

**PRESIDENTIAL  
ADMINISTRATIVE  
FELLOWSHIP**

**FINAL  
PROGRAM MANUAL**

**For Fellows & Preceptors**

**2008-2009**

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**Last Revised April 2008 and Reviewed by Office of the General Counsel and Compliance Office**  
Manual and Policies Subject to Constant Review, Revision or Change If Necessitated by Program, Institutional, or Administrative Adjustments.

## **I. INTRODUCTION**

***Fellowship (noun) – Companionship, company. Community of interest, activity, feeling or experience. State of being a fellow or associate. A company of equals or friends: Association. The quality or state of being comradely. The position of a fellow (as of a university); the stipend of a fellow, a foundation for the providing of such a stipend (Merriam Webster).***

**A. PROGRAM**

The George Washington University Presidential Administrative Fellowship Program offers recent graduates of the University the opportunity to gain relevant work experience within administration while pursuing a master's degree in their chosen fields.

**B. PURPOSE**

The purpose of the Presidential Administrative Fellowship (PAF) program is to continue the academic training and to assist in the professional development of GW students. Its objective is to identify and to train graduating seniors planning to pursue post baccalaureate studies at GW, and to provide professional opportunities for systematic observation and experience in administration and decision-making.

**C. MISSION STATEMENT**

From its inception, the mission of the PAF Program was designed to contribute to the advancement of The George Washington University community through academic, professional, and personal involvement.

**D. CONTACT INFORMATION:**

**For questions about the program, contact:**

**Dr. Peter Konwerski, PAF Program Coordinator**

**Assistant Vice President**

**Student and Academic Support Services**

**Rice Hall 403**

**202-994-7210**

**peterk@gwu.edu**

**202-994-0475 - FAX**

**When in doubt, call! Over communication is always better than under communication!**

**II. PRESIDENTIAL ADMINISTRATIVE FELLOW**

***Fellow (noun) – Middle English. Comrade, associate. An equal in rank, power, or character: Peer. One of a pair: Mate. A member of a group having common characteristics, specifically a member of an incorporated literary society or scientific society. An incorporated member of a college or collegiate foundation, especially in a British University. A person appointed to a position, granting a stipend and allowing for the advanced study or research (Merriam Webster).***

**A. ROLE**

The Fellow is expected to work at least twenty hours a week for the administrative office to which he/she is assigned. The following is a list of roles a Fellow may play during the course of the two year Fellowship:

1. Work with the designated administrative office, learn the needs and characteristics of that office, and perform the duties assigned by that office.
2. Appear at certain mandatory functions (see the enclosed list of recommended meetings and events, p. 9) as a representative of the University where important interaction with visitors to campus, dignitaries, students, staff, faculty, administrators, alumni, or trustees may occur.
3. Interact with students from undergraduate and graduate schools. Share some of the salient issues facing the University, solicit ideas and suggestions, and follow up where possible with appropriate University offices/officers.
4. Serve as an ambassador for GW to other campuses, cities, and areas of the country when possible as an Alumni Admission representative of the University.
5. Fulfill special requests by the President or Vice Presidents. Attend VP Senior Staff or other relevant meetings when invited, participate in discussion, propose solutions, offer suggestions.

*For instance, a Fellow may be asked by the Vice President of the division in which he/she works to escort important guest(s) on a campus tour, or to speak on behalf of the University at certain functions.*

6. Attend Program Meetings (see the enclosed list of attendance requirements, p.6), participate in PAF Organizational Structure (see page 7) and participate in Professional Development (see list created as part of orientation week, p. 8) These meetings facilitate new ideas which will be passed along to the administrative decision-makers, faculty leadership, or student government.
7. Balance, plan and manage work, academic studies and personal time.
8. Commit to further development of the PAF program.

## B. RESPONSIBILITIES

Fellows are selected not only for their academic and extracurricular achievements, but also for their maturity and willingness to uphold the mission and ideals of the University. Therefore, Fellows must routinely exhibit courteous and respectful behavior since they are representatives of the University at all times, on and off campus.

GW's first University Intern (now Presidential Administrative Fellow) John David Morris, said of the standards expected of Presidential Administrative Fellows:

*"The benefits, selection, and responsibilities of the program make us public figures. We must be aware that our actions during and after working hours have implications which may involve many people. We must set the highest standards for ourselves in order for the program to be successful.*

*I am particularly careful to present a positive professional image of myself as an Intern of The George Washington University."*

1. **Standards and Compliance:** In order for Presidential Administrative Fellows to retain their appointments for the full term, all academic, disciplinary, and professional expectations must be met.

The program is based on a self-governing, community standards model in which team members support and enforce expectations together.

Failure to meet any of these expectations may result in a conference with the Program Coordinator, at which time a review, evaluation and reappointment process may be constituted which will evaluate goals and set a course of corrective action.

If performance does not improve or compliance can not be achieved, a Fellow may be released from the program. He/she will immediately lose all benefits and will be responsible for withdrawing from the University. Additionally, the Fellow may be required to compensate the program, department, or University for any costs incurred.

Minimum Standards include:

- a) **Academic:** Meet the academic requirements of the program/school and follow the Code of Academic Integrity.
- b) **Disciplinary:** Know the University's Statement of Ethical Principles, and abide by the Code of Student Conduct and all University Policies, all of which are available on the central policy page at [www.policy.gwu.edu](http://www.policy.gwu.edu) Avoid involvement in illegal or other disruptive activities warranting disciplinary, judicial, or police action. Fellows are expected to exhibit mature behavior at all times.
- c) **Professional:** Complete the assignments designated by Preceptors (Host Professionals Site Supervisors, see page 16). Fulfilling these obligations is to be done with the same standard of professionalism expected of a regular employee of the University. Behavior, language, and attire must be appropriate for an office environment. Effectively communicate work hours, schedule, leave, and other commitments directly to Preceptor. Questions or concerns should be discussed with the Fellow Preceptor and/or Program Coordinator.
- d) **Personal:** Serve as a member of the PAF class, work as an active member of the PAF team, participate in group activities, including service projects and social activities.
- e) **Ambassadorship:** Participate in activities that celebrate and promote the PAF Program and The George Washington University. In coordination with the PAF Coordinator and other University staff, assist in an ambassadorship role which contributes to The George Washington University and our PAF Program.

Presidential Fellows are encouraged to participate in ongoing ambassadorship assignments (often in off hours, in an 'unpaid' capacity, on average 2-5 hours per week). These activities are designed to network and build the capacity of the PAF Program across University life.

Working in conjunction with the Program Coordinator to outline expectations, goals, and objectives for their proposed activities, each Fellow will select specific areas or departments within the University which depend upon the PAF interests and their current placement.

Regularly in meetings, Fellows will review their proposed ambassador roles and report regularly on progress and accomplishments.

Ambassadorial actions may include:

**Networking** and interaction with other constituent departments, individuals, and Fellows. These activities may include information, connections, or integration efforts.

**Promoting** our mission involves giving something constructive and tangible back to our community and re-invigorating this commitment back at all levels.

Setting a good example in work and action, reaching out and making connections, encouraging others, and motivating actions to promote the spirit and mission of the program.

**Visibility** and **awareness** involve the tireless promotion of the program, its values, projects and philosophy. Through successful activities, recognition will increase bringing with it increased awareness and support for the program.

When working to promote awareness and visibility, promote our logo/name/identity, promote our activities, and promote our philosophy.

A more detailed series of ambassador roles will be reviewed annually during the orientation, but could include:

Assisting in the coordination of the Lindsey Ferris Memorial PAF Scholarship Fund\*. In honor of the PAF 10<sup>th</sup> Anniversary, Current and Alumni Fellows pledged to raise \$50,000 for the University. We have passed the initial fundraising goal and are will begin to establish a new mark in donations and pledges soon.

Celebrating and recognizing the Program through ceremonies, programs, or other activities (Commencement Event, Colonials Weekend Alumni Reception, Red, Whites, and Jazz etc).

Ongoing outreach through our Newsletter produced each semester, Web site, Alumni Fellow list serve, Current Fellow list serve, and Annual Report produced each semester.

Active recruitment and selection of new Fellows.

Public and media relations efforts which advance the program (Hatchet, WRGW, Cherry Tree, GW Magazine, By George, local media).

Supporting underclassmen, particularly Seniors in their transition to life

beyond GW, whether through graduate support programming or other workshops to help students succeed beyond our campus community.

Developing ongoing leadership and professional development activities which positively serve our campus and team, particularly through programs like Colonial Community, which serve staff of the University.

Creating unique service projects to demonstrate our commitment to others less fortunate in the surrounding region. Our partnership with DC Today...DC Tomorrow is an example of this philanthropic effort.

Fostering a collegial and interactive social community among program participants and other alumni or graduate communities, particularly the Office of Grad Life (i.e. Mixers, socials, pot luck dinners, happy hours, group development retreats).

2. **Mandatory Assignments:** In addition to job responsibilities assigned your Preceptor (or Host department), Fellows are required to complete the following assignments:

Program Meetings – Weekly meetings with Fellows and Program Coordinator.

Professional Development Activities - Fellows will be expected to participate in the regular/monthly/ongoing Professional Development Sessions, may select to form a Reading Circle or other similar program and each Fellow is encouraged to assist in the planning of at least one of these seminars.

Community Service Participation - Fellows will be expected to participate in at least one community service activity each semester.

Alumni Development Activities - Fellows will be expected to participate in occasional Alumni Development activities, particularly the Young Alumni Network. PAFs are encouraged to make the most of the Alumni Online Community and to continue building alumni connectivity with GW.

Alumni Career networking - PAF alumni will be invited to a program on campus to showcase their professional roles.

Ambassadorship - Fellows are expected to create a meaningful assignment in coordination with the Program Coordinator.

Register for Alumni Online Community and Register for GW Hatchet and GW News Center to receive regular GW news.

Keep abreast of PAF activities on PAF listserv, through professional, daily use.

Contribute an article each semester to PAF Newsletter, including Photography, and contribute regularly to PAF Annual Report.

Remain in contact with PAF Alumni through regular phone and email correspondence.

To assist with these Ambassadorial Activities, the 2007-2009 PAF Class created the following organizational structure of committees and contact points to help direct and manage these activities. Roles for each fellow could include:

**Organizational Structure (External) for the Advancement of the PAF Program:**

*Administrative Liaison* – PAF to stay in regular contact with members of the GW Administration (Vice Presidents, Associate/Assistant VPs, Deans, Associate/Assistant Deans) to remain abreast of initiatives and offer the services of the PAF program to each Administrator..

*Alumni Chair* – PAF to maintain and update records of all PAF alumni, remain in regular, monthly contact with alumni and organize regular events with PAF alumni.

*Student Liaison* – PAF to work with graduate and undergraduate programs and organizations to remain abreast of issues/events and offer PAF Program assistance when appropriate. This position will be responsible for heading recruitment initiatives.

*Events Chair* – PAF to liaise with University Events to organize PAF assistance at various programs and events on campus.

*Publication Chair* – PAF to organize and oversee the creation/update of publications, including but not limited to Newsletters, Annual Reports and the Website.

**Organizational Structure (Internal) for Current Members of the PAF Program**

*Community Service Chair* – PAF to coordinate and organize the DC Today...DC Tomorrow partnership as well as other community service events that may arise.

*Programming and Professional Development Chair* – PAF to oversee the organization of all social and professional development events of the program, including but not limited to the August orientation and retreat, Spring Professional Development days, Commencement Weekend events, and regular social outings. The goal of this position is to build our internal community.

*Communication and Meetings Chair* – PAF to regularly maintain communication between Fellows and plan/run all regular meetings.

*Ad Hoc Recruitment and Selection Chair* (One First Year, One Second Year). This team will be for working with the PAF selection committee on criteria and processes to focus on continuous improvements in our recruitment and selection process.

3. **Mandatory Functions:** The following is a list of events that Fellows are required to attend in their official roles as Presidential Administrative Fellows. Questions about these mandatory events should be directed to the Program Coordinator.

**Program Meetings**

Planning and Update Meeting (Business Staff Meeting), and weekly/regular meetings with the Program Coordinator and Fellows. Meeting times will be set at the Retreat but no later than the first week of class, based on course and work schedules for Fellows and Program Coordinator. Meetings are generally held weekly for an hour during the typical work day (8:30am-5:30pm).

**Professional Development Activities**

Transition Programming – April 2008 and 2009

Orientation Week – August 4-9, 2008

Professional Development Day – Mid Year – January (9/10), 2009

Consult with other Fellows and Program Coordinator to arrange other activities. Meeting times will be set by the first week of class based on course and work schedules for Fellows and Program Coordinator.

Topics chosen by the group in consultation with the Program Coordinator and PAFs will be scheduled through out the year. Topics could include:

- |                                       |                           |
|---------------------------------------|---------------------------|
| Conflicts in the workplace            | Ethics in the workplace   |
| Computer workshops, technology        | Career Development        |
| Preparing for professional interviews | Diversity/communication   |
| Financial planning, investing         | Taxes, benefits           |
| Conflict resolution/negotiation       | Stress management         |
| Art therapy                           | Office politics           |
| Employee training workshops           | History of the University |
| Networking                            | Public speaking           |

These meetings may be done in coordination with University Career Center Staff Contact for each School/Program, Alumni Programs, or other professionals or faculty affiliated with GW. At times, when necessary, other non-University resources may also be contracted to provide these services and resources to the PAF Program members.

**Networking Meetings**

Meetings held monthly with the President and other Vice Presidents, Deans, or their Staff. Required attendance as scheduled throughout the year, set based on the availability of Fellows, the President/VP or their staff.

## Departmental Contacts

Each Fellow should keep in touch with various departments, units, and schools which have an integral relationship with the Fellows and the Program. PAFs are encouraged to sit on committees, attend meetings, and provide organizational assistance for relevant activities/events in these departments, including being a main contact with the departments.

**4. Recommended Meetings and Events:** It is understood that the Fellows have been chosen because of their respective dedication to GW, and their willingness to work hard to move the University from strength to strength. As a result, the following is a list of important events where attendance of the Fellow is strongly encouraged. Dates and invitations will be regularly distributed at Program Meetings.

### Fall Semester Events (Bold Indicate Mandatory Events)

August	<b>PAF Retreat – August 4-9</b> <b>PAF Preceptor Breakfast/Lunch</b> Move In/Welcome Week Events
September	<b>PAF/University Administrator/Preceptor Reception</b> Freshman Convocation Hispanic Heritage Celebration Alumni Reunion Weekend/ <b>PAF Alumni Reunion</b>
October	AIDS Walk Colonials Weekend Concerts, Events <b>Colonials Weekend/Concert Assistance</b> Colonial Invasion
November	Help the Homeless Walkathon/Hunger Week
December	Midnight Breakfast, Adopt A Family University Holiday Party

### Spring Semester Events

January	Winter Welcome Week Events Inaugural Ball 2009 (Every 4 Years) Martin Luther King Day of Service Martin Luther King Convocation
February	President's Day Activities/GW Birthday Celebration Black History Celebration President's Night Career Month Activities
March	Atlantic 10 Basketball Championships, Receptions
April	<b>New Fellow Transition Lunch/Reception</b> Chalk In/Arts Fest, Excellence in Student Life Awards Ceremony
May	<b>Commencement Weekend PAF Reception - Friday evening</b> Commencement Weekend, Distinguished Alumni Achievement Awards Monumental Celebration, Graduation Ceremonies
Summer Annual Events	Colonial Inauguration

Admissions Recruitment Activities, Summer Send Off Receptions  
 Athletic Events, Tournaments, Competitions, Meets, Championships, AD's Club  
 Board of Trustees Meeting - Attend one of the three (by invitation only).  
 (October, February, May, and June Retreat Cycle)  
 Parents' Association Annual Meeting (October, February, and June cycle)  
 Special Occasions with Deans, Alumni, VIP's  
 Student Advisory Council Meetings  
 Student Organization Meetings, including SA Senate  
 University Special Events Groundbreakings, Open Houses, Ribbon Cuttings, and  
 Grand Openings  
 Other: Honors Convocations, Symposium, Seminars, or Events as appropriate

**Program Staff Contact:** The Program Coordinator may designate one student employee to serve as Program Staff Contact. The position is assigned to provide strong organization and communication between the Coordinator and the Fellows. The Program Staff Contact may put in approximately five to ten hours per week, working in tandem with the Program Coordinator, in order to invigorate the program, assist in the implementation of program guidelines, follow up on tasks, create beneficial opportunities for Fellows, and listen to Fellows about program developments.

In addition to this role, the Program Staff Contact concentrates on internal issues of the Program such as activities, events, promotion, coordination, processes, procedures, training and development of the Fellows and the Program. The Program Staff Contact functions as a representative and assistant to the Coordinator of the program.

**RESPONSIBILITIES:**

*∅To communicate with the GW Community about the PAF Program, including maintenance of the web site and assistance on the newsletter, and maintenance of the alumni list serv.*

*∅To act as chief liaison between the Program Coordinator and the Presidential Administrative Fellows.*

*∅To assist the Program Coordinator in coordinating logistic arrangements of the Fellows including meetings, interviews, and training.*

*∅To carry out other assignments from the Program Coordinator.*

*∅To support opportunities, where necessary, for other Fellows.*

*∅To keep Fellows, Preceptors, and others at GW informed of the program.*

*∅To create additional programs, events or receptions as desired.*

*∅To develop and maintain traditions of the program.*

**C. TRANSITION, ORIENTATION, AND TRAINING**

Fellows will participate in a Transition Lunch in April and a Week long Orientation and Training program August 4-9.

The April program may consist of an introductory meeting, followed by current and new PAF mentoring. Other social events also will be planned accordingly.

The August Orientation and Training may consist of an off campus retreat, community service project, social activities, professional development sessions, goal setting workshops, planning meetings, preceptor gathering, networking meetings with the President and Vice Presidents, and additional meetings which help acclimate the Fellows to the vision of the University population, its community, and its operations.

Returning Fellows will be heavily involved in planning both the Transition Program and the Orientation and Training. The Fellows will be expected to incorporate this knowledge into their work.

1. **Meetings:** University administrators, faculty, staff and student leaders are good resources for Fellows. Presidential Administrative Fellows are encouraged to make contact and to become familiar with as many of these individuals as possible. Some meetings will be set up by the Program Coordinator.
2. **Seminars:** During orientation and training, and throughout the year, Presidential Administrative Fellows should attend seminars which help them to prepare for and succeed in the Fellowship.

**D. DAYS OF WORK, ANNUAL AND SICK LEAVE POLICY**

Fellows are required to spend a minimum of twenty hours per week at the Fellowship. A schedule should be provided to the Preceptor at the start of each semester, and maintained regularly. If deviations should arise, they should be discussed with the Preceptor in person or by phone with regularity. **Fellows should not assume they have access to leave or traditional school breaks without consultation and conversation with their Preceptor. This includes Winter, Spring Break, and Summer Recess between the first and second year.**

If a Fellow spends more than the twenty hours on some special project, he/she may negotiate additional compensation for work hours with the Preceptor Host at the administrative unit. Fellows should consider their academic work load (i.e., number of classes, final exams, papers), when planning additional hours of work in the Fellowship. Changes or increases in hours related to academics or the Fellowship must be communicated in writing to the Program Coordinator before hand.

If Fellows request leave, Fellows will be given the following unpaid vacation allowance annually:

1. Thanksgiving holiday. (**Note:** Thursday and Friday only).

2. Two weeks unpaid leave during the Winter Intercession. (**Note:** Two weeks may be shorter than the normal student holiday break).
3. One week of the University scheduled "Spring Break" (**Note:** Unless arranged and approved in advance by the Host Departments, Fellows take the spring break designated by their graduate school program.)
4. Two weeks unpaid leave during the Summer (**Note:** One week must be taken prior to June 30 and one prior to August 31) to avoid retreat/orientation dates.
5. The University Holiday schedule is available on the Human Resource Services website (<http://www.gwu.edu/~hrs/admin/>)

**If additional salary compensation is negotiated by Fellows, it is based on the discretionary authorization of the site Preceptor, but is NOT an expectation of the Program.**

Fellows must communicate all vacation times according to their office's departmental procedures and obtain approval of the Preceptor/Host administrative department. Presidential Administrative Fellows and Preceptors will work out the best arrangements for the vacation time among themselves.

The Program Coordinator should be informed of vacation times so that he/she may schedule meetings with Fellows accordingly.

**Sick leave is not provided to Fellows.** Fellows may request a leave of absence when his/her personal illness or injury necessitates absence from the Fellowship site. However, hours lost must be made up the following week, or in consultation with the Fellow's Preceptor.

**Home Emergencies/Bereavement Leave.** A Fellow may request leave for home emergencies and/or upon the death of a spouse, child, parent, grandparent, sibling, mother-in-law, or father-in-law. Oral notification must be made to the department Preceptor and to the Program Coordinator. A Fellow may request leave for a maximum of three (3) consecutive days.

Any questions about the Annual and Sick Leave Policy should be directed to the Program Coordinator.

## **E. CURRENT PROGRAM BENEFITS AND COMPENSATION**

Each Year, upon accepting the Fellowship, Fellows Will Sign an **Acceptance of Benefits Form**, to verify they understand the benefits and compensation provided by the PAF Program.

Fellows receive benefits which enable them to concentrate fully on the Fellowship, graduate study and University advancement. Among those benefits are full tuition up to 21 credits per year.

Effective July 1, 2008, the minimum PAF Salary will be \$15.00 per hour, for a minimum of 20 hours per week. This translates to a weekly wage of \$300 for 20 hours, a pay period rate of \$600, and an annual salary based on 26 pay periods of \$15,600.

**If additional salary compensation is negotiated by Fellows, it is based on the discretionary authorization of the site Preceptor, but is NOT an expectation of the Program.**

A \$1,150 per month housing stipend is also provided.

Should the Fellow discontinue with his/her academic program, it is the Fellow's responsibility to proceed with a complete academic withdraw from the University.

Benefits are subject to change on an annual basis

It is also the Fellow's responsibility to ensure that individual tax requirements are met for benefits and compensation. Tax standards constantly change, and therefore Fellows are encouraged to use IRS scholarship tax guides and professionals as necessary. Refer to the policy on stipends and tuition payments for students for additional guidance.

**1. Tuition and Fees** Fellows receive a tuition stipend covering the costs of up to 21 hours of graduate study for a full academic year, including the summer sessions.

All relevant University Fees associated with enrollment at GW are covered through the duration of the Fellowship. Deposits which apply toward Tuition are covered for incoming Fellows. Application for Graduation Fees are not covered and are the responsibility of the Fellows.

Tuition stipends are made available through the funds allocated in the Office of Student Financial Assistance. The process for receiving the stipend is as follows:

- Step 1:** *Fellows registering for more than nine (9) hours must obtain the approval of the Program Coordinator.*
- Step 2:** *Register for classes as a regular graduate student.*
- Step 3:** *Immediately deliver a copy of your bill to Peter Konwerski, Program*

Coordinator in Rice Hall Suite 403 or email the Program Coordinator ([peterk@gwu.edu](mailto:peterk@gwu.edu)) the bill by accessing your account on GWeb and copying/pasting the relevant balance. Any late charges for failure to deliver bill in a timely fashion will be the Fellow's responsibility.

The transfer of funds will be handled by the Program Coordinator. This is all a Fellow is required to do regarding tuition. Should any problems arise, contact the Program Coordinator.

The PAF program allows a Fellow a maximum of 21 credit hours per academic year. Any number of credits above this amount **must** be approved by the advisor and, if approved, is the financial responsibility of the Fellow.

***The PAF program is designed with these requirements to ensure the maximum educational and professional balance for the Fellow.***

2. **Housing:**

Fellows should find a place to live with an approximate July 31/August 1 start date. Program coordinators are available to assist in solving housing concerns. Pick up housing stipend checks from Student Financial Aid in Colonial Central, MC Ground Floor on the first workday of each month. Fellows are provided a monthly stipend (\$1,150/month) during their appointment (a total of 22 months).

3. **Salary Wages:**

Effective July 1, 2008, the minimum PAF Salary will be \$15.00 per hour, for a minimum of 20 hours per week. This translates to a weekly wage of \$300 for 20 hours, a pay period rate of \$600, and an annual salary based on 26 pay periods of \$15,600.

**If additional salary compensation is negotiated by Fellows, it is based on the discretionary authorization of the site Preceptor, but is NOT an expectation of the Program.**

4. **Tax Information:**

Checks are issued bi-weekly. Federal and state taxes will be withheld, so your net will be less than the annual monthly stipend. Internal Revenue Code I-17 provides information on taxability on scholarship amounts received.

For further information regarding tax liability consult the "[Student Tax Guide](#)". Other inquiries regarding tax liability should be directed to Benefit Services within Human Resource Services at x49600. or the GW Tax Department at x 42556.  
***Due to the ever changing Federal Tax laws, this form of award and way of reporting may be subject to change without advance notice.***

5. **Books:**

Fellows are responsible for purchasing their own books. The cost of books is not included in the scholarship.

6. **Business Cards:**

Fellows should receive business cards from their Host department with department specific contact information.

7. **Professional Development:**

As opportunities arise, Fellows will be encouraged to participate in additional professional development appropriate for their department which may include off site conference travel if available or budgeted by host department.

8. **Nametag:**

Fellows will be supplied with an official University nametag, provided by Program Coordinator, for use when representing the PAF Program.

F. **SECONDARY JOBS & ACADEMIC INTERNSHIPS**

The unique structure of the PAF Program requires a commitment to the program from the Fellows. The program covers the cost of living and tuition and offers a stipend for other expenses so that Fellows may fully concentrate on the PAF Program. Fellows are ***strongly discouraged*** from taking second jobs and/or internships.

However, if the opportunity arises for a second job/internship that is deemed meaningful to the professional development of the Fellow, it must **first** be discussed with **and approved by** the Program Coordinator and Host Preceptor ***before*** accepting the position.

***Request for secondary jobs/internships deemed meaningful can be denied by the Program Coordinator/University as well.*** Fellows must understand that taking a second job/internship may **compromise** some of the benefits they receive through the PAF Program. Fellows are reminded that the PAF Program is their **priority** and all meetings, training and other related responsibilities must come before their second job/internship. If conflicts arise they must be discussed with the Program Coordinator. If the second job/internship detracts from the Fellows ability to fulfill his/her responsibilities as a Fellow or to assist in the development of the program, the Fellow may be asked by the Program Coordinator to drop his/her second job/internship, **without notice**.

### III. GUIDELINES FOR HOST ADMINISTRATIVE DEPARTMENTS

#### A. OVERVIEW

Host departments pay the stipend and indirect costs associated with a Fellow. Specific items include:

- An office or adequate office space
- Telephone charges and adequate administrative support
- Business cards
- Long distance access code
- Office supplies
- A computer, or easy access to one
- Professional development relevant to work roles and duties

Because the interests of Fellows vary, the Program Coordinator will provide an overall structure for the Fellowship. Fellows, in conjunction with the Host departments, are expected to work out the specific details of the Fellowship opportunity. The Host departments, particularly the Preceptors to whom the Fellows report, are the key to the growth of the Fellow, through the use of a Learning Contract.

The Host department providing the Fellowship opportunity assumes the obligation to involve the Presidential Administrative Fellow in administrative matters at both policy and operational levels. Fellows should have contact with the department heads, VP's or Deans, and have opportunities to interact with other administrative and management constituents when possible.

Fellows are required to spend a minimum of twenty hours a week in an administrative office for the academic or fiscal year. (Please review Section II.D. Days of Fellowship, Annual and Sick Leave Policy on pages 11 of the manual for further information.)

The Host department needs to work with the Fellow to develop a Learning Contract and an objective for the Fellowship; specifically, the placement general plan, and what the Fellow and the office is expected to gain. The Host department should outline the responsibilities to be assigned; include who is to be a Preceptor on a day-to-day basis; what kind of activities (how and to what end) the Fellow will be doing; with whom the Fellow will be dealing; how he/she will fit into the office; who he/she will be supervising their work day to day, if anyone; and, the recommended interactions inside and outside of the office. **All of these items should be submitted in writing to the PAF Program Coordinator by September 5, 2008.**

Fellows should have opportunities to learn about or to participate in administrative matters and to gain insight into the following areas: Institutional and unit/office organization; decision-making; strategic planning and organizing projects; interoffice and intra-office communications; management practices; and, organizational behavior.

Lastly, the Host department should prepare a list of possible year-long projects for the Fellow to be involved in or to direct. The list also should outline what they entail and the expected outcome. **All of these items should be submitted by September 5, 2008.**

## B. ROLE OF THE PRECEPTOR

*The term preceptor, from the 15<sup>th</sup> Century, by definition conjures up a broader job description that just oversight or management. It includes being a teacher, a tutor, and instructor, rather than one who gives commands and makes rules. More than just being a boss, we hope that you can help shape, mold, mentor, and direct our fellows to great accomplishments over the next year.*

### 1. Role of the Preceptor:

The design of the PAF Program is a professional mentoring relationship between the Fellow and the Preceptor. It is expected that the Preceptor will facilitate the professional development of the Fellow.

### 2. Responsibilities of the Preceptor

#### *a) Before the Fellow arrives:*

Participates in Match process to interview potential candidates and recommend selection to Program Coordinator.

Receive a brief orientation to the program with the Program Coordinator.

Prepare office (or work space).

Inform staff, preferably in writing, of the arrival of the PAF and his/her role.

Obtain a long distance code from Telecommunications for the Fellow, if long distance calls are to be made.

Provide necessary key codes for equipment.

Print business cards and provide other necessary office supplies.

Fill out the necessary paperwork to get the Fellow on the office operating budget.

An Employee Hire Form must be completed, and forwarded to the **Career Services, Old Main, Attention: Student Employment Office**. (This is the Student Employment Wage Form - Non-Work Study). Since Fellows are students as well, Fellows' wages should be charged to **Fund C, Account 51229 within your department center code**.

New Fellows begin around August 1. Second year Fellows report to new assignments on or around July 1. Preceptors and second year Fellows must be in contact to establish the ideal starting date.

**b) Once the Fellow has arrived:**

Arrange a regular (i.e. weekly) one on one Preceptor supervision meeting.

Introduce the Fellow to your staff at a staff meeting or upon making “rounds”.

Discuss expectations and goals for the upcoming year.

Submit Learning Contract, draft job description, objectives, general plan, responsibilities, and activities in writing, (to be reviewed with Program Coordinator by 9/5/2008) establish benchmark deliverables for evaluation.

**c) During the year:**

Join Fellows and Program Coordinator at special events and programming affiliated with the Program (Fall Alumni Reception during Colonials Weekend, Commencement Weekend Celebration, Reds, Whites, and Jazz, etc.).

Assist with selection of new Fellows during the selection process.

Attend meetings as scheduled with the Program Coordinator\*\*.

Update goals as needed.

Assist in the professional development of the Fellow.

Include Fellows in relevant meetings and possible conferences.

Periodically review Learning Contract as a means to evaluate progress (i.e. Fall Break)

Maintain regular contact with Program Coordinator in advance of concerns arising to address any supervisory or support questions/problems. A PAF preceptor list serv is available for common issues of discussion ([pafpreceptor@hermes.gwu.edu](mailto:pafpreceptor@hermes.gwu.edu)) among the group.

**d) End of the year:**

Provide an evaluation for the Fellow and the PAF program for the Program Coordinator.

\*\*There may be some meetings throughout the year that the Preceptors may need to attend with the Program Coordinator. Every effort will be made to accommodate the Preceptors' existing schedules. These meetings are designed to share ideas, experiences, concerns and suggestions with the Program Coordinator.

**C. ASSIGNMENTS FOR FELLOWS**

**1. Daily Work Assignments:**

These should include, but are not limited to, readings that are relevant to the field, research needed on particular topics, meetings or memos, progress on projects, etc.

**2. Projects:**

Assignments given to the Fellow with the intention that the Fellow will be the one to oversee the development of the work with the Preceptor's assistance.

**D. STUDENT EMPLOYMENT STIPENDS/PAYCHECKS**

Effective July 1, 2008, the minimum PAF Salary will be \$15.00 per hour, for a minimum of 20 hours per week. This translates to a weekly wage of \$300 for 20 hours, a pay period rate of \$600, and an annual salary based on 26 pay periods of \$15,600.

**If additional salary compensation is negotiated by Fellows, it is based on the discretionary authorization of the site Preceptor, but is NOT an expectation of the Program.**

## Lindsey Ferris Memorial Presidential Administrative Fellowship Scholarship Fund

The Presidential Administrative Fellowship Fund was created by the Presidential Administrative Fellows with the stated intention of fostering the talents and aspirations of GW undergraduate students such that they have the opportunity to achieve greatness, while concurrently serving to enhance GW's already impressive academic reputation.

This fund provides financial support to current GW undergraduate students as they endeavor to explore the scholarly pursuits, and may take the form of, but is not limited to direct tuition aid, funding for scholarly research, financial assistance for academic study abroad, or as a travel or housing stipend for a designated academic pursuit. Specific criteria is provided on the Scholarship application form.

Dedicated in memory of PAF Alumna ***Lindsey Ferris*** (BA '01, MA '03), the PAF Scholarship is bestowed upon a full time enrolled GW undergraduate student whose commitment to academic pursuits and the love for The George Washington University mirrors that of Ms. Ferris.

Currently, as of May 2007, the fund has reached its initial goal, with gifts and pledges just over the goal of \$50,000, but continuing support will allow the fund to continue to grow in Lindsey's memory and support students at The George Washington University.

## PAF Acceptance of Benefits Form

I accept the following PAF Benefits for the coming Academic Year – 2008-2009:

**Tuition and Fees:** I understand I will receive a tuition stipend covering the costs of up to 21 hours of graduate study in an approved, accredited academic program, for a full academic year, including the summer sessions (42 Credit Hours total).

I understand that any number of credits above this amount **must** be approved by the advisor and, if approved, is the financial responsibility of the Fellow.

***The PAF program is designed with these requirements to ensure the maximum educational and professional balance for the Fellow.***

I understand that all relevant University Fees associated with enrollment at GW are covered through the duration of the Fellowship. Deposits which apply toward Tuition may be covered for Incoming Fellows if presented in a timely manner. I understand that application fees for graduation are Not Covered, and are the responsibility of the Fellows.

Tuition stipends are made available through the funds allocated in the Office of Student Financial Assistance. *Any late charges for failure to deliver bill in a timely fashion will be the Fellow's responsibility.*

Fellows receive benefits which enable them to concentrate fully on the Fellowship, graduate study and University advancement. Among those benefits are full tuition up to 21 credits per year. Should the Fellow discontinue with his/her academic program, it is the Fellow's responsibility to proceed with a complete academic withdraw from the University.

**Taxable Salary Wages:** I understand that effective July 1, 2008, the minimum PAF Salary will be \$15.00 per hour, for a minimum of 20 hours per week. This translates to a weekly wage of \$300 for 20 hours, a pay period rate of \$600, and an annual salary based on 26 pay periods of \$15,600.

**I recognize and understand that departmental work expectations, pay scales, and total overall payments may vary from unit to unit, but at minimum I will receive \$15.00 per hour for the minimum 20 hours I agree to work with my Preceptor.**

**I understand that if additional salary compensation is negotiated by Fellows, it is based on the discretionary authorization of the site Preceptor, but is NOT an expectation of the Program.**

**Housing:** A taxable housing stipend of \$1,150 per month is provided on the following cycle of distribution:

Circle One:

First Year Fellows: From August 1, 2008 through June 30, 2009, subject to additional funds in FY 09 if re-appointed to a Second Year. A total of 11 housing stipend checks in year 1.

Second Year Fellows: From July 1, 2008 through May 1, 2009. A total of 11 housing stipend checks in year 2.

\*\*Fellows receive a total of 22 housing stipend checks, during the two year duration of the Fellowship.

I understand benefits are subject to change on an annual basis as University Policy may be adjusted at any point.

I understand that it is my responsibility to ensure that individual tax requirements are met for benefits and compensation. Tax standards constantly change, and therefore I will consult with the IRS scholarship tax guides and professionals as necessary. ***Due to the ever changing Federal Tax laws, this form of award and way of reporting may be subject to change without advance notice.***

Additionally, I realize I must remain in good academic and judicial standing through the duration of my Fellowship, follow the policies and procedures established by my host department, and comply with rules governing job performance established by Human Resource Services.

I also understand that my re-appointment (for a second year) is not automatic.

I accept these and other conditions of my appointment, set out in the PAF Manual, during the annual PAF Orientation and Transition Program as well as through other communication established by the Program Coordinators or University staff responsible for the PAF Program.

Print Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

Program Coordinator Receipt and Verification - Date \_\_\_\_\_

Signed \_\_\_\_\_

Circle Distribution:

Spring 2008, PAF Transition – April 2008

and

Summer 2008, PAF Orientation Retreat – August 2008

**PRESIDENTIAL  
ADMINISTRATIVE  
FELLOWSHIP**

**FINAL  
PROGRAM MANUAL**

**For Fellows & Preceptors**

**2008-2009**