

SCHAEFER CENTER GRADUATE FELLOWSHIPS

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The Schaefer Center offers a limited number of graduate fellowships for full-time, University of Baltimore graduate students. Graduate fellows work in the Center 20 hours per week while attending graduate school on a full time basis. Schaefer Center graduate fellows assist on Center projects in a variety of ways. Typical graduate fellow assignments include collecting primary and secondary data, reviewing data for accuracy, assisting research staff with field interviews, providing support services for the Center's training programs and strategic planning activities, data analysis utilizing SPSS, preparation of charts and graphs, and library research.

WHAT IS THE CENTER LOOKING FOR IN GRADUATE FELLOWS?

The Schaefer Center seeks graduate students with a background or interest in public policy research, program evaluation, survey research, or strategic planning and other policy related areas.

AWARD PACKAGE

Schaefer Center fellowships are generally awarded on an academic year basis. Graduate fellows receive full tuition remission up to 9 credits per semester and a stipend of \$3,500.00 per semester. A full year package is 18 credits and \$7,000 stipend. In addition, fellows are given the opportunity to continue to work at the Center during the summer.

MINIMUM QUALIFICATIONS FOR CONSIDERATION

The minimum acceptable undergraduate GPA is 3.0. For students who have completed at least one semester of graduate school, the minimum acceptable graduate GPA is 3.0.

Applicants must be planning on attending a UB graduate program on a full-time basis - nine credits or more per semester.

APPLICATION PROCESS

Generally, applications are accepted through April 15th for anticipated openings for the following fall semester and October 15th for anticipated openings for the following spring semester. (Most openings are available starting the fall semester.)

Applicants are preliminarily screened to determine if their application packets are complete. Those with incomplete application packets are sent written notification to the address on their graduate assistant application form. Applicants who meet the minimum qualifications are screened by the review committee. The committee recommends applicants to be interviewed. The top applicants are selected for in-person interviews which are held in June and December. Interviews are conducted by one or two Schaefer Center staff members.

Fellowships are awarded on a competitive basis with GPA, previous work experience, educational goals, research and public policy interests, references, and overall suitability to the work of the Schaefer Center as the criteria for award.

HOW TO APPLY

Send your complete application package to:

Dr. Ann Cotten, Director
Schaefer Center for Public Policy
University of Baltimore
1420 N. Charles Street
Baltimore, MD 21201

Complete applications must include the following:

1. University of Baltimore graduate assistant application
2. Resume
3. Two letters of recommendation
4. Essay (See description below.)

Essay Topic

In a 3-5 page essay, please answer the following questions.

1. Why did you decide to attend graduate school?
2. What are your career goals and aspirations?
3. How will receiving a Schaefer Center Fellowship fit in with your academic and career goals?
4. How will the Schaefer Center benefit from awarding you a fellowship?

Application Deadline

Fall semester - April 15th

Spring semester - October 15th

The application review and interview process is usually finished by June 15th for the Fall semester and November 30th for the Spring semester.