Illinois State University.*

4. **Host Organization Responsibilities**

- 4.1 *Host Organization will determine, assign, and supervise the services and tasks to be performed and cooperate in providing periodic evaluations of the student performance in the placement. Host Organization will identify a supervisor to form a mentorship team with the Stevenson Center Associate Director.*
- 4.2 *Host Organization will work with the student during the first month of the assignment and complete a Work Plan, which will include achievable goals, objectives, and tasks, names of the organizations and individuals responsible for assisting with the work, along with targeted dates of completion. This Work Plan will also be provided to the Stevenson Center Associate Director. The Host Organization shall provide meaningful and appropriate learning experiences to student to achieve the University's educational objectives for the placement.*
- 4.3 *The Host Organization shall provide access to records, appropriate space, and other Host Organization resources as may be required.*
- 4.4 *Host Organization will provide orientation and/or training to student on any of Host Organization's applicable policies, procedures, rules and regulations, or safety concerns.*
- 4.5 *Host Organization will allow the student at least one day of vacation/sick/personal leave per month, which may accumulate if unused. This does not include holidays observed by Host Organization.*

Learning Goals of the Applied Community/Economic Development Sequence

The Departments of Economics, Kinesiology and Recreation, Politics and Government, and Sociology and Anthropology adopt the following as the learning goals for students in their respective Master's Degree Programs with an interdisciplinary Applied Community/Economic Development (ACED) Sequence. These goals support the mission of the Stevenson Center and promote the competencies required of community and economic development practitioners in both U.S. and overseas environments. We embrace these goals in light of values present at Illinois State University and articulated in *Educating Illinois*, the University's comprehensive plan to promote learning. Specifically, these learning goals emphasize the contribution students will make to society upon their graduation.

- I. ACED Sequence students will understand and will be able to apply the concepts, themes, and theories of process present in the community and economic development literature such that they are aware of both:
 - a. Forces affecting communities, including:
 1. The dimensions of power in communities and what role community and economic development professionals can have within those power dynamics.
 2. The relationships among public policy, economic context, and the needs and resources for community and economic development.
 3. Global, national, and local factors that impact communities and their economies.
 - b. The dynamic means by which communities change over time, including:
 1. What actions people can take, through activism and/or changes in public policy, to create desired changes in communities.
 2. The manner in which people can evaluate and communicate the impacts of development efforts in communities.
 3. How people can be mobilized for action within their communities.
 4. Social, cultural, and economic differences among people, organizations, and communities in the development process.
- II. ACED Sequence students will be equipped with applied skills and appropriate methods that will support their effectiveness in community-based internships, Peace Corps assignments, and careers in community and economic development. Students will be able to:
 - a. Use a variety of quantitative and qualitative research approaches and techniques to support community projects.
 - b. Produce reports, proposals, and presentations to support community projects.
 - c. Use community organizing skills to facilitate planning and implementation of community projects.