

M.P.A. PROGRAM
PEACE CORPS MASTER'S
INTERNATIONAL STUDENT
HANDBOOK ADDENDUM
2007-2008

TABLE OF CONTENTS

SECTION I: MPA REQUIREMENTS	3
Introduction to the Peace Corps Master’s International Program	4
Major Evans School Requirements	4
PCMI Administration	4
Timeline.....	4
Evans School Course Distribution: Core & Restricted Elective Requirements.....	5
Core Courses	5
Restricted Electives.....	5
PCMI Seminar.....	7
Degree Project	8
SECTION II: PEACE CORPS-SPECIFIC ISSUES	10
Peace Corps Application Process.....	11
Medical Clearance.....	11
Legal Clearance.....	12
Loan Deferments During Peace Corps Service.....	12
Tax Filings.....	12
Peace Corps Contacts.....	13
SECTION III: ADMINISTRATIVE ISSUES	14
Required administrative tasks before departure.....	15
Tuition and Status as a Student.....	16
On-Leave Status.....	16
Quarter of Return/Graduation	16
Residency Requirements	16
Communication With the Evans School While Overseas.....	17
Home of Record	17
Description of Service	17
Withdrawing from Peace Corps.....	17
Guidelines Regarding Incomplete Peace Corps Service	17
Evacuation.....	17
Medical Separation	18
Administrative Separation.....	18
Early Termination.....	18
SECTION IV: OTHER ITEMS	19
Reserve Readings.....	20
Further Advising.....	20
Listserve.....	20
APPENDIX I: EXAMPLE PLAN OF STUDY COURSES	21
APPENDIX II: TIMELINE FOR PCMI STUDENTS	22

SECTION I: MPA REQUIREMENTS

Introduction to the Peace Corps Master’s International Program	4
Major Evans School Requirements	5
Timeline.....	5
PCMI Administration.....	5
Evans School Course Distribution: Core & Restricted Elective Requirements.....	6
PCMI Seminar.....	7
Degree Project.....	7

INTRODUCTION TO THE PEACE CORPS MASTER’S INTERNATIONAL PROGRAM

Welcome to the Peace Corps Master’s International (PCMI) Program at the Evans School of Public Affairs. The Traditional Student Handbook and the Evans Student Handbook are the main guides to the Evans School program. Please read them. This addendum is designed to serve as a reference for the specific requirements of the PCMI program and the Peace Corps. We will assist you in navigating this process but want to remind you that you are responsible for all aspects of the Peace Corps application process and we would ask you to be as flexible and patient as you can throughout the process.

MAJOR EVANS SCHOOL PCMI REQUIREMENTS

You will be eligible to receive the M.P.A. degree when you have:

1. Completed the curriculum requirements including at least 51 credits in courses numbered 400 or above;
2. Maintained a cumulative grade point average of 3.0 or higher, with grades of 2.7 or higher in every core course (note: core courses may be waived; please contact the Student Services Office (Parr 109) for waiver exam information);
3. Completed an approved degree project with a grade of 3.0 or higher;
4. Completed 27 months of Peace Corps service;
5. Complied with the rules and regulations of the Graduate School of the University, which has final responsibility for approval of degrees.

YOU MUST APPLY TO GRADUATE FROM THE M.P.A. DEGREE WITHIN THE FIRST SEVEN WEEKS OF THE QUARTER. YOU MUST BE REGISTERED FOR AT LEAST 2 CREDITS DURING THAT QUARTER. THE APPLICATION FOR GRADUATION (DEGREE WARRANT) MAY BE OBTAINED ONLINE AT <http://www.grad.washington.edu/stsv/mastapp.htm>

TIMELINE

In most cases students will spend the first three quarters (Autumn – Spring) at the Evans school and will complete the fourth quarter during the Autumn quarter of their return from the Peace Corps (see Appendix II). However, it is also possible to complete the fourth quarter of courses during the Autumn quarter before your departure for the Peace Corps (if you will not be leaving until after December) or to work out another schedule with the Evans School staff.

PCMI ADMINISTRATION

Graduate Program Coordinator	Stephen Page	Par 330, 221-7784, sbp@u.washington.edu
Student Services Program Coordinator	Melissa Best	Par 109E, 685-6884, bestm2u.washington.edu
PCMI Faculty Chair	Steve Smith	Par 220, 616-1674; smithsr@u.washington.edu
Acting Manager of Intl Programs	Ken Peavler	Par 109H, 616-1618; pcmi@u.washington.edu

EVANS SCHOOL COURSE DISTRIBUTION: CORE & RESTRICTED ELECTIVE REQUIREMENTS

Required Core Curriculum (21 credits)

511 Managing Politics & the Policy Process	516 Microeconomics Policy Analysis
512 Managing Organizational Performance	522 Public Budgeting & Financial Management
513 Public Policy Analysis	527 Qualitative Analysis I
	528 Qualitative Analysis II

RESTRICTED ELECTIVES (9 credits)

Economics (3 credits)	Economics Contd.	Multivariate Analysis (3 credits)	Values (3 credits)
Choose one:	Choose one:	Choose one:	Choose one:
517 Economy of the Public Sector	ECON International Trade 471	526 Program Evaluation	504 Leadership Ethics
518 Benefit-Cost Analysis	ECON Issues in Economic 491 Development	529 Advanced Multivariate Analysis	506 Ethics & Public Policy
519 Law & Economics	ECON Economics of 495 Transitional Economies	536 Program Evaluation in the Developing World	539 Values in Intl Development
533 Economics of International Development	ECON Adv. Cost-Benefit 554 Analysis	565 Topic in Urban Affairs: Intro to Urban Simulation	595C Topic in Env Policy: Ethical Issues in Resortation Ecology
534 Rural Development: Economics & Policy	EDLPS Economics of 564 Education	597 Role of Scientific Information in Environmental Decisions	596 Ethics & Values in Env. Policy
561 Urban Economics	HSERV Advanced Seminar 587 in Health Economics	599 Special Topics: (these topics only):	599 Special Topics (these topics only):
573 Topic in Ed/Soc Policy: Education Reform	HSMGMT Seminar in Heath 573 Economics & Finance	<ul style="list-style-type: none"> • Practical Evaluation: Creating Learning Organizations • Survey Design • Qualitative Analysis 	<ul style="list-style-type: none"> • Foundations of Public Service • Competing Values in Public Service
573 Topic in Ed/Soc Policy: Econ of Race & Inequality		CEE 584 Analytical Methods in Transportation	EDLPS Education as a Moral Endeavor 520
594 Economic Approaches to Environmental		EDPSY Survey Research 588 Methods	EDLPS Intro to Philosophy of Education 521

	Management					
599	Special Topics: (these topics only):		EDPSY 596	Program Evaluation	HSERV 518	Social & Ethical Issues in Health Services
	• Case Studies in Benefit-Cost Analysis		EDLPS 549	Educational Ethnography	INFO 444	Value Sensitive Design
	• Regulation Law, Economics, and Policy		FIN 460	Investments	URBDP 564	Planning history, theory, ethics
ECON 435	Natural Resource Utilization & Public Policy		GEOG 471	Methods Resource Analy		
ECON 436	Environmental Economics		HSERV 522	Health Program Evaluation		
ECON 437	Economics of Biological Resources		HSERV 526	Qualitative Research Methods for Public Health		
ECON 443	Labor Market Analysis		SOC 429	Research Methods Practice		
ECON 447	Economics of Gender		URBDP 522	Urban & Regional Geo-spatial Analysis		
ECON 450	Public Finance		URBDP 598	Advanced Research Design		
ECON 451	Public Finance: Tax Policy		URBDP 598	Art & Science of Survey Design		
ECON 454	Cost-Benefit Analysis					

TOTAL: 30 credits

PLEASE SEE THE TRADITIONAL STUDENT HANDBOOK FOR MORE INFORMATION ON CORE AND RESTRICTED ELECTIVE REQUIREMENTS.

APPENDIX I HAS EXAMPLE COURSE REQUIREMENTS AND SCHEDULES FOR EACH GATEWAY.

PCMI SEMINAR

(1 credit)

PCMI students are required to enroll in the PCMI Seminar (PBAF 599) during their first year at the Evans School. This one-credit course will meet jointly with PCMI students from the Schools of Forestry and Public Health and is designed to help prepare PCMI students for their Peace Corps service. Discussions and workshops may include cross-cultural communication, grant writing, project management and culture shock as a Peace Corps Volunteer. Site visits to local NGOs may also be included.

DEGREE PROJECT

(6 credits)

PCMI students must complete a degree project (DP) and are encouraged to develop a project that is directly related to their Peace Corps service. There is flexibility as to the focus of the DP; it may be based on the primary project of your Peace Corps assignment or on a secondary project you undertake. The DP should integrate the knowledge and skills gained at the Evans School with the Peace Corps experience. A written report must be produced, though the length and format may vary depending on the type and scope of the work; in general, DPs are 30 to 50 pages in length.

Each student is responsible for finding an Evans School faculty reader who can provide guidance through all stages of the research and evaluate the final report. The DP reader is not necessarily the student's advisor. The PCMI Faculty Chair cannot be the reader for all PCMI degree projects, but will assist students in linking up with a reader during the course of their service. Once you have completed a year in country, or identify a topic you would like to study, you are encouraged to contact a potential reader or the PCMI faculty chair to begin developing the topic while you are still overseas. You should consult with your reader early and often in order to maintain focus and clarity on the expectations and content of the DP.

PCMIs typically complete their DP through an independent degree project, which involved registering for PBAF 605 with a reader, who must be a member of the Evans school faculty. Prior to registering for the DP credits, students must have a 1-2 pages DP description approved by their DP reader. This should include an outline and timeline for completion of the DP.

If you want to finish your degree within one quarter of your return, it is very important that you have made substantial progress on your degree project before your return to the Evans School. Ideally, you will have a draft of your DP completed prior to your return to the Evans School for your final quarter, so you can satisfy this final requirement as you finish your remaining coursework.

Students must complete 6 credit hours of DP credit, the equivalent of two standard 3-credit courses. DPs must receive a grade of 3.0 or higher. With their DP reader's approval, students can register for their DP credits in any way they would like, as long as they complete 6 credits of PBAF 605. So, for example, with your DP readers' approval you could register for all 6 credits during the quarter of your return, or you could register for any combination of 6 credits over two or even three quarters. Please note, however, that if you register for 6 DP credits but do not complete your DP in that quarter, you will still need to register (and pay for!) 2 credits in the quarter in which you will officially graduate. Thus if you return in the fall, complete your coursework and register for 6 DP credits but do not finish at the end of fall quarter, you would have to pay for 2 graduate credits in winter quarter if you finish and graduate then.

PCMI students must provide one copy of their DP to the Evans School Student Services Office (109E) by the last day of finals week of the quarter in which they graduate. Your Degree Project should be bound in a vinyl cover (any color) using velo binding and must be signed by your DP reader. Have the project bound at Kinko's or Professional Copy Center on University Way (or any other similar copy center).

Below are some options for Degree Project formats:

Program or Project Evaluation – an evaluation of a project developed by the student or by an agency or NGO the student is working with.

Needs Assessment – assess the needs faced by the clients (or a subset of clients) of an NGO or agency. The student could propose potential ways of serving those clients.

Policy Analysis – analyze a problem faced by your NGO or agency, develop potential policies that might be employed, or develop recommendations for improving, streamlining or restructuring the NGO and/or transitioning the PCMI project to other staff or a new Peace Corps Volunteer.

Sample of DP topics completed by PCMIs in recent years include:

- A strategic plan for a women's development NGO in Mongolia
- A strategy paper, training manual, and mini-cases for classroom use on the issues faced by women in public service in central and eastern Europe.
- A program assessment of a nonprofit agency in South Africa that provides counseling and support services to victims of rape and domestic violence.
- An assessment of a nonprofit NGO support and internet center in Krgyzstan.

The Evans PCMI website has a “Guide to the Degree Project for PCMI Students” that we recommend you read. Copies of previously completed DPs are also available on the site.

*Please see Traditional Student Handbook for more information about the degree project.

SECTION II: PEACE CORPS-SPECIFIC ISSUES

Peace Corps Application Process.....	10
Medical Clearance.....	10
Legal Clearance.....	11
Loan Deferments During Peace Corps Service.....	11
Tax Filings.....	11
Peace Corps Contacts.....	12

PEACE CORPS APPLICATION PROCESS

It is expected that you have applied to the Peace Corps and completed your interview with a Peace Corps recruiter before starting classes at the Evans School. You must submit a copy of your Peace Corps nomination letter at the start of the academic year. If you have been awarded a PCMI scholarship, you must provide a copy of the letter in order to receive the first half of the scholarship award; the second half will be disbursed at the start of Spring quarter.

As you wait to be nominated for an assignment (waiting to find out where you will be going), you have two primary tasks as the Peace Corps website notes: following up on information requests, and waiting for a response. In general, you want to be sure to follow up on any time-sensitive documents you receive from the Peace Corps. A quick and thorough response is your best strategy for gaining your clearances and invitation in a timely way. Without all requested documentation (medical, legal, OR references), your file cannot be processed and you may lose the opportunity to serve in the timeframe and location you prefer. In this regard, you also should keep the Peace Corps updated as to any address or contact information changes (e.g., change in residence if you moved from out-of-state to attend the program here). Because items can get lost in the mail (or sometimes within the bureaucracy), you should photocopy everything.

It is also helpful to keep records of conversations with Peace Corps staff, including dates and the name of the person with whom you speak.

Regarding the medical components of the process, it is essential that you read your medical information kit carefully—it has been customized based on information you provided in the Health Status Review. If you're missing any portion of the kit, including forms, request them immediately (call headquarters at 800-424-8580 ext. 1500). Also, you should contact your doctor and dentist as soon as possible to schedule the necessary appointments. Additionally, you should see your optometrist or ophthalmologist if you wear contact lenses or glasses. Lastly, you may receive additional requests for medical information, and it is best to respond to all requests promptly and thoroughly to avoid any complications or confusion later in the process.

It helps to use the timeline (included as Appendix II) to plan for deadlines and to know when to expect certain parts of the process. By the time you begin classes, you should have already had your interview with your Peace Corps recruiter and be nominated by the recruiter for Peace Corps, which would start the clearance process. So, hopefully by the start of classes, you should have received forms for your medical and legal clearance. It can be critical that you begin the medical process early. Though most of your medical clearance should be fairly basic, starting your medical clearance early will help in case something unexpected comes up and you need to see a specialist.

MEDICAL CLEARANCE

Many phases of the placement process for Peace Corps take time and patience, including the medical clearance. Peace Corps notes on its website that medical clearance usually takes four to six weeks from the time they receive your completed examination forms. If you have a special need for medical accommodations, your clearance will take longer. Additionally, if you haven't submitted all of your medical paperwork (or followed up on any extra steps they have asked you to take), they cannot "log in" your medical papers, meaning your application doesn't make any progress at all towards being considered for final placement by the Peace Corps Placement Recruiter at headquarters. If you don't complete this paperwork promptly, you won't get your assignment by June. Though you may be aware of your own stage of completion of the medical paperwork, Peace Corps suggests contacting the Office of Medical Services (OMS), which you can do by calling the general PC number (1-800-424-8580); you can find out if your papers are all there, and if they are logged in.

A PCMI student offered this suggestion for those who wear glasses and must complete medical forms for their vision test: if your gross vision test at the doctor's office shows that your vision w/ corrected lenses is still adequate, you can get your eye doctor to fill out the eyeglasses prescription form from the prescription that they have on file for you without getting a new exam. This is particularly useful if your insurance (such as the student insurance) doesn't cover vision tests. This can save you the cost of a new eye exam, especially since PC only reimburses \$12 for this exam.

LEGAL CLEARANCE

The Peace Corps has established legal standards of eligibility for all applicants. The Peace Corps Placement Office will send you a package with the necessary forms that need to be completed and are customized to your personal situation. You will return them to the Peace Corps' Legal office.

One of the items you have to complete for your legal clearance is sending them your fingerprints. There are a variety of locations where you can do fingerprinting; two locations include the following:

- The University of Washington Police Department fingerprints by appointment only, which you can schedule by calling (206) 543-0507. Their appointment hours include Monday, 11:30 - 1:30, Wednesday 10:30- 2:30 and Thursday 11:30 - 1:30. The Department is located in the south of campus at 1117 N.E. Boat St. The fee for fingerprinting is \$5.00 per card with no limit to the number of cards.
- The Identification Unit of the Seattle Police Department also fingerprints on regular business days between 8:00 a.m. and 5:00 p.m. It is located in the Public Safety Building at 610 Third Avenue in downtown Seattle. The entrance is on Third Avenue between James and Cherry Streets. Take the elevator to the fourth floor and go through the glass doors, following the signs to the ID Unit. You will need to bring a fingerprint card and picture identification with you. Print cards may be acquired from the requestor of the prints. You will be charged \$5.00 for the first set and \$2.50 for additional sets. This may be paid by cash, check, or money order.

You will also be issued a passport specifically for your Peace Corps service. They will provide processing forms for this with your invitation/assignment packet.

LOAN DEFERMENTS DURING PEACE CORPS SERVICE

As a Volunteer, you may defer repayment for Stafford Loans, Perkins Loans, Federal Consolidation Loans, or Direct Loans. Specifically with Perkins Loans, Volunteers are eligible for a loan deferment of their outstanding balance in the first year of their Peace Corps service and a 15% loan cancellation after each completed year of service. The cancellation form can be submitted one year after the deferment form is processed. You will be responsible for handling any loan deferment requests.

1. Complete the (very short) form "Required Off Site Education (R.O.S.E.) Approval Form"
2. Submit this form to the faculty Graduate Program Coordinator (GPC) in your department.
3. Submit to the Graduate Student Services office in the Graduate school, which (if approved) will be sent to the Registrar's office. The Registrar's office will then change the student's status in the national enrollment reporting system (NSLDS) for the quarters indicated, thus deferring loans that would normally come due for non-enrollment. There will be no additional fee for this service, beyond the normal fee to students to apply for On-Leave status.

Websites and contacts:

UW Office of Student Financial Aid: <http://www.washington.edu/students/osfa/>

The Graduate School (UW): <http://www.grad.washington.edu/>

"Required Off Site Education (R.O.S.E.) Form" - <http://www.grad.washington.edu/forms/roseform.pdf>

Location of all loan forms: <http://www.grad.washington.edu/forms/forms.htm>

Graduate Office of Student Services: Graduate Student Services, G-008 Communications Bldg., Box 353770 Seattle, WA 98195-3770

- Contact: Carol Wagener, Lead Counseling Services Coordinator cwagener@grad.washington.edu

Registrar's Office: <http://depts.washington.edu/registra/>

- Contact: Dona O'Neil. oneildl@u.washington.edu

The Peace Corps does not grant deferments, cancellations, or grace periods for student loans; you must obtain these directly from your lending institutions. It is also important that whoever you've given power of attorney to or whoever will be handling/managing your affairs stateside (e.g., your parents) knows that you'll be getting a deferral and they should keep an eye out for any loan materials that come for you while you're overseas.

TAX FILINGS

Again, you'll be responsible for this. You will have to file while you are a Volunteer; your country Peace Corps office should have federal forms available for you. You (or your proxy in the States) will be responsible for getting your state income tax forms (if your state, e.g., California, has income tax). As a PCV, you have basically no income, which is documented by the tax forms you file and is good if you're aiming to get financial aid for your last quarter.

PEACE CORPS CONTACTS

Seattle Peace Corps Office

Main Office: (206) 553-5490

Edina Butler, Peace Corps Recruitment Coordinator – Seattle: (206) 239-6606, ebutler@peacecorps.gov

Peace Corps Master's International Headquarters (DC)

When it comes time for Peace Corps to match your skill set with an available assignment overseas (ie. once you have been nominated and medically cleared), the PCMI office in Washington, D.C. takes over from your regional recruiter.

Peace Corps (toll free – this can be used with all the extensions below): (800) 424-8580

Master's International office staff: x 1812 or (202) 692-1812

- Please refer to the Master's International Manual or PCMI website <http://depts.washington.edu/pcmi/> for other more detailed PCMI contact information.

SECTION III: ADMINISTRATIVE ISSUES

Required Evans administrative tasks before departure.....	14
Tuition and Status as a Student.....	15
On-Leave Status.....	15
Quarter of Return/Graduation	15
Residency Requirements.....	15
Communication With the Evans School While Overseas.....	16
Description of Service	16
Withdrawing from Peace Corps.....	16
Guidelines Regarding Incomplete Peace Corps Service	16
Evacuation.....	16
Medical Separation	16
Administrative Separation.....	17
Early Termination.....	17

REQUIRED EVANS SCHOOL STEPS TO BE COMPLETED BEFORE YOUR DEPARTURE

At the end of your first year, there are several things you must do in order to be sure that your records here are in good order and you can be properly advised while overseas. Remember that faculty and staff may change while you are gone, so it is essential to leave a clear record behind. During the spring quarter of your first year you must:

1. Complete Course planning form and Plan of Study with your advisor
2. Make a list of your remaining degree requirements
3. Complete a PCMI exit checklist (which provides the Evans School with your contact information while overseas). Go to <http://depts.washington.edu/pcmi/forms/evans-exit-checklist.php>
4. Set up a meeting with the PCMI Faculty chair and Student services coordinator to review documents and PCMI checklist (Go to the PCMI website at <http://depts.washington.edu/pcmi>)

TUITION AND STATUS AS A STUDENT WHILE OVERSEAS

You will not have to pay tuition while in your Peace Corps service. However, you will need to do the following:

ON-LEAVE STATUS

Students must be accounted for (i.e. either registered or officially on-leave) during every term but Summer Quarter, from the time they are accepted to Evans School until they complete their M.P.A. degree.

You will need to complete an On-Leave Status form, which is available in Parrington 109E. You will need the following materials when you file for On-Leave Status:

- A copy of the agreement letter between the Evans School and the Graduate School regarding the one-time fee payment
- A letter from the Program Coordinator in Parr. 109E, confirming your status as a PCMI student and your need for the one-time payment
- Two to four completed On-Leave Status forms signed by the Director of Graduate Studies

The form must be submitted to the Registration Office (225 Schmitz Hall) no later than the fifth day of the quarter that you will be departing (such as Autumn Quarter, but you should do this sometime in Spring Quarter before you leave for Peace Corps). A nonrefundable fee of \$35 is paid to the Cashier's Office in 129 Schmitz Hall. With departmental permission, a student may go On-Leave for up to four consecutive quarters at one time. If a student wishes to extend that time (which PCMI students will have to do), the student must complete another Petition for On-Leave form as well as pay another fee. The Graduate School Office has recommended that you fill out two to four cards so that you don't have to worry about refile for the second year of your service; they have also stated that you need to pay the \$35 fee only once (covering the two-four cards) due to your extended leave for Peace Corps service.

On-Leave status entitles students to use the University libraries and maintain access to their email accounts, which is very important if you want to remain on Evans School-related listserves and receive other important messages from the program. However, you are NOT entitled to residency credit, student insurance, or any form of financial assistance. More details can be found on the webpage about On-Leave Status:

<http://www.grad.washington.edu/stsv/gradpol3.htm#onleave>

QUARTER OF RETURN/GRADUATION

When you return from on-leave status, you must submit a Former Student Enrollment Application Form at least two months prior to returning to the University. Forms are due to the Office of the Registrar in order to obtain an appointment to register at the University as a full or part-time student. A nonrefundable deposit is required, which is applied toward tuition. You can find the forms at: <http://www.washington.edu/students/reg/returning.html> Forms are due on the following dates:

- July 1 for Autumn Quarter
- February 1 for Spring Quarter
- November 1 for Winter Quarter
- June 1 for Summer Quarter

Please be aware that the Graduate School requires that all students are registered for at least 2 credits for the quarter in which they officially graduate.

RESIDENCY REQUIREMENTS

To qualify for in-state residency for in-state tuition after Peace Corps, you'll to have meet the requirements for obtaining residency, outlined on the following website:
<http://www.washington.edu/students/reg/residency.html>

The Residency Office has said that Peace Corps can qualify as civil service, but you would still have to fulfill the residency parameters related to that status. Please call 543-5932 for more information.

COMMUNICATION WITH THE EVANS SCHOOL WHILE OVERSEAS

As part of the On-Leave status mentioned previously, your email address will remain active and you will still be able to access your email while you're gone, provided you have access to email in your country. You will still get evansgrads listserve messages (if you wish) as well as the PCMI listserve messages.

You will be expected to send quarterly updates to the PCMI recruiter and faculty contacts. These updates can be similar to those you are required to send to your Associate Peace Corps Director in your host country. Typically these updates include one paragraph on the past quarter's (past 3 month's) accomplishments, one paragraph on your project progress, one paragraph on cultural challenges/accomplishments and one paragraph on plans for the next quarter. After one year, you should add a paragraph in each quarterly report (to the PCMI recruiter and faculty) describing your progress on your degree project or thesis.

HOME OF RECORD

Before you leave for your Peace Corps assignment, you will be asked for your Home of Record. This is considered to be your permanent address for Peace Corps purposes. The address you select is very important because of its implications. Peace Corps will send all final paperwork, including your readjustment allowance to this address. It is also where you must leave/return from/to before and after service. An exception to this is if you choose money in lieu of a return ticket home (if this option is available to you). In addition, if an immediate family member falls ill, this is where the Peace Corps will pay to fly you. It is also where Peace Corps will send your tax information. You should absolutely not use the Evans School address for this purpose. Most volunteers use a family member who they know will probably not move in the next 2 years.

DESCRIPTION OF SERVICE

When Peace Corps Volunteers finish their tour of service, they receive a Description of Service Statement signed by the Country Director, which describes the length and nature of their work. You will be required to submit a copy of this document to the Director of Graduate Studies upon your return from the Peace Corps as a condition of graduation.

WITHDRAWING FROM PEACE CORPS

Some of you may find that you no longer want to join the Peace Corps but wish to continue the traditional MPA program at the Evans School. If you choose to withdraw from the Peace Corps part of the program, you must contact the Peace Corps Placement Office at headquarters to withdraw your application. If you withdraw earlier in the process (i.e., you haven't completed your clearance forms yet), you should contact the regional office where you originally submitted your application. You also must notify the Evans School Student Services Office (109E) of your decision. It is requested that you schedule an "exit interview" with the Peer Advisor; your responses will be kept confidential.

GUIDELINES REGARDING INCOMPLETE PEACE CORPS SERVICE

The goal of the Peace Corps Master's International (PCMI) program is to enable students to acquire and share technical expertise that is valued by people in developing nations throughout the world. As part of the PCMI program, 9 credits are waived in recognition of the student's 2 years of service as a Peace Corps Volunteer (PCV). However, various situations may arise that prevent the student from completing her/his service.

Situations that could end a PCV's service consist primarily of the following scenarios:

EVACUATION

Political conflict or natural disasters can occur in Peace Corps host countries, necessitating the evacuation of PCVs. Whether a PCV is reassigned to another host nation often depends on how much time the Volunteer has completed in service. If the PCV has less than 3 to 6 months of service to complete, often they are given the option to end their service at that point.

MEDICAL SEPARATION

Illness in different forms can prevent a PCV from continuing his/her service, ranging from the relatively minor (the PCV's condition might not be grave but is one that the Peace Corps medical officer as well as existing medical facilities in the host country, are unable to adequately treat) to the serious (the PCV must return indefinitely to the US to recuperate from their injuries or illness).

ADMINISTRATIVE SEPARATION

If a PCV is not performing to the level expected of them, or has shown negligence and/or extremely poor behavior as a Volunteer, the Peace Corps officers in the host country may decide to terminate the PCV's service.

EARLY TERMINATION

For many reasons, such as homesickness, an ill parent, dissatisfaction with the Peace Corps experience, some PCVs will choose to terminate their service.

These situations involving incomplete Peace Corps service will be addressed on a case-by-case basis by the Director of Graduate Studies, using a general set of criteria to determine whether or not the student will continue under the PCMI program and requirements, or will transfer over to the traditional MPA program; and how many credits will be given in recognition for the time that the student has served in Peace Corps.

The primary criteria the Evans School will consider are the duration of service, nature and quality of work performed in your Peace Corps assignment, and the reason for termination, i.e., if it is voluntary or involuntary. The Evans School will need to determine if the experience was sufficient in length and quality of service that the student could continue their studies under the PCMI requirements, or, if those were lacking, would need to transfer over to the traditional track MPA requirements. The main point of determination in these different scenarios is that the PCMI student has had a level of Peace Corps service that meets the goals of the PCMI program and merits the amount of credits granted for time served.

The following schematic will guide the Director of Graduate Studies in assessing what course of action is suitable for a student who has not completed their 27 months in the Peace Corps:

Completion of 3-month training program

- 1 credit or consider the experience the equivalent of an international internship (1 credit could be equivalent to that of a skills workshop at the Evans School)
- Continue studies under MPA track

1-6 months of service

- 3 credits
- Continue studies under MPA track

6-12 months of service

- 4-5 credits
- Continue studies under MPA track

12-18 months of service

- 6-8 credits
- Continue studies under PCMI track

18-24 months of service

- 9 credits
- Continue studies under PCMI track

SECTION IV: OTHER ITEMS

Reserve Readings.....	18
Further Advising.....	18
Listserve 18	18

RESERVE READINGS

The reserve readings from your various classes may prove to be quite useful for your service. Rather than lugging many books and photocopies with you to your assignment (thus consuming precious pounds of your luggage weight limit that you're allowed to take to Peace Corps), a great option is to burn electronic copies of the readings onto a compact disc or flash drive as a lightweight alternative. Besides reducing the amount of materials you need to bring, this also avoids the problem of attempting to download these readings from the UW Electronic Reserve—Internet connections overseas can be notoriously slow and/or expensive. Other readings, manuals and guides are available on the PCMI website at <http://depts.washington.edu/pcmi/resources/guides.php>

FURTHER ADVISING

Besides your academic advisor, the Peer Advisor (a current - usually second year - Evans School student) can help you plan courses or handle other student-related issues.

While you are overseas, your advisor is a good person to contact regarding your degree project or any other academic issues that arise. You may also contact the PCMI Faculty Chair with any questions you have.

LISTSERVES

PCMI Listserve

Each cohort is provided a pcmi listserv to be able to communicate with each other before, during and after their Peace Corps service. It also facilitates communication between students and staff with regard to administrative and programmatic issues specific to PCMI students.

WSPCA Listserve

The Washington State Peace Corps Association (WSPCA), a group of returned Peace Corps volunteers committed to improving international understanding at the local, state and national level by actively promoting an increased appreciation for the social, political and economic circumstances of people living in the developing world, has a listserv that anyone can subscribe to free of charge. There are frequently messages pertaining to activities, housing opportunities and establishing contacts with returned Peace Corps volunteers in the Seattle area. It also provides a forum for discussing policy issues relating to the Peace Corps and other international issues of interest. To subscribe to the listserv, send a message to wspca-subscribe@eGroups.com. Their website is <http://www.rpcv-wa.org/>.

APPENDIX I: EXAMPLE PLAN OF STUDY COURSES

INTERNATIONAL AFFAIRS PLAN OF STUDY

Requirements	Course Title	Credits
Gateway Class for Int'l Affairs	PBAF 530 – International Affairs	3
Recommended Gateway Class for PCMI – choose one	PBAF 550 – Management of Nonprofit Organizations PBAF 537 – Role of NGO's in the Developing World	3
Analysis – choose one	PBAF 537 – Program Evaluation in the Developing World PBAF 526 – Program Evaluation PBAF 599 – Survey Design	3
Economics – choose one	ECON 471 – International Trade PBAF 533 – Economics of International Development PBAF 537 – Topics in Intl Affairs: Rural Development Economics & Policy PBAF 518 – Benefit-Cost Analysis PBAF 517 – Economics of Public Sector	3
Values – choose one	PBAF 537 – Values in Int'l Development PBAF 506 – Ethics & Public Policy PBAF 504 – Leadership Ethics PBAF 599 – Competing Values in Public Service	3
Sample Electives	PBAF 537 – Topics in Intl Affairs: Globalization & Public Policy	3
	PBAF 537 – Topics in Intl Affairs: Internet in the Developing World	3
	PBAF 538 – Intl Organizations & Oceans Management	3
	PBAF 598 – Cross Cultural Communications	1
	PBAF 598 – Financial Analysis for International Development I	1
	PBAF 598 – Financial Analysis for International Development II	1
	PBAF 598 – Participatory Rural Appraisal	1
	PBAF 599 – Democracy in a Networked Age	3
	PBAF 532 – Managing Policy in a Global Context	3
	PBAF 535 – Seminar in American Foreign Policy	3
	PBAF 598 – Microfinance	1
Minimum Total Required		15

SAMPLE SCHEDULE FOR PCMI WITH INTERNATIONAL AFFAIRS EMPHASIS

Fall		Winter		Spring		Quarter of Return	
CORE: PBAF 511 – Managing Politics and the Policy Process	3	CORE: PBAF 522 – Budgeting	3	CORE: PBAF 512 – Managing Organizational Performance	3	Degree Project	6
CORE: PBAF 516 -- Microeconomics	3	CORE: PBAF 527 – Quantitative Analysis I	3	CORE: PBAF 528 – Quantitative Analysis II	3	CORE: PBAF 513- Policy Analysis	3
Skills Workshop	1	RES. ELEC./ECON: PBAF 537: Rural Development Economics and Policy	3	RES. ELEC./VALUES: PBAF 537- Values in Int'l Development	3	Plan of Study Elective	3
PBAF 537 – Plan of Study Elective (e.g. Globalization and Public Policy; Internet in the Development World)	3	Plan of Study Base Course: PBAF 530 – Int'l Affairs	3	RES. ELEC./ANALYSIS: PBAF 537 – Program Evaluation in the Developing World	3	SKILLS WORKSHOP	1
Skills Workshop: Cross-cultural Communication	1	PCMI SEMINAR (REQUIRED)	1	Skills Workshop: Participatory Rural Appraisal	1		
		SKILLS WORKSHOP	1				
Total	11		14		13		13

APPENDIX II: TIMELINE FOR PCMI STUDENTS (TYPICAL SCHEDULE)

Year One	
January	Apply to Peace Corps and graduate school/Evans School
February	
March	Receive notification on acceptance to graduate program/Evans School
April	Do interview with PC recruiter: get Peace Corps nomination; Begin medical and legal clearance process with PC Take summer school classes at UW?
May	
June	
July	
August	
September	Begin graduate program at Evans School; Continue to complete all clearance forms with Peace Corps
October	
November	
December	
Year Two	
January	Complete and submit clearance forms to PC
February	Receive word about nomination to PC country
March	
April	Resolve any remaining medical or other clearance questions
May	
June	Complete first year of coursework and leave for Peace Corps assignment OR Continue coursework at the Evans School and prepare for Peace Corps departure in summer, fall or winter
July	Leave for Peace Corps service and start three month training
August	
September	
October	Complete Peace Corps training and start work in post
November	
December	
Year Three	
January – December	Peace Corps Service
Year Four	
January - August	Peace Corps Service
September	Return to Graduate School for final quarter Finish coursework and graduate from school
October	
November	
December	