

M.P.A. PROGRAM  
PEACE CORPS MASTER'S  
INTERNATIONAL STUDENT  
HANDBOOK ADDENDUM  
2003-2004

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# INTRODUCTION TO THE PEACE CORPS MASTER'S INTERNATIONAL PROGRAM

We would like to welcome you as a student in the Peace Corps Master's International (PCMI) Program at Evans School of Public Affairs. The handbook you have received is to serve as a reference for information on the M.P.A. program; however, we have developed this section particularly for you in order to answer other questions you may have specifically regarding the Peace Corps and your status in this program with regard to other requirements for the M.P.A. We will try and assist you in navigating this process but we ask you to please be flexible and patient. In addition to this handbook, please read the Traditional Student Handbook and the Evans Student Handbook.

## 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 NO LATER THAN MIDNIGHT OF THE SECOND FRIDAY OF THE QUARTER IN WHICH YOU WISH TO GRADUATE. YOU MUST BE REGISTERED FOR AT LEAST 2 CREDITS DURING THAT QUARTER. AS A PCMI STUDENT YOU MAY WISH TO WAIT UNTIL YOUR DEGREE PROJECT IS ALMOST DONE AND THEN REGISTER FOR THE DP CREDITS IN THAT QUARTER IN ORDER TO MEET THIS REQUIREMENT. THE APPLICATION FOR GRADUATION (DEGREE WARRANT) MAY BE OBTAINED ONLINE AT <http://www.grad.washington.edu/stsv/mastapp.htm>**

## PCMI ADMINISTRATION

Elaine Chang has overall responsibility for the PCMI program. However, decisions are made through a consultative and collaborative process involving a PCMI management team that includes Elaine Chang; the Director of Graduate Studies, Marieka Klawitter; the student services Program Coordinator; the PCMI faculty advisors, Mary Kay Gugerty and Diana Fletschner; and the Director of International Programs, Elisabeth Mitchell. When appropriate, this process may also involve the Director of the Seattle Peace Corps Office.

Acting Center Director	Elaine Chang	Par 208, 616-1607; elainec@u.washington.edu
Director of Graduate Studies	Marieka Klawitter	Par 221, 616-1673; marieka@u.washington.edu
Director of International Programs	Elisabeth Mitchell	Par 124D, 616-1618; emitchel@u.washington.edu
Student Services Program Coordinator	TBA	Par 109A, 616-1608
Assistant Professor	Mary Kay Gugerty	Par 228, 221-4599; gugerty@u.washington.edu
Assistant Professor	Diana Fletschner	Par 229, 616-1297; fletschn@u.washington.edu

## TIMELINE

In most cases students will spend the first three quarters (Autumn – Spring) at the Evans school and the fourth quarter during the Autumn quarter of your return from the Peace Corps (see Appendix II). However, it is also possible to complete the fourth quarter 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.

# EVANS SCHOOL COURSE DISTRIBUTION: CORE & RESTRICTED ELECTIVE REQUIREMENTS

<b>Required Core Curriculum (24 credits)</b>	
510 — Foundations of American Democ.	516 — Microeconomics
511 — Public Management I	522 — Budgeting
512 — Public Management II	527 — Quantitative Analysis I
513 — Policy Analysis	528 — Quantitative Analysis II
599 — PCMI Seminar (Year 1 and upon return)	

<b>RESTRICTED ELECTIVES (9 credits)</b>		
<b>Economics (3 credits)</b>	<b>Analysis (3 credits)</b>	<b>Values (3 credits)</b>
<p><b>— Choose one: —</b></p> <p>517 Economy of the Public Sector                      518 Benefit-Cost Analysis                      532 Law &amp; Economics                      533 Economics if Int'l Development                      537 Topics in Int'l Affairs: Rural Development Econ Policy                      561 Urban Economics                      595 Topics in Env Policy: Econ Approaches to Environmental Management</p> <p>ECON 435 Natural Resource Utilization &amp; Public Policy                      ECON 436 Environmental Economics                      ECON 443 Labor Market Analysis                      ECON 447 Economics of Gender                      ECON 450 Public Finance                      ECON 451 Public Finance: Tax Policy                      ECON 471 International Trade                      ECON 491 Issues in Economic Development                      ECON 554 Adv. Cost-Benefit Analysis                      EDLPS 564 Economics of Education                      HSERV 587 Advanced Seminar in Health Economics</p>	<p><b>Choose one: —</b></p> <p>526 Program Evaluation                      537 Topics in Int'l Affairs: Program Mgmt &amp; Analysis in Developing Countries                      565 Topics in Urban Affairs: Intro to Urban Simulation                      595 Topics in Env Policy: The Role of Scientific Information in Env. Decision Making                      599 Special Topics: Advanced Regression</p> <p>CEE 584 Analytical Methods in Transportation                      EDPSY 588 Survey Research Methods                      EDPSY 596 Program Evaluation                      EDLPS 549 Educational Ethnography                      GEOG 471 Methods of Resource Analysis                      HSERV 522 Health Program Evaluation                      HSERV 526 Qualitative Research Methods for Public Health                      SOC 429 Research Methods Practicum                      URBDP 522 Urban &amp; Regional Geo-spatial Analysis                      URBDP 598 Advanced Research Design                      URBDP 598 Art &amp; Science of Survey Design</p>	<p><b>— Choose one: —</b></p> <p>504 Leadership Ethics                      506 Ethics &amp; Public Policy                      537 Values in Int'l Development                      596 Ethics &amp; Values in Env. Policy                      599 Special Topics (these topics only):</p> <ul style="list-style-type: none"> <li>• Democracy in a Networked Age</li> <li>• Competing Values in Public Service •</li> </ul> <p>EDLPS 520 Education as a Moral Endeavor                      EDLPS 521 Intro to Philosophy of Education                      HSERV 518 Social and Ethical Issues in Health Services                      INFO 444 Value Sensitive Design</p>

**TOTAL: 33 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

(2 credit)

PCMI students are required to enroll in the PCMI Seminar (PBAF 599). This one-credit course will help prepare PCMI students for their Peace Corps service. Discussions may include NGO management issues, cross-cultural communication, and culture shock as a Peace Corps Volunteer. Site visits to local NGOs may also be included. Through this seminar, PCMI students will also participate in discussions and seminars with the Humphrey and Population Fellows and students pursuing the International Development and Policy Management Certificate. The one credit seminar will meet three times both Autumn and Winter quarter, for a total of six class sessions.

Although PCMI students will not actually register for the 1 credit course until the Winter 2004 quarter, they are still required to attend the seminar in the Autumn quarter. The Seminar is scheduled to meet on specific Friday mornings from 9-11:50am. It is also possible that the three dates will change due to guest speaker availability.

PCMI students will also register for a one-credit seminar upon their return from the Peace Corps.

## DEGREE PROJECT

(6 credits)

PCMI students will usually complete a degree project (DP) 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 to 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.

Degree Projects may take the following forms:

- Program or Project Evaluation – This would consist of an evaluation of a project developed by the student or by the NGO.
- Needs Assessment – The student can choose to assess the needs faced by the clients (or a subset of clients) of the NGO the student is placed in. The student could propose potential ways of serving those clients.
- Policy Analysis – Students can also choose to analyze a problem faced by your NGO and potential policies that your NGO could employ. You could also develop a set of recommendations at the end of your service for your NGO to continue with after your departure, such as plans for transitioning your work as a Peace Corps Volunteer (PCV) to other staff or to a new PCV, recommendations for improvement, streamlining or restructuring, etc.
- Teaching Case Study – This could be an assessment of your Peace Corps project, such as an analysis of an information technology intervention project, or the development and management of the NGO to which you were assigned, etc. It is anticipated that these case studies will be used in management and analysis courses.

A faculty reader provides guidance through all stages of the research and evaluates the final report. You must choose a professor from the Evans School faculty as your degree project reader. You should, consult with your reader early and often in order to maintain focus and clarity on the expectations and content of the DP.

You should plan to have a draft of your DP completed prior to or shortly after your return to the Evans School for your final quarter, so you satisfy this final requirement as you finish your remaining coursework. As with the “traditional” MPA students, PCMI students will provide one copy of their DP to the Evans School Student Services Office (109A) 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. Have the project bound at Kinko's or Professional Copy Center on University Way (or any other similar copy center.).

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

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# 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, as one PCMI student strongly recommended, and keep records of any and all documents you've sent to Peace Corps; she said:

“Even ask your references to copy their reference forms before sending them in. For confidentiality purposes, the reference can keep the copy until you receive an invitation so they won't worry about you reading the extra one, but in case of “random things”, you'll know that you won't have to have someone (or 5 “someones”!) read a huge form (twice). Same goes for medical stuff and the initial application essays, supplemental forms, etc.”

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. More information can be seen on the Peace Corps webpage for Invitee Pre-Departure checklist at [http://peacecorps.gov/invitees/checklist\\_pre.cfm](http://peacecorps.gov/invitees/checklist_pre.cfm).

## 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.

You can get loan deferral and cancellation forms from your lender or online, on which you check off why you're seeking a deferral, in your case Peace Corps (civil) service. You need to fill out the first part of these forms and bring them with you to your Peace Corps staging, along with addressed stamped envelopes to your loan company. Peace Corps will fill out the second portion of your student loan form and send them on for you. For more information and to access the appropriate forms, check out these websites:

General facts about Perkins Loans:

<https://www.myamsloan.com/infocenter/deferment.htm>

Deferment form:

[https://www.myamsloan.com/forms/pdf/individ\\_list\\_cancel\\_forms/Can\\_Def\\_Full.pdf](https://www.myamsloan.com/forms/pdf/individ_list_cancel_forms/Can_Def_Full.pdf)

Cancellation form (file after every 12 months of consecutive PC service):

[https://www.myamsloan.com/forms/pdf/individ\\_list\\_cancel\\_forms/Def\\_Can\\_Mod.pdf](https://www.myamsloan.com/forms/pdf/individ_list_cancel_forms/Def_Can_Mod.pdf)

Cancellation form instructions:

[https://www.myamsloan.com/forms/word/Canc\\_form\\_instructions\\_for\\_web.doc](https://www.myamsloan.com/forms/word/Canc_form_instructions_for_web.doc)

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. You can get more information on this from the Peace Corps webpage at... <http://peacecorps.gov/benefits/loan.cfm>.

## 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

- Wayne Blackwelder, Regional Manager – Seattle: (206) 553-0230, [wblackwelder@peacecorps.gov](mailto:wblackwelder@peacecorps.gov)
- Errin Byrd, Peace Corps Recruiter – Seattle: (206) 553-0228, [EByrd@peacecorps.gov](mailto:EByrd@peacecorps.gov)

### Peace Corps 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 Business Placement Desk in DC takes over from your regional recruiter. The following contact will be working to make PCMI placements:

- Sarah Erdman, Business Placement Desk: (800) 424-8580 x1850, [serdman@peacecorps.gov](mailto:serdman@peacecorps.gov)

## RECOMMENDED WEBSITES

The information provided here is some of the basic information you will want to know regarding Peace Corps. For further information, please peruse the following Internet sites:

*Peace Corps* – <http://www.peacecorps.gov/>

<http://peacecorps.gov/nominees/index.cfm> – *Nominees*, which is what you are before you receive notification of what country you'll be going to. This has information on a general timeline, a checklist for the clearance process, including medical, legal, etc.

<http://peacecorps.gov/invitees/index.cfm> – *Invitees*, which is what you'll be once you've found out what country you've been assigned to. This site has information on items you should bring for your assignment, links to other websites for further information on your country and the region, recommended reading, etc.

### *Other Websites*

<http://search.yahoo.com/bin/search?p=peacecorps> – simple search of "peacecorps" on Yahoo will give you this.

<http://www.concentric.net/~jmuehl/links.shtml> – An end-all, be-all website that is really great for all sorts of information related to Peace Corps, life overseas, international development issues, etc. is The Peace Corps Crossroads, started by an RPCV.

### *WSPCA Listserv*

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 two-thirds world, has a listserv that anyone can subscribe to free of charge. There are frequently messages pertaining to activities around the Seattle area and 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](mailto:wspca-subscribe@eGroups.com).

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# TUITION AND STATUS AS A STUDENT

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 109A. 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 Assistant or Program Coordinator in Parr. 109A, 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 refiling 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 at...  
<http://www.grad.washington.edu/stsv/continuous.enroll.htm>

## 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.

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 have to 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; if you are going to pursue this, call the staffer at 543-5932 and s/he can work with you on this.

## 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 and visit Internet cafes in the capital in your country.

You will still get evansgrads listserv messages as well as the PCMI listserv messages. Also, if you provide us your Peace Corps mailing address overseas, we'll send you newsletters too.

## 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 Student Services 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 (109A) 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 her assessment of 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

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## 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 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. To facilitate this process an electronic shared folder has been created for PCMI students to collect and share readings. It can be accessed at <\\evanshost\pcmi>. The folder serves as a holding place for articles and documents that PCMI students feel might be helpful during their overseas experience. You are encouraged to burn the items you are interested in taking with you onto a CD since you will not be able to access the electronic folder from outside the Evans School.

## FURTHER ADVISING

If you have further questions regarding the program, please consult with Elaine Chang, who serves as the head contact person for the PCMI program.

The Peer Advisor to students in the Evans School is an additional resource that PCMI students may use in planning their courses or other issues.

## LISTSERV

An email listserv has been developed for each PCMI student cohort. The listserv provides a platform for students to develop a shared community 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.

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

### SAMPLE SCHEDULE FOR PCMI, WITH INTERNATIONAL AFFAIRS EMPHASIS

Fall		Winter		Spring		Quarter of Return	
CORE: PBAF 511 – Public Management I	3	CORE: PBAF 522 – Budgeting	3	CORE: PBAF 512 – Public Management II	3	Final Project Report	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
CORE: PBAF 510 – Foundations of American Democracy	1	RES. ELEC./ANALYSIS: PBAF 537 – Program Management & Analysis in the Developing World	3	RES. ELEC./VALUES: PBAF 537- Values in Int'l Development	3	INT'L PLAN OF STUDY ELECTIVE	3
PBAF 537 – Role of NGO's in the Developing World	3	INTERNATIONAL PLAN OF STUDY BASE: PBAF 530 – Int'l Affairs	3	RES. ELEC./ECON: PBAF 537: Rural Development Economics and Policy	3	PCMI SEMINAR	1
PCMI SEMINAR		PCMI SEMINAR	1	Skills Workshop: Participatory Rural Appraisal	1		
Skills Workshop: Cross-cultural Communication	1						
Skills Workshop: NTLTP	1						
<b>Total</b>	<b>12</b>		<b>13</b>		<b>13</b>		<b>13</b>

## NONPROFIT MANAGEMENT PLAN OF STUDY

Requirements	Course Title	Credits
Gateway Class for Nonprofit Management	PBAF 550U - Management of Non-Profit Organizations (W)	3
Recommended Gateway Class for PCMI	PBAF 537 – Role of NGO’s in the Developing World (A)	3
Analysis – choose one	PBAF 537 – Program Management and Analysis in the Developing World (S) PBAF 526 – Program Evaluation (W) PBAF 599 – Survey Design (S)	3
Economics – choose one	PBAF 518 – Benefit-Cost Analysis (A) PBAF 517 – Economics of Public Sector (S)	3
Values – choose one	PBAF 537 – Values in Int’l Development (S) PBAF 504 – Leadership Ethics (S) PBAF 506 – Ethics & Public Policy (A) PBAF 599 – Competing Values in Public Service (W)	3
Electives	PBAF 555 – Financial Management for Nonprofits (A)	3
	PBAF 598 – Nonprofit Technology Leadership Workshops (A, W, S)	1
	PBAF 598 – Grantwriting (W)	1
	PBAF 551 – Program Design and Planning (S)	3
	PBAF 555 – Public-Private Partnerships (S)	3
<b>Minimum Total Required</b>		<b>15</b>

## SAMPLE SCHEDULE FOR PCMI PLAN OF STUDY, WITH NONPROFIT MANAGEMENT EMPHASIS

Fall		Winter		Spring		Quarter of Return	
CORE: PBAF 511 – Public Management I	3	CORE: PBAF 522 – Budgeting	3	CORE: PBAF 512 – Public Management II	3	Final Project Report	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
CORE: PBAF 510 – Foundations of American Democracy	1	NONPROFIT PLAN OF STUDY BASE: PBAF 550 – Management of Nonprofit Organizations	3	RESTRICTED ELECTIVE/ VALUES: PBAF 537 - Values in Int’l Development	3	NONPROFIT PLAN OF STUDY ELECTIVE	3
PCMI: PBAF 537 – Role of NGO’s in the Developing World	3	RES. ELEC./ECON – PBAF 537: Rural Development Economics and Policy	3	RES. ELEC./ANALYSIS: PBAF 537 – Program Management in the Developing World	3	PCMI SEMINAR	1
PCMI SEMINAR		PCMI SEMINAR	1				
PBAF 555 – Financial Management for Nonprofits (A)	3						
<b>Total</b>	<b>13</b>		<b>13</b>		<b>12</b>		<b>13</b>

## ENVIRONMENTAL POLICY & NATURAL RESOURCES MANAGEMENT PLAN OF STUDY

Requirements	Course Title	Credits
Gateway Class for Environment	PBAF 590 – Environmental Policy Processes (A)	3
Recommended Gateway Class for PCMI	PBAF 550 – Management of Nonprofit Organizations (W) PBAF 537 – Role of NGO's in the Developing World (A)	3
Analysis – choose one	PBAF 537 – Program Management and Analysis in the Developing World (S) PBAF 599 – Survey Design (S) PBAF 595 – Role of Scientific Info in Environmental Decision Making (S)	3
Values – choose one	PBAF 596 – Ethics and Values in Environmental Policy (S) PBAF 537 – Values in Int'l Development (S) PBAF 504 – Leadership Ethics (S) PBAF 596 – Ethics & Values in Environmental Policy (S) PBAF 599 – Competing Values in Public Service (W)	3
Economics – choose one	PBAF 518 – Applied Cost-Benefit Analysis (A) PBAF 537 – Environmental Policy in a Global Economy PBAF 517 – Economics of Public Sector (S) PBAF 595 – Economic Approaches to Environmental Management (W) ECON 535 – Natural Resource Utilization and Public Policy (A) ECON 436 – Environmental Economics (A, W) ECON 435 – Natural Resource Economics (A, S)	3
Electives	CEWA 558 – Water Quality Management	3
	CEWA 563 – Air Resources Management	3
	TC 425 – Technology Assessment (W)	3 or 5
	ANTH 457 – Ecological Anthropology (W)	5
	ANTH 459 – Culture, Ecology and Politics (S)	5
	PBAF 589 – Risk Assessment (A)	3
	PBAF 538 – Intl Organizations & Oceans Management (W)	3
	PBAF 590 – Environmental Policy Processes (A)	
<b>Minimum Total Required</b>		<b>15</b>

### SAMPLE SCHEDULE FOR PCMI PLAN OF STUDY, WITH ENVIRONMENTAL EMPHASIS

Fall		Winter		Spring		Quarter of Return	
CORE: PBAF 511 – Public Management I	3	CORE: PBAF 522 – Budgeting	3	CORE: PBAF 512 – Public Management II	3	Final Project Report	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
CORE: PBAF 510 – Foundations of American Democracy	1	RES. ELEC/ECON: Econ 436 – Environmental Economics	3	RES. ELEC./VALUES: PBAF 596 – Ethics and Values in Environmental Policy	3	ENVIRONMENTAL PLAN OF STUDY ELECTIVE	3
PCMI: PBAF 537 – Role of NGO's in the Developing World	3	PCMI SEMINAR	1	RESTRICTED ELECTIVE/ ANALYSIS: PBAF 595 – Role of Scientific Info in Env Decision Making	3	PCMI SEMINAR	1
ENVIRONMENTAL PLAN OF STUDY BASE: PBAF 590 – Environmental Policy Processes	3	PBAF 538 – Intl Organizations & Oceans Management	3				
PCMI SEMINAR							
<b>Total</b>	<b>13</b>		<b>13</b>		<b>12</b>		<b>13</b>

## PUBLIC HEALTH PLAN OF STUDY

Requirements	Course Title	Credits
Required Class for Int'l Health Program in Public Health	HSERV/EPI 531 – Problems in International Health (A)	4
Recommended Gateway Class for PCMI	PBAF 550 – Management of Nonprofit Organizations (W) PBAF 537 – Role of NGO's in the Developing World (A)	3
Analysis – choose one	PBAF 537 – Program Management and Analysis in the Developing World (S) PBAF 599 – Survey Design (S) HSERV 522 – Health Program Evaluation (A, S) HSERV 526 – Qualitative Research Methods for Public Health (S)	3
Values – choose one	HSERV 518 – Social and Ethical Issues in Health Services PBAF 506 – Ethics & Public Policy (A) PBAF 537 – Values in Int'l Development (S) PBAF 504 – Leadership Ethics (S) PBAF 599 – Competing Values in Public Service (W)	3
Economics – choose one	HSERV 537 – Economic Development and Health (W) HSERV 587 – Health Policy Economics (W) PBAF 517 – Economics of Public Sector (S) HSMGMT 573 – Seminar in Health Economics and Finance (S) HSERV 538 – Comparative International Health (W)	3
Electives	PBAF 537 – Health and Human Rights (S)	3
<b>Minimum Total Required</b>		<b>15</b>

## SAMPLE SCHEDULE FOR PCMI PLAN OF STUDY, WITH PUBLIC HEALTH EMPHASIS

Fall		Winter		Spring		Quarter of Return	
CORE: PBAF 511 – Public Management I	3	CORE: PBAF 522 – Budgeting	3	CORE: PBAF 512 – Public Management II	3	Final Project Report	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
CORE: PBAF 510 – Foundations of American Democracy	1	RES. ELEC./ECON -- HSERV 537 – Economic Development and Health	3	RES. ELEC./VALUES: PBAF 537 Values in Int'l Development	3	PUBLIC HEALTH PLAN OF STUDY ELECTIVE	3
PCMI: PBAF 537 – Role of NGO's in the Developing World	3	PCMI SEMINAR	1	RES. ELEC./ANALYSIS: PBAF 537 – Program Management in the Developing World	3	PCMI SEMINAR	1
PUBLIC HEALTH PLAN OF STUDY BASE: HSERV 531 – Problems in International Health	4	Skills Workshop	1	Skills Workshop: Participatory Rural Appraisal	1		
PCMI SEMINAR							
<b>Total</b>	<b>14</b>		<b>11</b>		<b>13</b>		<b>13</b>

## URBAN POLICY PLAN OF STUDY

Requirements	Course Title	Credits
Gateway Classes for Urban Policy	PBAF 560 – Urban Affairs (A)	3
Recommended Gateway Class for PCMI	PBAF 550 – Management of Nonprofit Organizations (W) PBAF 537 – Role of NGO's in the Developing World (A)	3
Analysis – choose one	PBAF 537 – Program Management and Analysis in the Developing World (S) PBAF 599 – Survey Design (S) PBAF 565 – Intro to Urban Simulation Modeling (S)	3
Economics – choose one	PBAF 561 – Urban Economics and Public Policy (W) PBAF 517 – Economics of Public Sector (S)	3
Values – choose one	PBAF 537 – Values in Int'l Development (S) PBAF 506 – Ethics & Public Policy (A) PBAF 504 – Leadership Ethics (S) PBAF 599 – Competing Values in Public Service (W)	3
Electives	PBAF 563 Seminar in Urban Planning and Policy (A)	1
	PBAF 562 – Introduction to Neighborhood Planning (A)	3
	PBAF 565 – Topics in Urban Affairs, Land Use and Transportation (A, W, S)	3
	PBAF 568 – Seminar in Law and Justice	3
	PBAF 569 – Race and Public Policy (S)	3
	PBAF 565 – Criminal Justice Policy and Management (S)	3
<b>Minimum Total Required</b>		<b>15</b>

## SAMPLE SCHEDULE FOR PCMI PLAN OF STUDY, WITH URBAN POLICY EMPHASIS

Fall		Winter		Spring		Quarter of Return	
CORE: PBAF 511 – Public Management I	3	CORE: PBAF 522 – Budgeting	3	CORE: PBAF 512 – Public Management II	3	Final Project Report	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
CORE: PBAF 510 – Foundations of American Democracy	1	RES. ELEC./ECON: PBAF 561 – Urban Economics and Public Policy	3	RES. ELEC./VALUES: PBAF 537- Values in Int'l Development	3	URBAN POLICY PLAN OF STUDY ELECTIVE	3
PCMI: PBAF 537 – Role of NGO's in the Developing World	3	PCMI SEMINAR	1	RES. ELEC./ANALYSIS: PBAF 537 – Program Management in the Developing World	3	PCMI SEMINAR	1
URBAN POLICY PLAN OF STUDY BASE: PBAF 560 – Urban Affairs	3	PBAF 565 – Topics in Urban Affairs, Land Use and Transportation	3				
PCMI SEMINAR							
<b>Total</b>	<b>13</b>		<b>13</b>		<b>12</b>		<b>13</b>

## EDUCATION AND SOCIAL POLICY PLAN OF STUDY

Requirements	Course Title	Credits
Gateway Class for Education & Social Policy	PBAF 570 – Education/Social Policy Analysis & Management	3
Recommended Gateway Class for PCMI	PBAF 550 – Management of Nonprofit Organizations (W) PBAF 537 – Role of NGO's in the Developing World (A)	3
Analysis – choose one	PBAF 537 – Program Management and Analysis in the Developing World (S) PBAF 599 – Survey Design (S) EDPSY 596 – Program Evaluation (S) EDPSY 588 – Survey Research Methods (A)	3
Values – choose one	EDLPS 520 – Education as a Moral Endeavor (A) EDLPS 521 – Intro to Philosophy of Education PBAF 537 – Values in Int'l Development (S) PBAF 506 – Ethics & Public Policy (A) PBAF 504 – Leadership Ethics (S) PBAF 599 – Competing Values in Public Service (W)	3
Economics – choose one	EDLPS 564 – Economics of Education (S) PBAF 517 – Economics of Public Sector (S)	3
Electives	PBAF 571 – Education, the Workforce and Public Policy (S)	3
	PBAF 573 – Topics in Ed/Soc Policy: Strategic Leadership in Educ & Workforce Public Policy (A)	3
	PBAF 570 – Social Policy Analysis and Management	3
	PBAF 505 – Law of Public Administration (S)	3
	PBAF 573 – Education Reform and Social Inequality (S)	3
<b>Minimum Total Required</b>		<b>15</b>

## SAMPLE SCHEDULE FOR PCMI PLAN OF STUDY, WITH EDUCATION AND SOCIAL POLICY EMPHASIS

Fall		Winter		Spring		Quarter of Return	
CORE: PBAF 511 – Public Management I	3	CORE: PBAF 522 – Budgeting	3	CORE: PBAF 512 – Public Management II	3	Final Project Report	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
CORE: PBAF 510 – Foundations of American Democracy	1	RES. ELEC./ECON: ELDP5 564 – Economics of Education	3	RES. ELEC./VALUES: PBAF 537 Values in Int'l Development	3	ED/SOC PLAN OF STUDY ELECTIVE	3
PCMI: PBAF 537 – Managing Int'l NGOs	3	ED/SOC PLAN OF STUDY BASE: PBAF 570 – Education/Social Policy Analysis & Management	3	RES. ELEC./ANALYSIS: PBAF 537 – Program Management and Analysis in the Developing World	3	PCMI SEMINAR	1
PCMI SEMINAR		PCMI SEMINAR	1				
PBAF 573 – Topics in Ed/Soc Policy: Strategic Leadership in Educ & Workforce Public Policy	3						
<b>Total</b>	<b>13</b>		<b>13</b>		<b>12</b>		<b>13</b>

## APPENDIX II: TIMELINE FOR PCMI STUDENTS

Year One		Year Two	
January	Apply to Peace Corps and graduate school/Evans School	January	Complete and submit clearance forms to PC
February		February	Receive word about nomination to PC country OR Resolve any remaining medical or other clearance questions OR Wait—while items go through clearance/review at the nomination desk/headquarters departments
March	Receive notification on acceptance to graduate program/Evans School; do interview with PC recruiter; get Peace Corps nomination	March	
April	Do interview with PC recruiter: get Peace Corps nomination OR Holding pattern ALSO, can take summer school classes at UW	April	Complete first year of coursework; prepare to leave for PC assignment OR Continue coursework at the Evans School during the Autumn quarter; prepare for Peace Corps departure in January or February
May		May	
June		June	
July		July	
August		August	
September	Begin graduate program at Evans School; Begin medical and legal clearance process with PC	September	
October		October	
November	Continue to complete all clearance forms with Peace Corps	November	
December		December	