



Peace Corps Master's International

Coordinators' Guide



A Guide to Designing and Maintaining a Program on Your Campus

Revised January 2007

Office of Domestic Programs

Peace Corps Planning Calendar

January

February

- Submit completed medical kit to Peace Corps by February 1 to receive invitation for service that begins October through December of this year
- Peace Corps Week begins last week of February

March

- Peace Corps anniversary (March 1)

April

- Peace Corps MI staff review of university MI websites and links

May

- Submit completed medical kit to Peace Corps by May 1 to receive invitation for service that begins January through March of the following year

June

- Nominated students should begin medical/legal kit processing through the end of the summer

July

August

- Submit completed medical kit to Peace Corps by August 1 to receive invitation for service that begins April through June of the following year

September

- Submit completed medical kit to Peace Corps by September 1 to receive invitation for service that begins July through September of the following year
- Student Handbook available

October

- Peace Corps MI staff review of university MI websites and links
- Annual student census reports due

November

December

- World AIDS Day (December 1)
-

Since its inception in 1961, the Peace Corps has enjoyed a productive and mutually beneficial relationship with academe. The Master's International (MI) program was established in 1987 as a natural outgrowth of this relationship to address some of the challenges inherent in higher education and international development.

A partnership between selected universities and the Peace Corps, the MI program provides students with the opportunity to incorporate Peace Corps Volunteer service into a master's degree. It is designed to fulfill three basic needs:

- Provides faculty and campus administrators options for overseas experiential learning opportunities for their students;
- Enables prospective Peace Corps applicants to “have it all” by combining Peace Corps service with graduate school; and
- Meets increasing demand from the Peace Corps' host countries for Volunteers with higher levels of education and technical expertise.

The MI program is flexible and can accommodate varying academic requirements at each university. Typically, students complete a minimum of one year of on-campus academic course work, followed by an overseas Peace Corps assignment relevant to their field of study. After their Peace Corps service, students complete theses, professional papers, practicum requirements, progress reports, and/or other degree requirements designated by the university. Upon graduation, these students enjoy the credibility of both a graduate-level education and two years of substantive, professional field experience in an international setting.

This guide has been designed to assist you in developing and maintaining an MI program at your university. It will provide a history and description of the program and its goals. In addition, there is background information on the Peace Corps and participating MI schools. Feel free to contact other MI universities for information and insight. Information on these schools can be found in Section 2.

“We have found that it is critical to have the Master's International program coordinator work closely with the students and their faculty advisors to develop a program that optimizes the Peace Corps opportunity. Without this 1:1 relationship the students risk being treated as just the same as all other master's students, which does not work.”

**Patrick Brown
University of California, Davis**

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Section 1: General Information



History, Description, & Goals of Master's International

In the cold, early morning hours of October 14, 1960, presidential candidate John F. Kennedy stood before a group of University of Michigan students and issued a “call to service,” challenging them to devote themselves to the betterment of their local and global community. This event on the steps of the University of Michigan Student Union led to the establishment of the Peace Corps, which, since 1961, has provided U.S. citizens an unparalleled opportunity to serve their country overseas. Since its inception, the Peace Corps’ mission has remained unchanged:

- To help the people of interested countries in meeting their need for trained men and women
- To help promote a better understanding of Americans on the part of the peoples served
- To help promote a better understanding of other peoples on the part of Americans

More than 187,000 Americans have joined the Peace Corps since the agency was established. The Peace Corps is currently active in more than 73 countries throughout Africa, Central and East Asia, Europe and the Mediterranean, Inter-America, the Caribbean, and the Pacific (please refer to the Peace Corps website at www.peacecorps.gov/countries for country specific information). Peace Corps Volunteers work for 27 months, sharing their technical expertise, creativity, flexibility, and dedication with people all over the world. As the needs of its host countries evolve, the Peace Corps consistently strives to attract individuals with the appropriate level of education, experience, and cross-cultural sensitivity to facilitate sustainable, community-centered development. There are thousands of Peace Corps Volunteer opportunities for people with a liberal arts degree, a strong back, and a good head on their shoulders, but there are also assignments for individuals with specialized expertise in agriculture, business administration, nonprofit organizational development, education, the environment, forestry, and public health, including HIV/AIDS education and prevention.

Master’s International is designed to address some of these needs for highly skilled Volunteers while providing graduate students with superior practical training and professional experience. The advanced degree also affords students an added level of credibility among their host country counterparts.

Since the first MI program was established at Rutgers University in 1987, 50 universities now offer MI programs on their campuses. Students have pursued graduate studies as MI “Student-Volunteers” in countries as diverse as Bolivia, Cameroon, Ecuador, Mauritania, Kazakhstan, Paraguay, the Philippines, Mozambique, Thailand, and the Ukraine (see Section 3 for a current list).

MI students receive several benefits from participating in the program. International field experience, along with second language fluency often acquired during service, gives students a competitive edge in the job market. All aspects of Peace Corps volunteer service are paid for by the Peace Corps, including transportation to and from country, medical care, housing and living expenses, annual leave, emergency medical and family leave, and a readjustment allowance upon return. Recognizing the value of Peace Corps service, the U.S. government provides for the deferment and/or cancellation of certain government-backed educational loans, and offers non-competitive eligibility for federal government jobs for one year after the completion of Peace Corps service. (For further information regarding student loans, see Section 4; for information regarding non-competitive eligibility, please see Section 4.)

The institutions participating in the MI program benefit as well. The university can offer its students a low-cost, professionally relevant field experience in an international setting. Furthermore, while students enjoy technical support from their faculty advisors, the advisors, in turn, expand their own academic and experiential base through the students’ work in new overseas environments. The MI program is also a useful recruitment tool for universities seeking creative ways to boost admission efforts. Most MI schools will attest that the program attracts high-caliber students who are mature, motivated, and committed to their studies.

The Peace Corps’ continuing appeal reflects the dedication of Americans from all walks of life who serve their country overseas. By preparing service-minded candidates for technical projects in areas of the greatest need, the MI program benefits the Peace Corps, its host countries, graduate students, and institutions of higher education seeking to link academic theory to experiential learning.

The MI University Coordinator

A Master's International University Coordinator (UC) serves as the university's primary liaison to the Peace Corps. The UC is responsible for the design and establishment of the MI program on campus, publicizing the program to faculty and students, and recruiting students. The university may wish to consider a course release or other incentives to support the UC role.

The UC can be a dean, associate dean, chair or professor of an academic department, admissions director, director of international programs, or other faculty/administrator. Some schools with large MI student enrollments also choose to employ a graduate student who provides administrative support for the program. If the UC serves in a non-academic administrative role at the college or university, the Peace Corps recommends that at least one faculty member also be involved in the establishment and management of the program. *Faculty support is essential to the success of the MI program.*

The UC should plan to dedicate sufficient time to ensure that the program is firmly established and running smoothly. Other responsibilities include:

- Responding to inquiries from prospective MI students;
- Advising and supporting existing students both on campus and abroad;
- Responding in a timely manner to Peace Corps MI staff requests for census data, annual progress reports, etc.; and
- Corresponding with Peace Corps MI staff on an as needed basis.

MI Program Degree Incentives

The Memorandum of Cooperation (MOC) sets forth a formal record of understanding between the Peace Corps and the university, which includes the incentives offered to MI students by the university. The Peace Corps requires that academic credit be awarded for time served as a Volunteer. In most cases, Peace Corps service fulfills existing academic requirements for a thesis, a professional paper, a practicum, student teaching, independent study, or foreign language proficiency.

Both the university and the Peace Corps take on specific responsibilities for the training and support of graduate students. The Peace Corps places students overseas in projects developed to meet the needs and requests of host countries that are also relevant to Volunteers' courses of study. Overseas assignments often influence students' subsequent choices of research topics, in which they can explore practical solutions to development problems from an experiential knowledge base.

The Peace Corps has identified a number of incentives it recommends that institutions offer Master's International students to help them complete their Volunteer assignments and earn their degrees. These incentives include:

- Reduced or waived fees (including but not limited to waivers of out-of-state tuition);
- Unit credit for Peace Corps service;
- Credit for language skills gained during Peace Corps service; and
- Eligibility for applicable funding sources.

The MI Director

Located in the Office of Domestic Programs, the MI Director and MI staff are the Peace Corps employees responsible for the general oversight and advocacy of the Master's International program. The MI Director and Assistant Director serve as the primary liaisons between Peace Corps operations and participating MI schools; promote the program nationally; support new program development; help universities maintain and strengthen existing programs; and provide support to MI students completing the Peace Corps application process.

Other Peace Corps Offices

There are other offices and individuals at the Peace Corps that support MI students through the various stages of their Peace Corps service. The offices involved in the successful administration of the MI program are highlighted below.

Office of Volunteer Recruitment and Selection (VRS)

VRS handles student applications to the Peace Corps. It is divided into two major operations: Recruitment and Placement. MI students will find themselves dealing with both Recruitment and Placement as they prepare for their assignment.

The **Recruitment** operation is made up of 11 regional offices, located throughout the United States, which are responsible for receiving applications and initiating the application process. Students will submit their Peace Corps applications to the office responsible for recruitment activities in their region. (A list of regional offices can be found in Section 5; further information on the Peace Corps application process can be found in Section 4.)

The **Placement** unit, located in Washington, D.C., is responsible for screening Peace Corps applicants who have been nominated by recruiters in the regional offices. Placement staff screens applicants for suitability and matches them to country-specific assignments based on education, experience, medical accommodation issues (if any), and when possible, personal interests. It is important to understand that Placement decisions are driven by the requests the Peace Corps receives from its host countries. *While the Peace Corps will make every effort to place students in regions suited to their personal interests, it cannot place them in countries where projects in their discipline do not exist, or where their skills do not suit the demands of the country.*

Office of Medical Services (OMS)

Many of the overseas environments in which Peace Corps Volunteers serve can be challenging, both physically and emotionally. There is a medical officer posted in each Peace Corps host country whose responsibility it is to train Volunteers to maximize their own health and safety in country, and to address their individual health needs as they arise. Before students are assigned to a Peace Corps project, OMS in Washington, D.C., will require applicants to submit a medical history, along with documentation of recent physical and dental exams. Each individual's records are reviewed to ensure that they are medically qualified to serve as Peace Corps Volunteers. There are some medical conditions that cannot be cleared for service; there may be other conditions that need special accommodation. Information on medical conditions that may impact Peace Corps service can be found in Section 4.

Center for Field Assistance and Applied Research (“The Center”)

The Center assists Peace Corps country posts by providing the vital training, support, and resources posts need to improve the effectiveness of in-country Volunteer training and programming. The Center also operates as a clearinghouse for technical resources, which are made available to Peace Corps Volunteers free of charge. MI also provides these resources in the form of a CD-ROM to each UC.

Peace Corps Country Directors (CDs) and Associate Peace Corps Directors (APCDs)

Every Peace Corps post has a CD who supervises one or more APCDs. Depending on the country's projects, a post will have several APCDs managing projects in different sectors. A country may, for example, have an APCD for health projects, one for business projects, one for agriculture and environment projects, and one for education projects. APCDs provide supervision, guidance, and moral support to MI students and other Volunteers assigned to their posts.

Office of Safety and Security (OSS)

OSS provides leadership and guidance to the Peace Corps in support of CDs, their staff, and Volunteers in all areas related to safety and overseas security. Within the Office of Safety and Security there is the Volunteer Safety and Overseas Security Division. This division coordinates the Office of Safety and Security's overseas operations and directs the activities of nine Peace Corps Safety and Security Officers (PCSSO). PCSSOs are assigned to sub-regions and provide support to CDs in all areas of safety and security including the following:

- Conducting security assessments
- Reviewing safety training in Pre-service Training/In-service Training (PST/IST)
- Training trainers and training managers
- Training Volunteer wardens, local guards, and staff
- Emergency Action Plan (EAP) reviewing and testing
- Developing security incident response procedures
- Coordinating with Regional Security Officers
- Providing crisis management support
- Collecting and disseminating best practices

The policy on Peace Corps Volunteer safety and security and additional information regarding guidelines for Volunteer conduct are listed in Section 4.

Applying to the MI program requires that prospective students apply and be accepted to both the university and the Peace Corps. Students are encouraged to apply to both simultaneously, using the university's admission deadline(s) as their guide. Applications for Peace Corps service are accepted throughout the year.

The Peace Corps application process includes medical, legal, and suitability screening. It is useful for the UC to understand the Peace Corps' application process and the roles of the Peace Corps recruiter and the Peace Corps Placement staff.

Interested students should contact the UC to discuss admission to the university and apply online at www.peacecorps.gov/application. Applicants must be prepared to tell the Peace Corps recruiter:

- The MI school(s) to which they are applying;
- The degree they wish to pursue; and
- An estimated date of availability for Peace Corps service, based on their academic program of study.

Once a letter of acceptance is received from the MI school that the student plans to attend, the student must then provide a copy of the acceptance letter to the regional Peace Corps recruiter. After the recruiter has conducted the initial interview, determined the applicant is suitable for service, and received the applicant's letter of acceptance, he/she will nominate the applicant to the Placement Office.

This nomination of the applicant for Peace Corps service is the first step in the processing of the application, and allows for the initiation of medical, legal, and suitability screening. Ideally, these processes are completed in sufficient time so that the applicant is cleared for Peace Corps service before on-campus studies begin.

MI students must turn in their medical kits nine to 12 months before they plan to depart overseas. The physical exam for Peace Corps is good for *two years* from the date the exam is signed by the examining physician. The dental exam is good for *one year* from the date of signature by the examining dentist. Because Master's International applicants are normally nominated at least one year before their actual departure, sometimes they are left wondering when to begin their medical exam process. Admittedly, it may be tricky deciding when to begin! Completed medical and dental exams for MI applicants are prioritized and reviewed quickly by Peace Corps' Screening Team. Because of this *we strongly encourage MI applicants to complete the medical forms quickly, completely, and correctly!*

Because the medical and dental exams are reviewed separately, applicants may opt to submit the medical and dental exams at separate times. If an applicant submits medical exams that meet our guidelines, our staff can grant provisional medical clearance. A provisional medical clearance allows applicants to be formally invited to a Peace Corps assignment *with the stipulation and understanding that the dental exam must be submitted to OMS (and dental qualification be granted) at least 30 days prior to overseas departure.*

Once the medical kit has been completed and an applicant is given medical clearance, the Placement process begins. Students will be tentatively assigned to an appropriate program, and linked with a Placement staff member at the Peace Corps Headquarters in Washington, D.C. *Students become eligible for placement only upon being medically cleared, approximately three to six months prior to their expressed availability date.* The Placement staff will hold applications until assignments that suit the applicant's time frame and areas of specialty become open. The Placement officer then issues the MI student an invitation that provides specific information on the country of assignment, project background, and date of departure. Depending on the length of the graduate program, Peace Corps applications can remain pending in the Placement Office for up to 12 months prior to invitation to a specific project.

Beginning with the application and throughout the nomination and invitation stages, all applicants must meet the following requirements:

- **Application:** The application is reviewed to ensure that the applicant has requisite skills, motivation, and personal qualities to succeed as a Peace Corps Volunteer.
- **References:** Once the applicant has been nominated, references are requested from individuals who can attest to the productive competence, emotional maturity, social sensitivity, and motivation of the applicant.
- **Legal Clearance:** All applicants must complete a National Agency Clearance form and fingerprint form. Depending on the applicant's situation, a divorce decree, financial statements, proof of U.S. citizenship, etc., may also be required. Both the reference review and legal clearance begins upon nomination.
- **Medical Clearance:** All applicants must complete a full physical and dental examination and be cleared for service by the Peace Corps Office of Medical Services. Further information on specific medical, dental, or psychological conditions may also be required. As with the reference review and legal clearance, medical clearance begins upon nomination.

Students will be nominated for Peace Corps service on the assumption that they will satisfactorily complete the academic portion of the Master's International program. If a student does not attend graduate school or complete the agreed upon curriculum as required by the university program, the nomination will be withdrawn. In some cases, individuals may have their applications re-evaluated

for nomination based on other qualifications they may have outside of their participation in the MI program. If an individual's status should change following nomination, he or she may be subject to reconsideration or disqualification. For example, if an MI participant decides to get married prior to Peace Corps service, the application must be re-evaluated prior to placement overseas.

The Peace Corps recruiter and Placement staff can assist students in tracking the progress of their applications and provide information to help complete the process. While the application process can take some time, this process is essential in providing our host countries with highly qualified, physically, and emotionally prepared Volunteers. Peace Corps applications are available online at www.peacecorps.gov/application and through the regional recruiting offices. A listing of these offices can be found in Section 5. Please remind your MI students that the application process should be approached professionally, and that all Peace Corps applicants and Volunteers are continuously being evaluated, even while in service.

“We have found it extremely helpful to host a reception at the outset of each new academic year where returned Peace Corps Volunteers are invited to interact with students interested in Master’s International to share their Peace Corps experiences and get perspectives from RPCVs on their service.”

**Mary Ellen Liseno
School for International Training**

Effective recruitment of interested students into the MI program is key to the success of the program. The task of program promotion is shared between the UC, the Peace Corps regional offices, and MI staff. Historically, the program has attracted two types of students: 1) individuals interested in graduate school who learned about the Peace Corps as an added benefit; and 2) individuals interested in the Peace Corps who seek graduate study as a way to strengthen their educational interests. The combined efforts of the Peace Corps and the university attract a pool of high-caliber students to the program.

Responsibilities of the MI University Coordinator

The UC should be well versed in the benefits and requirements of the MI program, as s/he will be the primary point of contact for MI inquiries and matriculating students. The UC is encouraged to call upon the many resources available on campus. The following is a listing of campus resources on which University Coordinators have relied to reach the maximum number of potential MI participants at minimal expense:

- Academic bulletins/catalogs
- Academic advisors
- Career centers
- University websites/department web pages
- Internet/electronic bulletin boards
- Student associations
- University newspapers
- Chairpersons of departments offering courses within the curriculum
- Student union public announcement boards
- Returned Peace Corps Volunteer groups on campus or in the community

Responsibilities of the Peace Corps Recruitment Staff

The Peace Corps' regional offices schedule recruitment trips to participating MI schools each academic year. MI staff will keep the recruitment staff updated about the MI programs offered nationwide. Recruiters provide this information to interested individuals in the form of promotional brochures and fliers during campaign activities.

The MI staff is responsible for producing informational materials on the MI program, including fliers, program catalogs, and this guide. The MI staff also maintains an up-to-date list of MI schools with specific details on each program available to the Peace Corps regional offices, schools, and interested students. In addition, complete information about the MI program is available on the Peace Corps website www.peacecorps.gov/masters. Direct links to the schools and University Coordinators are available via the Peace Corps website.

“We have learned that it is better to offer a tuition benefit that applies to students only after they begin their Volunteer experience. There is too much risk to the institution to offer tuition benefits before the student has committed to the Peace Corps.”

**Wendy Payton
George Mason University**

Role of the MI University Coordinator

The UC is generally an academic dean, department chair, or professor. The UC is responsible for handling inquiries, processing applications in collaboration with the admissions department, and advising the students on academic questions. The MI staff works closely with the UC to meet the shared goals of Master's International.

The Peace Corps receives requests from host countries for Volunteers in a variety of skill areas. As mentioned previously, the Peace Corps responds to these requests by recruiting applicants that match the level of skills and experience requested by each country. Once the Volunteers are overseas, they are responsible for fulfilling the goals of their assigned projects as designed by the Peace Corps staff, host country officials, and other Peace Corps Volunteers. Many Peace Corps Volunteers take on individual secondary projects in addition to their assigned projects. To ensure the success and satisfaction of the MI program participants, it is essential that the UC and the MI staff work together to create realistic expectations of Volunteer service among faculty and MI participants.

The UC should maintain regular communication with students on campus, as well as when students are overseas with Peace Corps. During the academic year, MI students should:

- Inform the UC of changes or delays that occur during the Peace Corps placement process;
- Schedule regular meetings with the UC prior to departure;
- Update address and phone number contact information;
- Confirm communication expectations of the UC and the faculty advisor;
- Submit quarterly or biannual reports during service;
- Determine how s/he will share her/his work with counterparts and staff in her/his host country;
- Meet deadlines for the submission of master's projects;
- Meet degree requirements by the completion of the master's project.

In addition to academic duties, the UC is requested to complete and submit an annual student census report to MI staff, the format of which will be generated by MI staff (see Section 2). The purpose of the report is to confirm the individuals' matriculating as MI students and is of vital importance to the MI program.

Role of the Master's International Staff

The MI staff is in contact with the UC on a regular basis to discuss program progress and issues. The updates are an opportunity for both parties to identify the strengths of the program and areas for improvement. The MI staff also serve as a point of contact for students working their way through the Peace Corps application process and can step in to resolve confusion or information gaps as they may occur. MI staff monitor the administration and management of the program; produce and disseminate national MI materials; maintain the Peace Corps MI website; educate Peace Corps staff and promote the program within the agency.

**Office of Domestic Programs
Master's International
Paul D. Coverdell Peace Corps Headquarters
1111 20th Street, NW
Washington, DC 20526**

**Local telephone: 202.692.1812
Toll-free telephone: 800.424.8580, ext.1812
Peace Corps website: www.peacecorps.gov
MI web page: www.peacecorps.gov/masters**

Section 2: Coordinator Information



Discipline Areas of Participating Master's International Schools

Note: This information was current at the time of publication, however, it is subject to change. For up-to-date information please go to www.peacecorps.gov/masters.

Agriculture Related Degrees

DEGREE	SCHOOL	COORDINATOR	EMAIL
Agribusiness-M.S.	Arizona State University-East	Dr. Renee Hughner	Renee.shaw@asu.edu
Agribusiness-M.B.A.	Nebraska, University of	Lance Cummins-Brown	Lbrown4@unl.edu
Agricultural and Applied Economics-M.A.	Wisconsin, University of	Dr. David Marcouiller	dwmarcou@wisc.edu
Agricultural and Applied Economics, Master of	Georgia, University of	Dr. Edward T. Kanemasu	ekanema@arches.uga.edu
Agricultural Economics-M.S.	North Carolina A&T State University	John Paul Owens	owensj@ncat.edu
Agricultural Economics-M.S.	Michigan State University	Dr. Eric W. Crawford	crawfor5@msu.edu
Agricultural Economics, Master of	Washington State University	Dr. Steven R. Burkett	sburkett@wsu.edu
Agriscience Education, M.S.	North Carolina A&T State University	John Paul Owens	owensj@ncat.edu
Agricultural Sciences, College of-M.S.	Colorado State University	Karen Gardenier	karen.gardenier@colostate.edu
Agricultural and Resource Economics-M.S.	Colorado State University	Karen Gardenier	karen.gardenier@colostate.edu
Agriculture and Life Sciences, Master of Professional Studies	Cornell University	James Haldeman	jeh5@cornell.edu
Bio-Agricultural Sciences and Pest Management-M.S.	Colorado State University	Karen Gardenier	karen.gardenier@colostate.edu
Agriculture, Master of	Colorado State University	Karen Gardenier	karen.gardenier@colostate.edu
Agronomy-M.S.	California, University of	Dr. Patrick Brown	phbrown@ucdavis.edu
Agronomy-M.S.	Wisconsin, University of	Dr. David Marcouiller	dwmarcou@wisc.edu
Animal Sciences-M.S.	Colorado State University	Karen Gardenier	karen.gardenier@colostate.edu
Animal Sciences-M.S.	Georgia, University of	Dr. Edward T. Kanemasu	ekanema@arches.uga.edu
Animal Sciences-M.S.	Wisconsin, University of	Dr. David Marcouiller	dwmarcou@wisc.edu
Community, Agriculture, Recreation, Resource Studies-MS	Michigan State University	Dr. Eric W. Crawford	crawfor5@msu.edu
Horticulture and Landscape Architecture-M.S.	Colorado State University	Karen Gardenier	karen.gardenier@colostate.edu
Horticulture-M.S.	California, University of	Dr. Patrick Brown	phbrown@ucdavis.edu
Horticulture-M.S.	Georgia, University of	Dr. Edward T. Kanemasu	ekanema@arches.uga.edu
Horticulture-M.S.	Washington State University	Dr. Steven R. Burkett	sburkett@wsu.edu

Agriculture Related Degrees (cont'd)

DEGREE	SCHOOL	COORDINATOR	EMAIL
Horticulture-M.S.	Wisconsin, University of	Dr. David Marcouiller	dwmarcou@wisc.edu
International Agricultural Development-M.S.	California, University of	Dr. Patrick Brown	phbrown@ucdavis.edu
Life Sciences Communication-M.S.	Wisconsin, University of	Dr. David Marcouiller	dwmarcou@wisc.edu
Plant Biology-M.S.	California, University of	Dr. Patrick Brown	phbrown@ucdavis.edu
Preventive Veterinary Medicine	California, University of	Dr. Patrick Brown	phbrown@ucdavis.edu
Soil Science-M.S.	California, University of	Dr. Patrick Brown	phbrown@ucdavis.edu
Soil and Crop Sciences-M.S.	Colorado State University	Karen Gardenier	karen.gardenier@colostate.edu
Crop and Soil Sciences-M.S.	Georgia, University of	Dr. Edward T. Kanemasu	ekanema@arches.uga.edu
Crop and Soil Sciences-M.S.	Michigan State University	Dr. Taylor Johnston	johnsto4@msu.edu
Soil Science, Master of	Washington State University	Dr. Steven R. Burkett	sburkett@wsu.edu

Business, Economics, Community Development and Urban Planning Related Degrees

DEGREE	SCHOOL	COORDINATOR	EMAIL
Applied Economics, Master of	Illinois State University	Beverly Beyer	babeyer@ilstu.edu
Business Administration, Master of	Pacific, University of	Christopher Lozano	clozano@pacific.edu
Business Administration, Master of	South Florida, University of	Wendy E. Baker	Wbaker@coba.usf.edu
Community Economic Development, M.S., specialization in International Community Economic Development	Southern New Hampshire University	Dr. Catherine Rielly	c.rielly@snhu.edu
Development Administration, Master of	Western Michigan University	Dr. Paul Clements	paul.clements@wmich.edu
Economics, Master of - Policy Track	Georgia State University	Mathieu Arp	marp1@gsu.edu
International Business Administration, Master of	Monterey Institute of International Studies	Toni M. Thomas	toni.thomas@miis.edu
Political Science with a concentration in Non-Profit Management and Community Development, M.A.	Illinois State University	Beverly Beyer	babeyer@ilstu.edu
Rural Development-M.A.	Alaska, University of	Dr. Miranda Wright	m.wright@uaf.edu
Sustainable Development-M.A.	School for International Training	Mary Ellen Liseno	m.e.liseno@sit.edu

Business, Economics, Community Development and Urban Planning Related Degrees (cont'd)

DEGREE	SCHOOL	COORDINATOR	EMAIL
Urban & Regional Planning-M.S.	Florida State University	Dr. Petra Doan	pdoan@garnet.acns.fsu.edu
Urban and Regional Planning, Master of	Virginia Polytechnic Institute and State University	Dr. John O. Browder	browder@vt.edu
Urban and Regional Planning, Master of	Wisconsin, University of	Dr. David Marcouiller	dwmarcou@wisc.edu
Urban Planning-Master of	Cincinnati, University of	Dr. Johanna W. Looye	looyejw@email.uc.edu
Urban Studies-M.S.	Georgia State University	Mathieu Arp	marp1@gsu.edu

Environment and Forestry Related Degrees

DEGREE	SCHOOL	COORDINATOR	EMAIL
Civil Engineering-M.S.	Michigan Technological University	Dr. James R. Michelcic	jm41@mtu.edu
Environmental Anthropology-M.A.	Washington State University	Dr. Steven R. Burkett	sburkett@wsu.edu
Environmental Engineering-M.S.	Michigan Technological University	Dr. James R. Michelcic	jm41@mtu.edu
Environmental Policy-M.S.	Bard College	Jennifer Murray	jmurray@bard.edu
Environmental Science-M.S.	Colorado, University of	Dr. John Wyckoff	John.Wyckoff@cudenver.edu
Environmental Studies-M.S.	Florida International University	Dr. Mahadev Bhat	bhatm@fiu.edu
Entomology-M.S.	Washington State University	Dr. Steven R. Burkett	sburkett@wsu.edu
Forest Ecology and Management-M.S.	Wisconsin, University of	Dr. David Marcouiller	dwmarcou@wisc.edu
Forestry-M.S.	Colorado State University	Karen Gardenier	karen.gardenier@colostate.edu
Forestry-M.S.	Michigan Technological University	Dr. Blair Orr	bdorr@mtu.edu
Forestry-M.S.	Montana, University of	Dr. Stephen F. Siebert	siebert@cfc.umt.edu
Forestry-M.S.	North Carolina State University	Dr. Erin O. Sills	erin_sills@ncsu.edu
Forestry-M.S.	Washington, University of	Dr. Ivan Eastin	eastin@u.washington.edu
Forestry-Master of	North Carolina State University	Dr. Erin O. Sills	erin_sills@ncsu.edu
Forest Resources, Dept. of-M.S.	Minnesota at Twin Cities, University of	Dr. Kenneth N. Brooks	kbrooks@umn.edu
Geology, Geophysics, Geological Engineering, or Civil Engineering, Master in	Michigan Technological University	Dr. Bill Rose	raman@mtu.edu
International Resource Management, Master of	Montana, University of	Dr. Stephen F. Siebert	siebert@cfc.umt.edu

Environment and Forestry Related Degrees (cont'd)

DEGREE	SCHOOL	COORDINATOR	EMAIL
Natural Resources, College of-M.S.	Colorado State University	Karen Gardenier	karen.gardenier@colostate.edu
Natural Resource Management, M.S.	Washington State University	Dr. Steven R. Burkett	sburkett@wsu.edu
Natural Resources Management-M.S.	Alaska, University of	Anthony Gasbarro	ffafig@uaf.edu
Natural Resources, Master of	North Carolina State University	Dr. Erin O. Sills	erin_sills@ncsu.edu
Natural Resources-M.S.	North Carolina State University	Dr. Erin O. Sills	erin_sills@ncsu.edu
Natural Resources-M.S.	Wisconsin, University of	Bobbi Kubish	Bobbi.Kubish@uwsp.edu
Watershed Management, M.S.	Minnesota at Twin Cities, University of	Dr. Kenneth N. Brooks	kbrooks@umn.edu
Wood and Paper Science, Dept. of-M.S.	Minnesota at Twin Cities, University of	Dr. Kenneth N. Brooks	kbrooks@umn.edu

Education, English, and Writing Related Degrees

DEGREE	SCHOOL	COORDINATOR	EMAIL
Applied Science Education	Michigan Technological University	Dr. Sarah Green	sgreen@mtu.edu
Creative Writing-M.F.A.	Colorado State University	Karen Gardenier	karen.gardenier@colostate.edu
Creative Writing-M.F.A.	Nevada, University of	Embry Clark	mfaun@unlv.nevada.edu
Education-M.Ed. - Curriculum Instruction, Specialization in TESOL or Teaching Foreign Language	George Mason University	Lynn Walker-Levy	lwalker3@gmu.edu
Elementary Education-MA	Appalachian State University	Dr. Holly Peters Hirst	hirsthp@appstate.edu
English Education-M.A.	Appalachian State University	Dr. Holly Peters Hirst	hirsthp@appstate.edu
English-TESL-M.A. - Cross-Cultural Language and Academic Development (CLAD) Program	Humboldt State University	Dr. Michael Eldridge	me2@humboldt.edu
ESOL/Bilingual Education	Maryland, University of - Baltimore Co.	Dr. JoAnn Crandall	crandall@umbc.edu
International Education	School for International Training	Mary Ellen Liseno	m.e.liseno@sit.edu
Literature-M.A.	Colorado State University	Karen Gardenier	karen.gardenier@colostate.edu
Mathematics Education-MA	Appalachian State University	Dr. Holly Peters Hirst	hirsthp@appstate.edu
Rhetoric and Composition-M.A.	Colorado State University	Karen Gardenier	karen.gardenier@colostate.edu

Education, English, and Writing Related Degrees (cont'd)

DEGREE	SCHOOL	COORDINATOR	EMAIL
Teaching-M.A.	Colorado State University	Karen Gardenier	karen.gardenier@colostate.edu
Teaching-M.A.T. (TESOL concentration)	School for International Training	Dr. Sean Conley	sean.conley@sit.edu
TESL-M.A.	St. Michael's College	Dr. Daniel Evans	devans@smcvt.edu
TESL-M.F.A.	Colorado State University	Karen Gardenier	karen.gardenier@colostate.edu
TESOL-M.A.	American University	Brock Brady	bbrady@american.edu
TESOL-M.A.	California State University	Dr. Marie E. Helt	Marie.Helt@csus.edu
TESOL-M.A.	Colorado State University	Karen Gardenier	karen.gardenier@colostate.edu
TESOL-M.A.	Georgia State University	Dr. Diane Belcher	dbelcher1@gsu.edu
TESOL-M.A.	Monterey Institute of International Studies	Dr. Kathi Bailey	kbailey@miis.edu

Political Science, Public Policy, Administration, and International Studies Related Degrees

DEGREE	SCHOOL	COORDINATOR	EMAIL
Conflict Transformation and Management-M.A.	School for International Training	Mary Ellen Liseno	m.e.liseno@sit.edu
Development Administration, Master of	Western Michigan University	Dr. Paul Clements	paul.clements@wmich.edu
Intercultural Relations - M.A.	Pacific, University of the	Katrina Alison Jaggears	kjaggears@pacific.edu
Interdisciplinary Studies: Intercultural Youth and Family Development, Master of	Montana, University of	Rita Sommers-Flanegan	Rita.SF@mso.umt.edu
International Administration-M.A. - Concentrations: Development, Global, Political Economy, Policy Analysis	Denver, University of	Nicole Vilegi	Nicole.vilegi@du.edu
International and Intercultural Management	School for International Training	Mary Ellen Liseno	m.e.liseno@sit.edu
International Studies, Master of	Wyoming, University of	Dr. Garth M. Massey	GMMassey@uwyo.edu
International Studies - M.S.	Oklahoma State University	Donna Birchler	bdonna@okstate.edu
Organizational Management-M.S.	School for International Training	Mary Ellen Liseno	m.e.liseno@sit.edu
Political Science, Master of	Illinois State University	Beverly Beyer	babeyer@ilstu.edu
Political Science, M.A.	George Mason University	Wendy Payton	wpayton@gmu.edu
Public Administration, Master of	George Mason University	Wendy Payton	wpayton@gmu.edu

Political Science, Public Policy, Administration, and International Studies Related Degrees (cont'd)

DEGREE	SCHOOL	COORDINATOR	EMAIL
Public Administration, Master of	Georgia State University	Mathieu Arp	marp1@gsu.edu
Public Administration, Master of	Rutgers University	Sandra Cheesman	scheesma@camden.rutgers.edu
Public Administration, Master of	Washington, University of	Jeff Carter	pcmi@u.washington.edu
Public and International Affairs, Master of	Virginia Polytechnic Institute and State University	Dr. John O. Browder	browder@vt.edu
Service Leadership and Management, Master of	School for International Training	Mary Ellen Liseno	m.e.liseno@sit.edu
Social Justice and Intercultural Relations, Master of	School for International Training	Mary Ellen Liseno	m.e.liseno@sit.edu
Sociology, Master of	Illinois State University	Beverly Beyer	babeyer@ilstu.edu

Public Health and International Health Related Degrees

DEGREE	SCHOOL	COORDINATOR	EMAIL
Epidemiology-International Health	Alabama, University of	Gayla Watt	gayla@uab.edu
Food Science and Human Nutrition, Master of	Colorado State University	Karen Gardenier	karen.gardenier@colostate.edu
Health System Management, M.S.	George Mason University	Wendy Payton	wpayton@gmu.edu
Nursing, M.S.	George Mason University	Wendy Payton	wpayton@gmu.edu
Public Health, Master of - Global Health or Environmental Health	Loma Linda University	Lory Alido	sphpcinfo@llu.edu
Public Health, Master of	Emory University	Kristin Unzicker	kunzick@sph.emory.edu
Public Health, Master of	George Washington University	Mallory Boyd	mallory@gwu.edu
Public Health, Master of	Johns Hopkins University	Dr. Lawrence Moulton	lmoulton@jhsph.edu
Public Health, Master of	South Florida, University of	Barbara Kennedy	bkennedy@hsc.usf.edu
Public Health, Master of	Tulane University	Sawyer Pouliot	tulanemi@yahoo.com
Public Health, Master of - Emphasis in International Health	Washington, University of	Sarah Frey	freys@u.washington.edu
Public Health-International Health	Alabama, University of	Gayla Watt	gayla@uab.edu
Public Health-M.S.	Tulane University	Sawyer Pouliot	tulanemi@yahoo.com
Public Health-MPH	Boston University	Joseph Anzalone	josan@bu.edu

Student Census Report Template

Each fall, MI staff request a student census update from each university coordinator. MI staff email the following templates to each coordinator.

Current MI Students

Student	Awaiting service	Overseas	Separated from PC, continuing studies	RPCV working toward degree	Graduated	Dropped out	Other (explain)
1)							
2)							
3)							

Returned MI Volunteers

Student	Working toward degree	Graduated	Dropped out	Other (explain)
1)				
2)				
3)				

**MASTER'S INTERNATIONAL
ANNUAL PROGRESS REPORT: ACADEMIC YEAR 200__ - 200__**

Name of University: _____
 Participating Program: _____
 Name of MI Coordinator(s): _____

Coordinator's Address:
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone: _____ Fax: _____
 Email: _____

RESOURCE INFORMATION:

On a scale of 1 to 5 (5=high), please rate your degree of satisfaction with the following program materials by placing an X in the appropriate column. In addition to providing a rating, please comment on the usefulness of the product.

PEACE CORPS PRODUCT	1	2	3	4	5	NA
MI Recruitment CD-ROM/Video Comments:						
MI Handbook for Students Comments:						
MI Coordinators' Guide Comments:						
Master's Theses Anthology/CD-ROM Comments:						
Peace Corps Assignment Guide Comments:						
MI E-Newsletter Comments:						
MI Poster Comments:						
Information Collection and Exchange Digital Catalog (ICE CD-ROM) Comments:						

What one strategy have you implemented from the recent Master's International Coordinators' Conference?

When was your MI website last updated?

What MI promotional piece(s) have you developed for your program? Please specify.

STUDENT INFORMATION:

MI Student Status	Number of students
Currently on campus (pre-Peace Corps service)	
Currently serving as Peace Corps Volunteers	
Currently completing degree after Peace Corps service	
Graduated in the most recent academic year (200__–200__)	

How many of your current MI students receive some type of financial incentives (i.e., scholarships, fellowships, tuition support, out-of-state tuition waiver, reduced/waived fees)? If your students do not receive any financial aid, please indicate that as well.

Did the overseas Peace Corps experience provide adequate opportunity for your students to satisfy research or other university requirements? Please explain.

PROGRAM INFORMATION:

What attracts applicants to your MI program?

Please describe how the Peace Corps' MI program can be strengthened (e.g., resource materials, recruitment materials, placements, information).

What substantive changes in programming or academic requirements were implemented this academic year? (Please explain.) Please provide an example of a "best practice" or "lesson learned" that helps make your MI program a success.

“Working from past experience, I now try to be sure, before our students depart for their field experience, that they have a firm idea about a) which faculty member they would like to supervise their thesis work; b) a general proposal for their thesis topic, arrived at in consultation with that faculty member; and c) the type of log or journal in which they will make regular entries to keep track of their acculturation process and their linguistic development.”

**Marie E. Helt
California State University, Sacramento**

Introduction

This document provides Peace Corps university partners with guidelines for the correct use of the Peace Corps logo and name, and graphic and textual standards for the creation of promotional materials related to activities carried out by the Peace Corps and its university partners.

The Peace Corps' intention is to promote consistent usage of the Peace Corps name and logo by its university program partners. Partners, however, are advised to refer to their respective agreements with the Peace Corps regarding specific restrictions and authorization for use of the Peace Corps name and logo. Such provisions shall govern the limitations of such use. Publications need to follow these standards for use of the Peace Corps logo and taglines in specific ways. Maintaining continuity throughout these documents will help the Peace Corps and its partners ensure that promotional materials maintain a professional image.

History of the Logo

The Peace Corps logo reflects the mission and goals of the Peace Corps. The Peace Corps mission is “to promote world peace and friendship.” The goals are “to help the people of interested countries in meeting their need for trained men and women;” “to help promote a better understanding of Americans on the part of the peoples served;” and, “to help promote a better understanding of other peoples on the part of Americans.”

The logo is used in all of the agency's communications materials. Designed in the 1970s by a returned Peace Corps Volunteer, the logo is an illustration of stars turning into doves within an American flag. The use of the logo is regulated by Section 2518(b) of the Peace Corps Act, U.S. Code, Title 22, Chapter 34. Specifically, Section 2518(b) states:

b) Exclusiveness of use; penalties for violations; injunctions

- 1) The use of the official seal or emblem and the use of the name “Peace Corps” shall be restricted exclusively to designate programs authorized under this chapter.
- 2) Whoever, whether an individual, partnership, corporation, or association, uses the seal for which provision is made in this section, or any sign, insignia, or symbol in colorable imitation thereof, or the words “Peace Corps” or any combination of these or other words or characters in colorable imitation thereof, other than to designate programs authorized under this chapter, shall be fined not more than \$500 or imprisoned not more than six months, or both. A violation of this subsection may be enjoined at the suit of the Attorney General, United States attorneys, or other persons duly authorized to represent the United States.

Logo Usage

This is the official Peace Corps logo. To obtain an electronic version of the official Peace Corps logo, contact an MI staff member at 800.424.8580, ext. 1812, 202.692.1812, or mastersinternational@peacecorps.gov.

Approval

Partners must seek prior approval from the Peace Corps before using the logo and Peace Corps name. The Peace Corps has established a system of monitoring name and logo use because there are some instances when use of the Peace Corps name and logo may not be appropriate.

Usage Prohibitions

The logo should not be used for fundraising purposes or to make the Peace Corps appear to support or endorse a particular institution, organization, entity, or its goods or services. In addition, it may not be printed on apparel or novelty items.

Use of Color and Acceptable Variations

In Print

The logo is available — and may be printed — in four variations to accommodate most printing budgets. These variations are: black ink only, Reflex blue ink only, two “spot” colors (PMS 185 and PMS 286), and four-color process ink. See graphic below for file names. These variations are the only acceptable options.

- If the logo is to be printed using one color, request and use the black (preferable) or Reflex blue ink version.
- If the logo is to be printed using two colors, request and use the two-color (PMS 185 and PMS 286) version.

- If the logo is to be printed using four-color process inks, request and use the four-color version.

To be used in printed materials, the logo should be at an effective resolution of at least 300 dots per inch (dpi), to assure highest printed quality. Print-quality versions are available from the Peace Corps. Low-resolution .JPGs and .GIFs, the file types most commonly copied from websites, are not acceptable for printing.

On the Web

The official “red, white, and blue” version of the logo should be used online. Web-optimized versions are available from the Peace Corps. The patch logo should not be copied from the Peace Corps website; it is authorized for use only on Peace Corps-originated recruitment materials.

Permissible Logo Variations



4 color



2 color



reflex blue



black & white

Modification

Other than changing its size, the logo must be used without alteration. If resized, it must be resized proportionately: the correct shape is a perfect circle.

How to Resize Proportionately

To resize a logo, first click on the image. Then, hold down the Shift key while clicking and holding onto one of the square handles that appears. Dragging from one of the handles will change the size of the logo. Unless the Shift key is held down during the process, the image will not be sized proportionally and the image will be distorted.

Technical note: The file format best suited for image manipulation is .EPS, as it will not lose image quality when resized. The Peace Corps will provide this format when a logo is requested. Other file formats can be made available on request, but the requester should provide a list of technical specifications including placed size.

An Aesthetic Aside

While the logo can be resized to meet design requirements, it should be noted that an enormous logo does not carry any more information about a program than does a quarter-sized logo.

Taglines and Slogans

Please contact MI Peace Corps staff for approval of any taglines or slogans that you may wish to use on promotional materials.

Web Pages Within the Partner’s University Website

There is only one website that serves as the official source of information for the Peace Corps. Its address or URL is www.peacecorps.gov. Partners can benefit from close association with the Peace Corps by creating web pages within their university website for their particular Peace Corps program. Use of the Peace Corps name or logo on the university web pages is subject to the Peace Corps’ approval.

Responsibilities of Peace Corps Partners

Partnership with the Peace Corps comes with certain positive associations. Therefore, each partner’s promotional materials should accurately reflect its relationship with the Peace Corps. Advertisements, newsletters, brochures, etc., should include mention of the particular Peace Corps program name, like Master’s International and/or Peace Corps Fellows/USA.

Approval Process

The Peace Corps is responsible for final review and approval of the design and text of all literature, in print or electronic form, produced by Peace Corps partners. Literature with any connection or reference to the Peace Corps that is subject to the Peace Corps’ approval may include the following:

- University admissions publications used in recruiting and admitting students
- Program newsletters

- Publications and advertisements for Peace Corps related events
- External publications relating to Peace Corps programs
- Publications relating to Peace Corps programs that are produced in quantities of more than 100 copies
- Web pages relating to Peace Corps programs
- Videos/audios for recruitment and marketing
- Display or radio advertisements

Peace Corps partners are advised to review these standards during the concept stage of a project to facilitate Peace Corps approval of the piece with minimal or no changes and to preclude requirements for changes at the design or print stages, which can be costly. For answers to questions not covered in these standards, please call the Peace Corps before proceeding.

For video and audio productions, the scripts should be approved by the Peace Corps before final production. Video scripts should also detail the graphic elements being considered for use.

Requesting Approval

To request the Peace Corps' approval on an item, fax a copy of the item to the attention of: Master's International at 202.692.1421. University partners may also e-mail a PDF of the document to the Master's International staff at mastersinternational@peacecorps.gov. Submissions should be followed up with a phone call to make sure the Peace Corps is aware of the request. Please allow ample time for review and determination of whether any changes are needed.

For more information regarding the Peace Corps' graphics and textual standards, contact:

Office of Domestic Programs
 Master's International
 Paul D. Coverdell Peace Corps Headquarters
 1111 20th Street NW
 Washington, DC 20526
 Phone: 202.692.1812 or 800.424.8580, ext. 1812
 Fax: 202.692.1421
 E-mail: mastersinternational@peacecorps.gov

Section 3: MI Information



The initial establishment of a Master's International program can take approximately one to three years, largely depending on the reputation of the academic program and the amount of financial aid offered to attract MI students to the program. A typical chronology of program design and implementation is as follows:

Setting up the Program

- The MI Director and the UC review program details within 60 days of signing the memorandum of cooperation to address any problems/questions arising as the program takes shape.
- Prospective MI students apply to the university and to the Peace Corps simultaneously.
- Once nominated by a Peace Corps recruiter, students continue the Peace Corps application process (references, legal, and medical clearances).
- Students start their master's programs.

Maintaining the Program

- The UC and the MI Director share updates on a quarterly basis regarding student participation and program development.
- Students receive invitation to a specific Peace Corps assignment approximately four to six months before their scheduled departure date.
- Students complete initial course work.
- Students complete three months of Peace Corps training and two years of Volunteer service, documenting their experience according to the academic requirements established by their university.
- Students return to the United States to complete any other required course work and to receive their degrees.

“While our MI students are serving with Peace Corps, we register them for any required classes through the university’s study abroad office. Registering them this way better reflects what they are doing, costs the department less in tuition waiver dollars, and helps the university better track its students abroad.”

**Beverly Beyer
Illinois State University**

What is the Role of...?

What is the role/responsibility of the MI campus coordinator in developing and maintaining a successful program?

- Establish and maintain a viable MI campus program
- Handle inquiries from prospective MI students
- Process MI applications in collaboration with the campus admissions office
- Advise and support MI students academically, both on campus and abroad
- Promote MI program campus-wide with faculty and administrators
- Liaise on a regular basis with Peace Corps MI staff on behalf of the program and MI students
- Advocate on campus for resources to support MI
- Develop promotional resources for MI, including maintaining MI campus website
- Submit annual census and progress reports to Peace Corps MI staff in a timely manner
- Incorporate lessons learned from the returned Peace Corps Volunteers' experience into academic curricula and MI campus program, as appropriate

What is the role/responsibility of MI Peace Corps in partnering with institutions of higher education?

- Offer technical assistance as needed to UC to establish and maintain a successful program
- Administer and manage MI nationally
- Produce and disseminate national MI materials
- Maintain the Peace Corps MI website as a recruitment tool for prospective MI applicants
- Educate staff and promote MI within the Peace Corps
- Act as a liaison as needed between MI applicants and the Placement Office
- Maintain open lines of communication on behalf of the UCs and the Peace Corps

What are the MI student's responsibilities as a participant in the program, on campus and overseas?

- Complete the Peace Corps application and respond in a timely manner to requests for further information, if needed
- Inform UC of changes or delays that occur during the Peace Corps placement process
- Contact the Peace Corps Placement Administrative Assistant with any updated personal contact information
- Notify the Peace Corps Placement Office once medically cleared by the Office of Medical Services
- Schedule regular meetings with UC and faculty advisor as needed
- Comply with all Peace Corps rules and regulations while serving as a Volunteer
- Maintain a strong academic standing and fulfill academic requirements in a timely manner
- Serve as a positive role model for MI program and peers both on campus and overseas
- Take responsibility, once overseas, for communicating with academic advisor and Peace Corps staff on regular basis
- Strive to fulfill the third goal of the Peace Corps upon completion of service

“Students submit stateside permanent contact information for a family member prior to leaving for their country of service. This is very helpful in dealing with unexpected paperwork, such as student loans or healthcare waivers. We have also had instances where we heard through the famous PCV grapevine that a Volunteer had been evacuated for medical reasons, but we received no details. I was able to contact a family member and find out that the student was fine.”

**Toni Thomas
Monterey Institute of International Studies**

Statistical Information

Africa

71 MI students currently serve in 23 countries*

Country	Number of Students
Benin	1
Burkina Faso	3
Cameroon	9
Cape Verde	1
Ghana	10
Guinea	2
Kenya	1
Lesotho	4
Madagascar	1
Malawi	1
Mali	6
Mauritania	4
Mozambique	1
Namibia	2
Niger	2
Senegal	2
South Africa	6
Swaziland	1
Tanzania	4
The Gambia	1
Togo	5
Uganda	2
Zambia	2

*As of 12/12/2006

“The coordinators send off care packages and newsletters each semester. Care packages often include Mardi Gras beads, chocolate, magazines, books, and other treats. In this way, the MIs abroad remain connected to Tulane, New Orleans, and the program.”

**John Hembling
Tulane University**

Europe, Mediterranean & Asia

50 MI students currently serve in 14 countries*

Country	Number of Students
Albania	3
Armenia	4
Azerbaijan	1
Bulgaria	1
Georgia	2
Kyrgyz Republic	5
Macedonia	9
Moldova	5
Mongolia	4
Morocco	4
Romania	3
Thailand	2
Turkmenistan	2
Ukraine	5

*As of 12/12/2006

Inter-America & the Pacific

84 MI students currently serve in 19 countries*

Country	Number of Students
Belize	3
Bolivia	3
Costa Rica	1
Dominican Republic	10
Ecuador	3
El Salvador	13
Fiji	1
Guatemala	8
Guyana	1
Honduras	11
Jamaica	4
Kiribati	2
Nicaragua	3
Panama	12
Paraguay	4
Peru	1
Samoa	2
Suriname	1
Vanuatu	1

*As of 12/12/2006

Country Director Approval Letter

Dear Country Director,

Current memorandums of cooperation signed with national universities participating in the Peace Corps Master's International (MI) program require that MI Peace Corps Volunteers (PCV) receive approval from post staff to conduct an academic project while serving. Academic projects may range from studies directly related to the student's primary Peace Corps assignment, to topics developed from secondary projects, or even research conducted during a student's own personal time. MI PCVs understand that they might have to adapt their overseas academic requirements to the specifics of their Peace Corps assignment.

We encourage you and your staff to become familiar with the MI PCV's area of study by meeting with the Volunteer and discussing the nature and objectives of his or her graduate assignment. By opening the avenues of communication between the MI PCV and your staff, we hope to minimize any misunderstandings that may arise and encourage the mutual sharing of information that may be of benefit to the post, the host country, and the MI PCV.

Research projects that involve human subjects must be screened through a university's Institutional Review Board and follow federal human subject research guidelines to ensure that the safety and privacy of host country nationals are protected. Universities also monitor the research project for academic quality and appropriateness.

The Peace Corps staff's responsibility is to ensure that a MI PCV's project **does not** interfere with his or her assignment responsibilities and that safety, medical, and security concerns are not compromised.

For our records, the MI program would appreciate your signature at the bottom of this letter acknowledging your approval for the MI PCV to conduct his or her academic project. Please keep a copy of this letter for your records, make a copy for the MI program, and return the signed original letter and a copy to the MI PCV.

Should you have any questions regarding the Peace Corps MI program, please feel free to contact **mastersinternational@peacecorps.gov**. Thank you for your assistance and cooperation.

Sincerely,

*Director
Master's International*

By signing below, I give my permission for _____ to work on his/her MI academic project in the country of _____. This project must not interfere with his/her primary responsibilities as a Peace Corps Volunteer.

Signature of Approval: _____ Date: _____

Please returned a signed copy to: Office of Domestic Programs, Master's International
Paul D. Coverdell Peace Corps Headquarters,
1111 20th Street N.W., Washington, DC 20526

Section 4: Student Information

Note: This section may be copied and given to prospective MI students.



Peace Corps Application Process: Information for Prospective Volunteers

Applying to the Peace Corps can be an exciting period in your life. This section will familiarize you with the application screening and placement process. Please keep it with your Peace Corps application materials to help track your progress through the application process.

The Application Process

There are six major steps in the Peace Corps application process. Each step is described in the following sections:

- Step One: Application
- Step Two: Interview
- Step Three: Nomination
- Step Four: Medical and Legal Review
- Step Five: Invitation
- Step Six: Preparation for Departure

Your application may be withdrawn from further consideration for any of the following reasons:

- You are not a U.S. citizen;
- You are under 18 years old;
- You are under supervised legal probation;
- You are or have been involved in intelligence organizations;
- You have outstanding legal, financial or family obligations that cannot be met during service; and
- Your particular skills do not match those requested by Peace Corps host countries.

Step One: Application

The first step toward becoming a Peace Corps Volunteer is to complete an application. You can apply online. You will be asked to submit all of the following items:

- A completed application form;
- A completed health questionnaire;
- A copy of your college transcripts (an unofficial copy is acceptable);
- A copy of your resume; and
- The names of three references

After an initial review of your application, the recruiter will provide you with forms for your references to complete. In reviewing your materials, the recruiter will look for detailed information about your work experience, education, volunteer experience, life skills, knowledge of foreign languages, and hobbies.

You will be able to monitor the status of your application online throughout the process. Updated daily, your individual account will provide you with information on your progress toward becoming a Volunteer.

Step Two: Interview

The interview generally takes place after you have returned all application materials to the recruiter. During the interview, you and the recruiter will discuss your skills and interests, the job opportunities available, and issues such as your flexibility, adaptability, social and cultural awareness, motivation, and commitment to Peace Corps service.

Step Three: Nomination

As an MI applicant, you must submit a copy of your acceptance letter from the university of your choice to your recruiter before you are nominated.

Once the recruiter determines your suitability as a potential Volunteer, you will be nominated to the Peace Corps. At this point you will only know your approximate departure date. The nomination is a recommendation by your recruiter that you be invited to serve as a Volunteer. A formal invitation to a country will not be made until the medical and legal review has been completed.

References: In order to fully assess your qualifications for Peace Corps service, you will be required to submit three references, one each from the following categories:

- Current/most recent work supervisor/professor
- Community Volunteer supervisor
- Personal acquaintance or co-worker

Mail or hand-deliver the reference forms to your references as soon as possible. Please stress to your references the importance of completing the forms thoroughly and returning them to you in an envelope that is sealed and signed across the back. Once you have collected all required references, you will forward them to the Peace Corps Placement Office. Please contact the Placement Office if you are having difficulties collecting your references.

Background/Fingerprint Check: All applicants will undergo background investigations as part of the application process. Fingerprints may be done at the local Peace Corps Recruitment Office at the time of your interview or after you have been nominated. Many police stations and state Divisions of Motor Vehicles (DMV) will also fingerprint applicants, but may charge a small fee.

Applicants Are Evaluated: Once you are nominated, the recruiter will forward your application and a summary of your interview to the Placement Office. During the qualification phase, Placement staff will review your application, references, and other supporting documents to verify that your technical skills and experience match those needed for a specific assignment. The Placement staff will also assess your suitability for Volunteer service based on motivation, commitment, emotional maturity, social sensitivity, and cultural awareness as assessment criteria.

Step Four: Medical and Legal Review

Medical History is Reviewed: The recruiter will forward your sealed medical package to the Office of Medical Services (OMS) as soon as you are nominated. A member of the OMS screening team will review your completed Medical History form as soon as it arrives in OMS. A medical examination packet will then be mailed to most applicants. A majority of applicants are deemed medically qualified for Peace Corps service. In some cases, however, an applicant may be disqualified, deferred, or limited to placement in certain countries. All applicants who receive the medical examination packet will need to undergo physical and dental examinations, using the forms in the packet. Please review the Medical Information for Applicants sheet (Section 4) to assess your chances of being medically cleared.

The results of the medical and dental examinations need to be reviewed by OMS before an applicant can receive medical and dental clearance. It is your responsibility to provide any/all information required to determine your medical suitability for Volunteer service. Submitting complete and thorough information as quickly as possible can shorten medical and dental processing time.

Medical and dental problems that could hinder your performance as a Volunteer must be resolved before you can be invited to serve in a specific assignment and country. Peace Corps will reimburse the cost of medical and dental examinations up to prescribed limits based on age, gender, and other factors; however, we cannot pay for corrective health procedures or for special evaluations.

Legal Information is Reviewed: After the medical review, your application will also be reviewed for eligibility based on the Peace Corps' legal eligibility guidelines (such as documentation of marital status, if applicable). You might be asked to provide additional information at this time although most legal documentation will be collected before a nomination occurs. Please note that the following circumstances do not necessarily disqualify you from Peace Corps service, but will require clarification and documentation before the legal liaison can make a determination of your eligibility for Volunteer service:

- Common law marriage
- Married, seeking to serve without spouse

- Divorce
- Dependents
- Previous convictions
- Student loans
- Financial obligations (e.g., home mortgage payments, child support)
- Bankruptcy
- Association with certain intelligence activity
- Current obligations to the military

Nominees are Qualified: If you meet the skill requirements and suitability assessment criteria for Volunteer service, you will receive a letter from the Placement staff notifying you of your qualification and letting you know that you are ready to be matched to an appropriate assignment. The qualification process generally takes five to seven weeks from the date of nomination.

Step Five: Invitation

A member of the Peace Corps Placement Office will conduct a final review of your application, references, and feedback from your recruiter with regard to your suitability for Peace Corps service.

When a final match is made between a country's request for assistance and your skills, you will receive an official invitation to serve as a Peace Corps Volunteer.

Once you receive an invitation, you will have 10 days from the mailing date of the invitation letter to respond. The invitation kit includes a Volunteer Assignment Description (VAD) to help you make the decision whether to accept the invitation. The kit also includes passport and visa applications, a pre-training questionnaire, and a Volunteer Handbook to guide you in preparing for departure, as well as materials about other Peace Corps programs.

If you accept the invitation to serve as a Volunteer, the Peace Corps will send you more information about your host country and a description of your pre-service training. The packet will include a list of recommended items to pack, a bibliography of useful country-specific reading materials, and instructions with the date and location of your pre-departure orientation (staging event) in the United States.

Step Six: Preparation for Departure

The Peace Corps travel office will send you an airline ticket for travel to your orientation site. Soon you, along with the rest of the Volunteers in your training group, will be on your way to your country of service.

“Advice to students: Plan on residing in your field site/ community for six months prior to preparing a research proposal (i.e., you need to acquire trust as well as site-specific socioeconomic and ecological understanding to identify and develop a meaningful and rigorous proposal/ research project).”

**Stephen Siebert
University of Montana**

What is Master's International?

The Master's International program is a partnership between the Peace Corps and select institutions of higher education throughout the United States. This partnership enables people to integrate a Peace Corps Volunteer experience into a master's degree program. Fifty institutions now offer an opportunity to earn an advanced degree while gaining international experience. Master's International students earn master's degrees by completing approximately one year of intensive on-campus study, then serving for 27 months in the Peace Corps in an assignment related to the course of study. These programs are designed to help individuals develop skills that are in high demand among countries requesting Peace Corps Volunteers.

Prior to the beginning of Peace Corps service, the Peace Corps provides three months of intensive technical, language, and cross-cultural training. This training, combined with two years of work in an assignment, provides an unparalleled practical experience. Upon completing the program, MI graduates possess both excellent academic credentials and international field experience—an attractive combination for prospective employers.

What does a Peace Corps Volunteer do?

MI students are placed in projects relevant to their course of study. The many projects designed by MI students have included:

- a public health project in Madagascar that introduced improved nutrition and hygiene practices to schoolchildren and their mothers;
- an agricultural project in Nepal that introduced more efficient crop production, pest management, seed production, and storage techniques to increasing both food production and income;
- a forestry project in Paraguay that promoted the integration of forestry with current agricultural practices, working with farmers to help increase farm income and conserve local natural resources;
- a business project in Kenya that helped entrepreneurs gain practical business skills, including inventory management, accounting practices, marketing, and accessing credit; and
- a project in Kyrgyzstan that taught English to secondary students and introduced new teaching methods to local English teachers—improving their English skills in the process.

What are the benefits of being a Master's International student?

The foremost benefit of Master's International is that you will gain both a master's degree and two years of international experience upon completing the program. In addition to receiving excellent training and practical experience, Master's International students receive several benefits from the Peace Corps, including:

- transportation to and from the country of service;
- living and housing expenses;
- language, cross-cultural, and technical training;
- full medical and dental coverage;
- vacation time and allowance;
- cancellation or deferment of certain government education loans;
- a readjustment allowance of approximately \$6,000 given at completion of 27 months of service (can be used to defray tuition costs);
- career counseling and support; and
- non-competitive eligibility for federal government jobs for one year after completing a full term of overseas service.

All participating Master's International schools offer academic credit for Peace Corps service. In addition, several schools provide scholarships or tuition waivers for these credits. Master's International students at some universities can also compete for research or teaching assistantships. These benefits are unique to each school.

When will I receive my Peace Corps assignment?

While you are completing your coursework, your Peace Corps application will be kept active with the Peace Corps Volunteer Recruitment and Selection Placement Unit in Washington, DC, which is responsible for assessing and placing applicants in specific projects. Peace Corps host countries submit requests for Volunteers at least six months prior to the scheduled starting date of training. *Placement staff will select a project that most closely matches your technical and language skills.*

As you begin your academic studies, you are encouraged to contact the Placement Office administrative assistant to advise him/her of your academic progress and to verify the completion of your Peace Corps application. The administrative assistant will note any interests or project focus you may have. Note that placements can be made only where Volunteers with specific skills have been requested. The more flexible you are about your assignment, the more satisfied you will be with your overall experience as a Master's International student.

What determines the degree programs offered through Master's International?

Degrees are offered in areas of study where the Peace Corps has sufficient need for Volunteers and has received host country requests.

Where might I serve in the Peace Corps?

The Peace Corps will extend a service invitation to you approximately four to six months before the date you indicate you will be available for Peace Corps training. The invitation will specify both a country of service and a project assignment. There are many factors involved in making a placement, including the selection criteria set by the countries, your language skills, and possible medical issues. *While you are encouraged to express your preferences regarding geographic region and the reasons for those preferences, it is not always possible for the Peace Corps to invite you to a specific country or project.*

How long do I serve in the Peace Corps?

Peace Corps Volunteers serve for 27 months. This includes three months of technical, cross-cultural, and language training that takes place in your country of service prior to beginning work on your project. MI graduates typically say that it takes at least one year simply to get adjusted, learn the language, and establish the necessary credibility in the host community. We encourage you to be patient with this process and with yourself—the results are worth the wait.

As a Master's International student, will I be treated differently from other Peace Corps Volunteers?

You will have the same responsibilities as other Peace Corps Volunteers. You will need to explain your status as an MI student to the Peace Corps staff in your country of service and discuss with them ways in which you can approach a study project in a sensitive and culturally appropriate manner. The Peace Corps MI program staff can support you in preparing for this aspect of your Peace Corps service. The letter of introduction provided during the staging event prior to departure will facilitate the sharing of information about the graduate program and your academic preparation to the country director.

I already have a master's degree. Can I get a Ph.D. through Master's International?

Master's International does not currently provide an opportunity to earn a doctoral degree.

How is this different from entering graduate school and Peace Corps separately?

As an MI student, you earn academic credit for your Peace Corps service. In some cases, the school will waive the cost of these credits. You will have the benefit of your faculty advisor's technical expertise and support as you identify and address areas of need overseas. In addition, you will return to the U.S. with two years of degree-related professional international experience with a highly regarded organization - The Peace Corps.

Does the Peace Corps provide financial support to Master's International students?

The Peace Corps does not provide scholarships to Master's International students. However, some student loans can be deferred or cancelled in connection with your service. All costs associated with your Peace Corps experience are covered by the Peace Corps, including transportation, medical care, and living expenses. In addition, the Peace Corps provides a readjustment allowance of approximately \$6,000, which is paid at the end of your service. Most schools provide students with an opportunity for research or teaching assistantships, scholarships, or tuition waivers to offset the cost of credits earned while in the Peace Corps.

What happens if I don't complete my Peace Corps service?

You will need to contact the university and your MI coordinator to determine how the early termination of your Peace Corps service will affect the completion of your master's degree.

What is the policy related to a Volunteer's official Home-of-Record?

The following is an excerpt from Peace Corps Manual MS 219 regarding Volunteer and Trainee Home-of-Record:

"Peace Corps staff shall not authorize return travel for a Volunteer/Trainee to a city and state or country different from that originally listed as the Home-of-Record unless a change of the Home-of-Record has been authorized by the Office of Volunteer and Personal Service Contractors (VPS).

Each Trainee is required to establish a Home-of-Record upon entry into Peace Corps service. The Home-of-Record is the city and state or country the Trainee or Volunteer determines to be his or her place of permanent residence. Because the Home-of-Record is the place to which termination travel will be authorized, a Trainee (or incoming Crisis Corps Volunteer) should consider this location carefully before recording it on the Trainee Registration Form PC-1487. The Trainee Registration Form is filled out and returned to Peace Corps during the pre-departure orientation.

A Volunteer's request for a Home-of-Record change shall be submitted to the Country Director for approval. The request must be submitted no later than 75 days in advance of the Volunteer's scheduled departure date. Requests that lack detailed reasons or sufficient information for verification will be denied but may be re-submitted after correction. Requests may be submitted by mail, fax, or e-mail. If a request is approved, the request shall be forwarded to VPS for a final decision.

Upon receipt of a request approved by the Country Director, VPS will make a decision to authorize the change or not. If the change is authorized, VPS will update the Volunteer/Trainee's records and notify the Country Director. The Post will also be notified if the change is denied."

What is the policy regarding Internet postings?

Many Volunteers bring their own laptops. However, personal ownership of computers does not exempt Volunteers, who represent both the Peace Corps and the United States in their host communities, from conformance to agency policies governing computer use.

The following is an excerpt from the *Peace Corps Manual*, section 543: Use of IT Systems by Volunteers, Trainees, and returned Peace Corps Volunteers:

"Volunteers who create their own websites, or post information to websites that have been created and maintained by others, should be reminded that, unless password protected, any information posted on the Internet can be accessed by the general public, even if that is not intended. Volunteers are responsible for discussing the content in advance with the country director to ensure that the material is suitable and complies with this general guidance as well as any country-specific guidance."

Thoughtful and accurate insights that are conveyed in communications with others can contribute substantially to bringing to the U.S. a better understanding of other countries. However, given the broad access to Volunteer-posted material on the Internet, both in countries of service and elsewhere, Volunteers should remain culturally sensitive regarding material posted to any website. People in host countries and members of the U.S. public may make inferences about the Peace Corps or the Volunteer's country of service based on the material a Volunteer posts to a website. Volunteer-posted material on the Internet should not embarrass or reflect poorly on the Peace Corps or the countries where Volunteers serve.

Lastly, as a safety precaution, Volunteers should not include information on any website about their precise living location or those of other Volunteers, or information about the location of events to be attended by a large number of Volunteers.

Medical Information for Applicants

The Peace Corps Office of Medical Services complies with the Rehabilitation Act of 1973 and will review all applicants on a case-by-case basis and try to reasonably accommodate for known medical conditions.

Applicants to the Peace Corps must undergo a comprehensive medical and dental assessment based on their medical history and medical/dental examination. This will determine if and when they can safely serve in the Peace Corps. If your physician recommends yearly follow-ups for a specific condition, or your medical history reasonably suggests the need for certain medical resources, you will be accommodated to those limited countries where the required level of medical support is available. If your condition is not appropriately stable to complete 27 months of Peace Corps Volunteer service or the quality of medical support you require is not available in the countries where Peace Corps serves, you may not be medically cleared for Peace Corps service. You should be aware of the following information, which may help you to determine in advance whether medical/dental assessment of your health will be relatively simple or complex.

Included in your Peace Corps Application is a Health Status Review, which is a report of your medical history. Filling out this questionnaire accurately and completely speeds up the medical screening process. Take the time to check your health records so that the health conditions, treatments and dates you report are correct. Your medical kit is produced individually for you as a follow-up to your unique medical history as reported on your Health Status Review. The more accurately you describe health conditions and treatment on the Health Status Review, the less likely it is that we will ask you for unnecessary follow-up information. Medical information is confidential and will be forwarded to the Office of Medical Services.

The following lists are not inclusive of all conditions that may affect clearance or placement. For further information, you may call the Office of Medical Services, at: 800.424.8580 ext. 1500, from 10:00 a.m. - 4:00 p.m. Monday – Friday (Eastern time). Failure to disclose complete information on your application may be grounds for administrative separation from the Peace Corps.

If you are medically cleared with any of the following conditions, you will be placed in a country with the necessary medical resources only if compatible program sites are available:

- Asthma, mild to moderate
- Diabetes
- Seizures
- Conditions requiring necessary site support

Peace Corps is typically unable to reasonably accommodate the following conditions and recommends that you consult with your physician regarding suitability for the Peace Corps service environment if you have:

- Addison's Disease
- Aneurysm, inoperable
- Amyotrophic Lateral Sclerosis (Lou Gehrig's Disease)
- Asthma, severe
- Cancer of the bladder
- Cancer with metastasis
- Chronic Glomerulonephritis
- Chronic Hepatitis
- Chronic Obstructive Pulmonary Disease (COPD)
- Chronic Pancreatitis
- Chronic Pyelonephritis
- Chronic Reiter's Syndrome
- Claudication
- Conditions requiring blood thinner medication
- Conditions requiring oral or injectable steroids
- Coronary Artery Disease (symptomatic)
- Congestive heart failure
- Connective Tissue Disorder
- Diabetes with any complications
- Diverticulitis
- Endocarditis (heart disease or enlarged heart)
- Esophageal Varices
- Hemophilia
- History of psychosis
- Human Immunodeficiency Virus (HIV)
- Inflammatory bowel disease
- Irreversible lung disease (emphysema)
- Ischemic heart disease
- Kidney stones (recurrent)
- Life-threatening allergic reactions

- Major depression
- Muscular Dystrophy (progressive)
- Myasthenia Gravis
- Narcolepsy (poorly controlled)
- Optic Neuritis
- Osteoporosis with history of stress fractures
- Parkinson's Disease
- Pituitary Adenoma with acromegaly
- Rheumatoid arthritis
- Sarcoidosis
- Symptomatic cardiac arrhythmias
- Thrombophlebitis
- Ulcerative colitis
- Ulcerative proctitis

The Office of Medical Services will process your medical review as follows:

- Receive your Health Status Review (HSR).
- Review your HSR after you have been nominated by a recruiter.
- Mail you a medical clearance packet containing a physical, dental, and eye exam plus any specialist evaluations required in relation to your unique medical history—or if your medical history appears complex for the Peace Corps service environment, we will first ask for specialist evaluations before sending you the physical, dental, and eye exam forms.
- Review your exams and information and reply to you with a request for any missing information or additional information. This will continue until all necessary information has been received.
- Issue a medical clearance, a deferral of three-36 months, or a medically not qualified status, and inform the Placement staff of your final medical review status.

The Peace Corps is able to medically clear 85 percent of applicants who complete the medical review process. Once you receive a medical/dental clearance, it will have been based on your medical/dental status at that time. If after your clearance you become ill, undergo surgery, add to or change medications, undergo therapy or treatment, or develop any condition for which you seek medical assistance, please notify us immediately. Any significant change in your health status may have an impact on your medical/dental clearance. Failure to disclose such information may seriously affect your health overseas, as well as your status as a Peace Corps Trainee/Volunteer.

Office of Safety and Security

The Office of Safety and Security provides leadership and guidance to the Peace Corps in support of country directors, their staff, and Volunteers in all areas related to safety and security. The office is staffed by an associate director for security, the coordinator for Volunteer safety and overseas security, the safety and security specialist, and nine Peace Corps safety and security officers, three posted to each region. The Office of Safety and Security has as its objectives:

- To plan, coordinate and facilitate activities of the Volunteer Safety Council according to its operational plan;
- To consult with and build consensus among Peace Corps leadership and other offices on a broad range of Volunteer safety and overseas security issues;
- To represent Peace Corps safety and security interests and positions at inter-agency forums;
- To oversee implementation of safety and security improvement strategies developed by posts.

Application Guide: Safety and Security

Whether you are considering joining the Peace Corps, about to accept an invitation to serve in a particular country, or are a family member or friend of a current or prospective Volunteer, it is important for you to understand the realities of Peace Corps service, particularly with regard to personal safety and welfare. If you or someone you know is about to accept an assignment to serve overseas, this is an exciting time, and we want your expectations to be as realistic as possible. The more you learn now about the realities of Peace Corps service, the better prepared you will be to handle the challenges and rewards ahead.

Because the Peace Corps works in some of the least developed countries and in some of the most remote areas in the world, health, safety, and security risks are an unavoidable part of life and of Volunteer service. While the majority of Volunteers serve their two years without major incident, it is important for you to know that Peace Corps service does involve certain risks, including road accidents, natural disasters, crime, and civil unrest. The Peace Corps devotes significant resources to minimize safety risks to Volunteers and to ensure that they are given the training, support, and information they need for a safe experience. However, there are many variables beyond the agency's control that impact Volunteers' welfare and it is not possible to eliminate all the risks associated with Volunteers' service overseas.

Key Points about Safety and Security in the Peace Corps

In matters of safety and security, the Peace Corps makes the following key assumptions:

- Serving as a Volunteer involves safety and security risks;
- Living and traveling in an unfamiliar environment, having a limited understanding of local language and culture, and being perceived as well-off are some of the factors that can put a Volunteer at risk;
- Many Volunteers experience varying degrees of unwanted attention and harassment;
- Petty thefts and burglaries are not uncommon, and incidents of physical and sexual assaults do occur;
- Volunteers are expected to adopt a culturally appropriate lifestyle to promote their safety;
- Being a Volunteer requires changes in lifestyle preferences and habits in deference to host country cultural expectations in order to minimize security risks. Choices in dress, living arrangements, means of travel, entertainment, and companionship may have a direct impact on how Volunteers are viewed, and thus treated by their communities. Navigating the differences in gender relations may be one of the most sensitive and difficult lessons to learn, but one that could have a direct impact on the Volunteers' safety and the protection provided by the local community; Mature behavior and the exercise of sound judgment will enhance personal safety;
- Each Peace Corps post maintains a Volunteer Safety Support System designed to minimize safety risks, as prescribed by Peace Corps policy;
- Fundamental to the Peace Corps approach to Volunteer safety is the fact that Volunteers can most effectively minimize their safety risks by building respectful relationships with those in their community. The Peace Corps has instituted a broad and systematic approach to increase Volunteers' capacity to keep themselves safe during their two-year service. This approach is based upon several fundamental tenets of Volunteer safety and security. These include:
 - Building relationships,

- Sharing information,
- Training,
- Site development,
- Incident reporting and response, and
- Emergency communications and planning.

Safe Journey

Every staff member at the Peace Corps is committed to providing Volunteers with the support they need to successfully meet the challenges they will face to have a safe, healthy, and productive service. We hope that the information provided here will help you gain a sense of these challenges, the changes in attitude and lifestyle that may be required to adapt to a new environment, and the level of support that can be expected from the Peace Corps, local colleagues, and host communities. The success of each Peace Corps Volunteer is our goal. *We rely on Volunteers to exercise personal responsibility, demonstrate a keen awareness of the world around them, and show a willingness to adjust their behavior in a manner that will enhance their safety and well-being. In the end, their efforts will be rewarded with an incredible, unique experience.*

Student Loan Deferment

Volunteers who have outstanding debts under one of the federally administered or guaranteed student loans programs qualify for certain relief during their Peace Corps service. The regulations that authorize this relief are complicated, and different rules apply to each type of loan. Contact the lender(s) to determine exactly what type of deferment and cancellation the student will be eligible for during Peace Corps service. *THE STUDENT must contact his/her lending institution(s) and request appropriate forms.*

Peace Corps Volunteers whose first loans were made on or after July 1, 1993 are entitled to a deferral of up to three years, less any previous period of economic hardship deferral. Volunteers whose first loans were made before July 1, 1993, are entitled to a “categorical” deferment based on their status as a Peace Corps Volunteer for up to three years of service. The lender may grant a deferment for the full period of Volunteer service up to 27 months, or require reapplication for a deferment every six to 12 months. The student must formally request a deferment through the procedures established by the holder of his/her loan(s), and must continue making payments until he/she is notified that the deferment has been granted. *THE STUDENT must contact his/her lender to determine the length of deferment.*

With an extension of service, deferral of up to three years is available, but the student must apply for this separately. The country director will certify deferment forms for the second, and possibly third years of service. Students should take extra deferment forms with them if deferment must be certified annually or bi-annually.

The U.S. Department of Education pays the interest on “subsidized” loans during the deferment period, but not on “unsubsidized” loans. Volunteers may authorize payments of up to 75 percent of the monthly readjustment allowance to cover interest due on their student loans.

We strongly recommend giving Power of Attorney to a family member or friend to handle loan deferments while in the Peace Corps. If questions arise about the account, it is advantageous to have a local contact.

Please note that the role of the Peace Corps in the loan deferment process is limited to certification of dates and country of service and authorization of deductions from the monthly readjustment allowance. *The Peace Corps does not grant or deny deferments of loans.*

If the student has any further questions concerning loan deferments, please feel free to contact the Certifying Officer in the Office of Volunteer Financial Operations at: 800.424.8580, ext. 1784, or 202.692.1784.

Remember that it is *the student's* responsibility to apply for and maintain student loan deferment!

What is non-competitive eligibility?

Under the Provisions of Executive Order (EO) 11103 (5 CFR, § 315.605), certain returned Peace Corps Volunteers (RPCVs) are awarded one year of non-competitive eligibility (NCE) for selection for federal employment. This eligibility does not mean that returned Volunteers are entitled to federal employment.

However, although NCE does not require a federal agency to hire, it does permit a federal agency to hire a returned Volunteer who meets the minimum qualifications for the position without going through all of the formalities of the competitive process. The decision whether to hire a returned Volunteer under NCE is within the discretion of the hiring agency. Therefore, to alleviate any confusion it is advised that RPCVs make the hiring agency aware of their remaining NCE as clearly as possible.

RPCVs who have completed less than one year of service (including training time) will not receive NCE. However, the country director may issue certification to Volunteers who have satisfactorily served for twelve consecutive months, including training, and whose termination is determined to be for reasons beyond the Volunteer's control. Country directors will include the certification statement as the final paragraph on the Description of Service statements for Volunteers granted this benefit.

What are competitive service positions?

Congress has established laws, policies, and procedures governing federal employment. This formal process is designed to eliminate discrimination and favoritism and to provide fair and open competition so that hiring and promotion are based on merit. These competitive federal service jobs are governed by specific examination or appointment procedures as set out by the U.S. Office of Personnel Management (OPM).

Thus, RPCVs (with NCE) who have an interest in a "competitive service" position may be hired more easily because an employing federal agency can select a RPCV without going through all the competitive-related hiring procedures.

How do I make sure the employing agency is aware of my NCE?

Returned Volunteer Services (RVS) has developed a sample cover letter that can be tailored to help explain NCE status to the hiring federal agency. The regulatory authority for NCE is set out under Title 5 Code of Federal Regulation (CFR) § 315.605. RPCVs should highlight NCE status in their cover letter, on their resume, and through the supplemental documents area most online federal government application systems provide.

In addition, RVS has made available an informational letter from the Peace Corps that RPCVs may also give to prospective federal employers explaining their non-competitive eligibility.

What constitutes proof of NCE?

NCE is officially granted to RPCVs through the Description of Service (DOS) and is proved by attaching a copy of the DOS when applying for a federal job. The DOS will reference Executive Order 11103, which is the Presidential Directive that established NCE. If the original DOS is misplaced, the Peace Corps can send a copy to a requesting RPCV. The Office of Volunteer and PSC Financial Services should be contacted for a copy. The office can be reached at 800.424.8580, extension 1770.

How do I prove NCE without filling in a grade and series on the application?

Many federal applications require that a grade and series be entered when proving NCE. RPCVs do not have a grade and series since they were Volunteers and weren't federal employees. An RPCV must contact the employing agency to determine how he/she should fill out an application that requires a grade and series in order to prove NCE.

Under what circumstances is NCE extended? And, how do I make sure that it is granted?

Non-competitive eligibility can be extended by the hiring federal agency for up to two additional years (which would equal a maximum of three years from the Close of Service date) for four reasons. These reasons are:

- Entering the military after Peace Corps service
- Studying at a recognized institution of higher learning, which normally means becoming a full-time student
- Working for the Peace Corps in activities related to Volunteer program operations. As an example, working on a Peace Corps training program following service, NCE could be extended for the amount of time worked on the training program.
- Engaging in another activity that the hiring federal agency thinks warrants an extension. The Federal Personnel Manual states, "Generally, work experience which is pertinent to the position being filled and which can be expected to enhance

the candidate's performance and value to the agency could be an appropriate basis for extension. Extensions should not be granted routinely, but should be reserved for situations in which the activity has truly enhanced the RPCV's value to the agency."

Can NCE be “used up” during the 12 month period?

The answer to this question is “no.” Use of NCE more than once during the period of eligibility is appropriate if the hiring federal agency permits.

Does NCE apply only to federal positions?

Yes. NCE is applicable only to federal government positions. Non-competitive eligibility does not apply to state or local government jobs. They are separate organizations under the Constitution.

Section 5: Peace Corps Information



The Program

Since its inception in 1961, the Peace Corps has continued to rely on the dedication and commitment of Americans of all ages who volunteer to spend two years helping the people of developing countries to meet their basic needs for health care, food, shelter, education and commerce. The goals of the Peace Corps as originally set by Congress remain unchanged: to help promote world peace and friendship by making available to interested countries men and women to help the peoples of such countries in meeting their needs for trained people; to help promote a better understanding of the American people on behalf of the people served; and to promote a better understanding of other peoples on behalf of the American people.

The Volunteers

As of December 6, 2006, there are 7,749 Peace Corps Volunteers and trainees working on grassroots, self-help development projects in over 73 nations in Africa, Central and East Asia, Europe and the Mediterranean, Inter-America, and the Pacific. They offer skills in a wide variety of programs: education, business, environment, agriculture, health, community development, and all programs have an HIV/AIDS prevention and education component.

Eligibility

An applicant must be a U.S. citizen, at least 18 years old, and in good general health. There is no upper age limit, and the Peace Corps is committed to making the benefits of service available to all traditionally underrepresented groups. A bachelor's degree, an associate's degree with extensive experience in a requested area, or extensive work experience is generally required. Volunteers are matched with host country skill requests.

Training

All Volunteers receive language, technical and cross-cultural training, usually in the country where they will be serving. Strong emphasis is placed on learning the host country language. Cultural studies include the history, customs, and the social and political systems of the host country. Technical training encourages skills transfer within the host country culture and environment.

Service

The standard length of service is 27 months, which includes three months of intensive training prior to the start of a Volunteer's service.

Benefits

Transportation is provided to and from the overseas assignment as well as for home leave in the event of family emergencies. While in training and during service, Volunteers receive a monthly living allowance meant to cover housing and other basic needs. Comprehensive medical and dental coverage is provided, including annual exams and coverage for both service and non-service-related illnesses or injuries. Volunteers receive 24 vacation days for each year of service. A readjustment allowance of just over \$6,000 is set-aside for each Peace Corps Volunteer, payable upon successful completion of service. Volunteers and Trainees may be covered by the Federal Employees Compensation Act in case of disabilities incurred while in training or during service.

APCD	Associate Peace Corps Director
CD	Country Director
DOS	Description of Service
DP	Domestic Programs
GC	General Counsel
HOR	Home-of-Record
IST	In-service Training
MI	Master's International
MI Director	Master's International Director
MI Staff	Master's International Staff
MOC	Memorandum of Cooperation
NCE	Non-Competitive Eligibility
OMS	Medical Services, Office of
OPM	Personnel Management, Office of
OSS	Safety and Security, Office of
OUP	University Programs, Office of
PCSSO	Peace Corps Safety and Security Officers
PCV	Peace Corps Volunteer
PST	Pre-service Training
RPCV	Returned Peace Corps Volunteer
RVS	Returned Volunteer Services
The Center	Center for Field Assistance and Applied Research
UC	University Coordinator
VAD	Volunteer Assignment Description
VPS	Volunteer and PSC Financial Services, Office of
VRS	Volunteer Recruitment and Selection, Office of

Peace Corps Regional Offices

Atlanta Region (AL, FL, GA, MS, PR, SC, TN, USVI)

Peace Corps Recruitment Office
100 Alabama Street
Building 1924, Suite 2R70
Atlanta, GA 30303
404.562.3456
Fax: 404.562.3455
E-mail: atlinfo@peacecorps.gov

Boston Region (MA, ME, NH, RI, VT)

Peace Corps Recruitment Office
Tip O'Neill Federal Building
10 Causeway Street, Suite 450
Boston, MA 02222-1099
617.565.5555
Fax: 617.565.5539
E-mail: boston@peacecorps.gov

Chicago Region (IL, IN, KY, MI, MO, OH)

Peace Corps Recruitment Office
55 West Monroe Street, Suite 450
Chicago, IL 60603
312.353.4990
Fax: 312.353.4192
E-mail: Chicago@peacecorps.gov

Dallas Region (AR, LA, NM, OK, TX)

Peace Corps Recruitment Office
207 South Houston Street, Room 527
Dallas, TX 75202
214.253.5400
Fax: 214.253.5401
E-mail: dallas@peacecorps.gov

Denver Region (CO, KS, NE, UT, WY)

Peace Corps Recruitment Office
1999 Broadway, Suite 2205
Denver, CO 80202-3050
303.844.7020
Fax: 303.844.7010
E-mail: denver@peacecorps.gov

Los Angeles Region (AZ, Southern CA)

Peace Corps Recruitment Office
2361 Rosecrans Avenue, Suite 155
El Segundo, CA 90245-0916
310.356.1100
Fax: 310.356.1125
E-mail: lainfo@peacecorps.gov

Minneapolis Region (IA, MN, ND, SD, WI)

Peace Corps Recruitment Office
330 Second Avenue, South, Suite 420
Minneapolis, MN 55401
612.348.1480
Fax: 612.348.1474
E-mail: minneapolis@peacecorps.gov

New York Region (CT, NJ, NY, PA)

Peace Corps Recruitment Office
201 Varick Street, Suite 1025
New York, NY 10014
212.352.5440
Fax: 212.352.5441
E-mail: nyinfo@peacecorps.gov

San Francisco Region (Northern CA, HI, NV)

Peace Corps Recruitment Office
1301 Clay Street, Suite 620N
Oakland, CA 94612
510.637.1520
Fax: 510.637.1533
E-mail: sfinfo@peacecorps.gov

Seattle Region (AK, ID, MT, OR, WA)

Peace Corps Recruitment Office
1601 Fifth Avenue, Suite 605
Seattle, WA 98101
206.553.5490
Fax: 206.553.2343
E-mail: seattle@peacecorps.gov

Mid-Atlantic Region (DC, DE, MD, NC, VA, WV)

Peace Corps Recruitment Office
1525 Wilson Boulevard, Suite 100
Arlington, VA 22209
703.235.9191
Fax: 703.235.9189
E-mail: dcinfo@peacecorps.gov

Peace Corps Contact List

Call Peace Corps toll free at 800.424.8580

Master's International

MI staff

ext. 1812 or 202.692.1812

Placement Office

Administrative Assistant

ext. 1854 or 202.692.1854

Legal questions

ext. 1846 or 202.692.1846

Medical and Dental Clearance

Office of Medical Services

ext. 1500 or 202.692.1500

Loan Deferment Questions

Office of Financial Operations

ext. 1784 or 202.692.1784

Passports/Visas/Travel Arrangements

Sato Travel Office

ext. 1170 or 202.692.1170

Staging Questions

Staging Office

ext. 1865 or 202.692.1865

Regional Recruiting Offices

Your call will be directed to your local recruiting office.

800.424.8580

www.peacecorps.gov



For more information about Master's International contact:

Office of Domestic Programs
Master's International
Paul D. Coverdell Peace Corps Headquarters
1111 20th Street, NW
Washington, DC 20526

Local telephone: 202.692.1812
Toll-free telephone: 800.424.8580, ext.1812
Peace Corps website: www.peacecorps.gov
MI web page: www.peacecorps.gov/masters

