

# Education Policy Fellowship Program

*For People Seeking Better Results  
For Children and Youth*

## MASSACHUSETTS APPLICATION BOOKLET

*PRIORITY DEADLINE AUGUST 29, 2009:*

- E-mail to John Portz at [j.portz@neu.edu](mailto:j.portz@neu.edu)
  - PDF would be preferred
  
- Mail:
  - John Portz
  - Chair, Department of Political Science
  - Northeastern University
  - 301 Meserve Hall
  - Boston, MA 02115
  - FAX (617) 373-5311
  
- Be sure to include your sponsor's signature

*PREPARING LEADERS  
SINCE 1964*



The Institute for Educational Leadership  
4455 Connecticut Ave., N.W., Suite 310  
Washington, DC 20008  
(202) 822-8405 • Fax: (202) 872-4050  
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# EDUCATION POLICY FELLOWSHIP PROGRAM

## *For People Seeking Better Results for Children and Youth*

### APPLICATION

We are pleased you are considering the Education Policy Fellowship Program (EPFP). EPFP is a ten-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. Fellows are supported by their employing agencies.

#### THE FELLOWSHIP PROGRAM

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 on-site Coordinators.

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 during the Fellowship year 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.

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 employees.

#### PROGRAM FEES AND EMPLOYER SPONSORSHIP

Each person's employing agency—the sponsor—pays the base program fee of \$2,700, travel costs to the regional and national meetings, and any special site-specific programming fees. In addition, the employer provides release time for on-site and national 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/organizations
- substantive work experiences
- a bachelor's degree or its equivalent
- a full-time professional position
- the endorsement and financial support of your employing organization

EPFP requires participation in on-site training activities which are generally, but not always, held at the conclusion of the normal work day. In addition, Fellows are expected to attend the two national conferences. 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.

#### APPLICATION AND SELECTION SCHEDULE

APRIL – JUNE	EPFP application material distributed.
MAY – AUG.	Applications returned to EPFP Coordinators.
JUNE – SEPT.	Fellows notified of acceptance.
SEPT. – OCT.	Fellowship program begins.

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

**THE INSTITUTE FOR EDUCATIONAL LEADERSHIP, INC.**  
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**EDUCATION POLICY FELLOWSHIP PROGRAM**  
*APPLICATION*

**BIOGRAPHICAL DATA**

NAME(last, first, middle, nickname)
PROFESSIONAL TITLE
DIVISION/DEPARTMENT
ORGANIZATION/INSTITUTION
ADDRESS line 1
ADDRESS line 2
ADDRESS line 3
OFFICE PHONE (area code + number)
OFFICE FAX (area code + number)
E-MAIL ADDRESS that we should use in contacting you (this should be an address you check often)
HOME ADDRESS (street, city, state, zip)
HOME PHONE (area code + number)
CELL PHONE (area code + number)

**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 (Please list 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. To enhance your capacity as a leader, what are your three learning priorities?
3. How would your participation in EPFP benefit your organization?

EDUCATION POLICY FELLOWSHIP PROGRAM  
APPLICATION 2008-2009 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, FOR YOUR APPLICATION TO BE CONSIDERED.

ENDORSEMENT: TO THE SUPERVISOR/EMPLOYING AGENCY REPRESENTATIVE

Fellows generally participate in weekly, semi-monthly, or monthly meetings conducted on-site, and IEL usually sponsors a national meeting for fellows across all 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 EPFP program tuition, plus travel-related costs to the regional and national meetings are paid by the employing agency and/or the Fellow. (The total of base tuition plus site-specific programs varies by site.) Your signature ensures (1) your employee's release time for full participation in the program and (2) payment of program related costs. If you have any questions, please contact the EPFP Coordinator in your state or call the EPFP national office at the Institute for Educational Leadership in Washington, DC at (202) 822-8405 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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