

Education Policy Fellowship Program

WASHINGTON, DC
APPLICATION BOOKLET

*PREPARING LEADERS
SINCE 1964*



*For People Seeking Better Results
for Children and Youth*

A Program of

The Institute for Educational Leadership
4455 Connecticut Ave., N.W., Suite 310
Washington, DC 20008
(202) 822-8405 • Fax: (202) 872-4050
Email: epfp@iel.org • Website: www.iel.org

EDUCATION POLICY FELLOWSHIP PROGRAM

For People Seeking Better Results for Children and Youth

APPLICATION

We are pleased you are considering the DC Education Policy Fellowship Program (DC-EPFP). EPFP is a nine-month professional development program for individuals whose work record reflects strong leadership abilities or potential and a concern for improving the life chances of children and youth. Participants in EPFP hold full-time positions in diverse organizations at the local, state and national levels. Most Fellows are supported by their employing agencies.

THE FELLOWSHIP PROGRAM

DC-EPFP Fellows remain in their full-time positions and use their work environment as the context for examining important leadership and policy issues in their states and in the nation. EPFP activities are directed by coordinators who are experienced professionals in public education policy, practice and research.

EPFP brings Fellows and ideas together through a variety of on-site learning opportunities (such as seminars, informal discussions, site visits, skill development workshops, and individual or group projects), through electronic networking and information sharing, and through participation in a national conference that brings together Fellows from all program sites. The **Washington Policy Seminar** increases Fellows' knowledge of national policy issues and processes and gives them a chance to explore the impact of national policy on their work. The **Annapolis Study Tour** provides Fellows with an opportunity to visit the Maryland statehouse, meet with legislators and key education policy officials, and watch the legislative process in action. The **Executive Development Program** explores Fellows' professional leadership capacities and provides feedback on ways to develop their leadership skills.

Participation in EPFP yields key results. The program stands on three legs of leadership, policy, and networking that provide Fellows with a unique personal development laboratory for applying new insights and for practicing new skills. Fellows have opportunities to:

- (1) develop a broadened understanding of the policy process;
- (2) hone their communications and decision-making skills;
- (3) refine their potential for leadership; and
- (4) expand their network of professional colleagues.

As a result, employing agencies are rewarded with better informed

and more skillful staff.

PROGRAM FEES AND EMPLOYER SPONSORSHIP

Each Fellow or the Fellow's employing agency—the sponsor—pays the base program fee of \$2,500, travel costs for the Annapolis Study Tour, and any special site-specific programming fees. In addition, the employer provides release time as needed for participation in program activities.

ELIGIBILITY AND SELECTION PROCESS

EPFP invites your application if you have:

- a commitment to personal and professional development on behalf of children and youth;
- a track record for making things happen—inside and across agencies and organizations;
- substantive work experiences;
- a Bachelor's degree or its equivalent;
- a full-time professional position; and
- the endorsement and financial support of your employing organization.

DC-EPFP requires participation in bi-weekly seminars which are held at the conclusion of the normal work day (6:00 PM – 9:00 PM). In addition, Fellows are expected to participate in the Washington Policy Seminar, the Annapolis Study Tour, and the Executive Development Program. Please consider these extra demands on your time in light of your current professional and personal schedule. If you cannot participate fully in EPFP, please do not complete the application. **Applications for the 2009-2010 program year are due by August 28, 2009.**

APPLICATION AND SELECTION SCHEDULE

APRIL – JULY	EPFP application material distributed
MAY – AUGUST	Applications returned to EPFP Coordinators
JUNE – SEPT	Fellows notified of acceptance
OCTOBER	Fellowship program begins

Please contact the DC-EPFP Coordinators to obtain site-specific programming and scheduling information. Final selection of Fellows is made by DC-EPFP Coordinators in consultation with the applicant's sponsor.

INSTRUCTIONS

This is an electronic application that must be submitted both on paper and electronically.

Step 1: Please complete the application by typing your responses to each required item.

Step 2: When you are finished, please save the document as a new file entitled "EPFP10Application-[YOURLASTNAME]"

Step 3: Email the saved file as an attachment to the following address: DCEPFPApplication@iel.org.

Step 4: Please print a copy of the completed application. **Be sure to sign the endorsement page and have your sponsor/supervisor sign that page.** Then either fax the entire application to the attention of DC-EPFP at IEL at 202-872-4050 or mail it to IEL, Attn: DC-EPFP, 4455 Connecticut Avenue, NW, Suite 310, Washington, DC 20008.

The endorsement section must be completed and applications must be received electronically and on paper to be considered.

THE INSTITUTE FOR EDUCATIONAL LEADERSHIP, INC.
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EDUCATION POLICY FELLOWSHIP PROGRAM
APPLICATION—DUE August 28, 2009

BIOGRAPHICAL DATA

NAME:
PROFESSIONAL TITLE:
DIVISION/DEPARTMENT:
ORGANIZATION/INSTITUTION:
ADDRESS line 1
ADDRESS line 2
ADDRESS line 3
OFFICE PHONE:
OFFICE FAX:
E-MAIL ADDRESS that we should use in contacting you:
HOME ADDRESS:
HOME PHONE:
CELL PHONE:

EDUCATION (Please cite most recent institution first)

UNIVERSITY/COLLEGE	CITY, STATE	MAJOR FIELD	DEGREE	DATE

OPTIONAL INFORMATION

RACE/ETHNICITY & SEX:
HOW DID YOU LEARN ABOUT EPFP?

EMPLOYMENT EXPERIENCE (List your current position first. Do not substitute your resume for this section.)

TITLE: DATES OF EMPLOYMENT: NAME & ADDRESS OF EMPLOYER: DESCRIPTIONS OF DUTIES & ACCOMPLISHMENTS:
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EPFP OUTCOMES

Please provide narrative responses of one page or less to each of the following questions focused on the personal and professional outcomes of EPFP.

1. What does your organization do? Whom do you serve?
2. How would your participation in EPFP benefit your organization?
3. To enhance your capacity as a leader, what are your three learning priorities?
4. What created your passion for education, and how do you hope DC-EPFP will help you channel your efforts in that area?

EDUCATION POLICY FELLOWSHIP PROGRAM
APPLICATION 2009-2010 PROGRAM YEAR

NAME OF APPLICANT _____

THIS PAGE MUST BE COMPLETED AND SIGNED, AND THE ENTIRE APPLICATION FAXED OR MAILED, AS WELL AS SUBMITTED BY E-MAIL, BY AUGUST 28TH FOR YOUR APPLICATION TO BE CONSIDERED.

ENDORSEMENT: TO THE SUPERVISOR/EMPLOYING AGENCY REPRESENTATIVE

Fellows are expected to participate in semi-monthly meetings conducted on-site at IEL, one national meeting for Fellows across all sites, a state policy tour to Annapolis, Maryland, and a leadership development assessment process. The **Washington Policy Seminar** increases Fellows' knowledge of national policy issues and processes and gives them a chance to explore the impact of national policy on their work. The **Annapolis Study Tour** provides Fellows with an opportunity to visit with legislators and key education policy officials and watch the legislative process in action. The **Executive Development Program** assesses the Fellow's leadership skills and potential and provides a thorough feedback mechanism for their professional growth. The EPFP program tuition of \$2,500, plus program-related expenses, are paid by the employing agency and/or the Fellow. Your signature ensures (1) your employee's release time for full participation in the program, (2) your agreement to serve as a sponsor to the Fellow throughout the program year, and (3) payment of the tuition fee by December 1, 2009. (Please note that if the applicant is bearing the financial responsibility for the program, he/she is responsible for paying the \$2,500 tuition fee before December 1, 2009.) If you have any questions, please contact the DC-EPFP Coordinators or call the EPFP national office at the Institute for Educational Leadership at (202) 822-8405 x155 or x135.

Name of Applicant (PRINT)

Applicant's Signature

Supervisor's/Sponsor's Name (PRINT)

Supervisor's/Sponsor's Signature

Supervisor's Title _____

Supervisor's Division/Department _____

Supervisor's Organization/Institution _____

Supervisor's Office Address _____

Supervisor's Office Phone _____

Supervisor's Office Fax _____

Supervisor's E-mail Address _____

EPFP is a program of

THE INSTITUTE FOR EDUCATIONAL LEADERSHIP

The Institute for Educational Leadership (IEL) is a non-partisan, not-for-profit organization established in 1964.

OUR VISION:

IEL envisions a society
that uses its resources effectively
to achieve better futures for *all* children and youth.

OUR BELIEFS:

- All children and youth have as a birthright the opportunity and support needed to grow, learn and become contributing members of our democratic society.
- Quality education is a responsibility shared by school systems, families, communities, businesses and governments.
- Strategic alliances and partnerships are essential to achieve measurable and sustainable results for all children and youth.
- Culturally competent leaders are vital to empowering organizations to address the needs of a diverse society.
- Leadership and leadership development are critical tools to ensure that all children and youth can take advantage of their birthright.

OUR CHALLENGE:

Our national task is obvious.
We must increase student achievement
and prepare young people to meet the challenges of the 21st century.
The future quality of American life is at stake.

OUR MISSION:

IEL's mission is to build the capacity
of individuals and organizations in education
and related fields to work together—
across policies, programs and sectors.

Through EPFP, IEL seeks to develop, support and
sustain broad-based, multi-cultural leadership
to achieve better results for children and youth.

*To obtain a list of publications or more information on IEL's programs
and other areas of work, please contact IEL.*

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