



# 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](mailto:StevensonCenter@ilstu.edu)*  
*[www.StevensonCenter.org](http://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, serving 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 and Economic Development sequence in the Master's Degree Programs of the Departments of Economics, Kinesiology & Recreation, Politics & Government, Sociology, and Anthropology. Our Fellows come from a wide variety of backgrounds and have diverse identities, experiences, and perspectives. Diversity is one of the Stevenson Center's core values and we seek to place Fellows in environments where they feel not only safe, but able to thrive and live authentically.

## Selection Process

This is a **competitive** process. It is possible that not all organizations that apply will receive a Fellow. 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,
- Cohesion between Fellows' academic/professional goals and host organization's ability to provide enriching opportunities,
- A strategic plan or other guiding documents,
- A plan for continuing development projects after the Fellow's assignment ends, and
- **A financial commitment of \$29,030 for Summer 2022 - 2023.** 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

**Applications are due by FEBRUARY 7, 2022 for Fellows beginning their 11-month internships during the summer of 2022.** 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:

Paige Buschman, Program Coordinator  
Stevenson Center for Community and Economic Development  
Illinois State University  
Campus Box 4200  
Normal, IL 61790-4200  
E-mail: [pebusc2@ilstu.edu](mailto:pebusc2@ilstu.edu) or [StevensonCenter@ilstu.edu](mailto: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. What are your primary programs and services, and how do they impact your community or target audience?**

**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. 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.

B. Please attach an organization profile, if available.

N/a

Form Attached

#### **4. 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.

## 5. Budget for the Fellows Program

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.** Sharing your organization's application with Fellows and arranging interviews are formal precursors to hosting a Fellow, should the opportunity arise. Funding must be secure.

**Host Organization's Financial Commitment:** **\$29,030**  
*(paid to the Stevenson Center for Fellow's stipend and program expenses)*

Source:

Is this financial commitment dependent upon grant funding and/or Board approval? Yes  No

Are the funds/approval currently secure? Yes  No

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

### Are the following resources secure for a Fellow?

**Yes**                      **No**                      **N/A\_**

Travel (mileage reimbursement @ .\_\_ /mile)

Computer

Work Station

Telephone

Office Supplies

Printing

Promotional Expense

Other:

Budget Notes:



**6. 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.

N/A

Attached

**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.

**9. Diversity, Equity, and Inclusion (DEI)**

Please describe (and/or attach) strategies and policies your organization uses to promote a diverse, equitable, and inclusive work environment for all its employees (HR policies, Diversity Statements, Strategic Planning documents, etc.).

**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 Assistant Director and/or Program Coordinator or designee 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 Assistant Director and/or Program Coordinator 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 applicable policies, procedures, and standards established by the Host Organization and the University.
  - 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 provide proof of insurance.
  - 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 provide a tuition waiver, excluding fees 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 Assistant Director and/or Program Coordinator.
- 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 Assistant Director and/or Program Coordinator. 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 personal leave (vacation/sick) per month (11 days total), which may accumulate if unused in a given month but will be lost at the end of the experience if not used. The non-sick personal leave must be approved in advance by the Host Organization. This personal leave does not include holidays observed by Host Organization.

## Appendix B

### Learning Goals of the Applied Community/Economic Development Sequence

The Departments of Economics, Politics and Government, and Sociology and Anthropology, and the School of Kinesiology and Recreation, adopt the following learning goals for students in their respective master's degree programs with the interdisciplinary Applied Community and Economic Development (ACED) Sequence. These goals promote the cross-disciplinary competencies required of community and economic development practitioners in both U.S. and overseas environments. They also align with the strategic plans of the Stevenson Center and Illinois State University.

Students will achieve these goals through the year of on-campus study followed by full-time field experience and, in some cases, a culminating research project.

- I. ACED Sequence students will learn and apply the concepts, themes, and theories central to the interdisciplinary community and economic development literature such that they demonstrate knowledge of:
  - a) Forces affecting communities, including:
    1. The dimensions of power in communities and what roles community and economic development professionals can have within those power dynamics.
    2. The complex relationships among public policy, economic context, and the needs and resources for community and economic development.
    3. Intersecting global, national, and local factors that impact communities and their economies.
  - b) The dynamic means by which communities change over time, including:
    1. How people can be mobilized, through activism and/or changes in public policy, to create desired changes in communities.
    2. Social, cultural, and economic differences affecting people, organizations, and communities in the development process.
- II. ACED Sequence students will understand and demonstrate transferable skills and appropriate techniques to support their effectiveness in community and economic development careers. Students will be able to:
  - a) ANALYZE: Apply quantitative and qualitative empirical research methods to design, direct, and evaluate programs and projects.
  - b) PLAN: Devise community and economic development strategies that engage stakeholders in achieving measurable results.
  - c) EXECUTE: Secure and coordinate the resources and relationships to manage programs and projects with maximum impact.
  - d) COMMUNICATE: Effectively use a range of tools to clearly and convincingly share information in a variety of settings.