

School of International and Public Affairs

SIPA Continuing Student Fellowship Information

Fall 2009 - Spring 2010

Fellowship Awards

Three separate Columbia University resources for fellowship support are available to continuing SIPA students and administered through the Office of Student Affairs. Please be aware that other scholarship opportunities will be publicized to students periodically by broadcast email. Fellowship eligibility and application procedures may vary depending on the type of fellowship. The three fellowship categories are:

- SIPA Fellowships (Teaching Assistant, Program Assistant/Department Research Assistant, and Reader Awards)
- Foreign Language and Area Studies (FLAS) Awards
- Interschool Fellowships

SIPA Fellowship Awards

The SIPA Fellowship Committee awards fellowships to continuing students based on academic achievement, financial resources and suitability for a position. SIPA fellowships involve a service commitment, whereby students with financial awards participate in the operation of the school. These awards include **Teaching Assistant**, **Program Assistant/Department Research Assistant**, and **Reader** positions. Teaching Assistant and Reader positions may be one semester appointments or academic year appointments, while Program Assistant positions are generally academic year appointments. The financial and benefits packages are as follows:

Teaching Assistant

20 hour a week service commitment

Award: (Approximate Total: \$20,000/semester or \$40,000/year)

- Tuition Credit of \$12,500 per semester of appointment
- Stipend of \$2,500 per semester of appointment
- Salary of \$5,000 per semester of appointment
- Cost of basic University Health Insurance and Health Service fees for each semester of appointment

Program Assistant or Departmental Research Assistant

15 hour a week service commitment

Award: (Total: \$21,000/academic year)

- Tuition Credit of \$16,200 for the academic year (9 months)
- Salary of \$4,800 for the academic year (9 months)

Reader (formerly known as Course Assistant)

5 hour a week service commitment

Award: (Total: \$6,000/semester)

- Tuition Credit of \$4,700 per semester of appointment
- Salary of \$1,300 per semester of appointment

The fellowship process is administered by SIPA's Office of Student Affairs.

The deadline to submit SIPA fellowship applications is 5 PM on March 6, 2009.

SIPA Fellowship applications are available on-line at

http://sipa.columbia.edu/resources_services/student_affairs/fellowship_application.html

School of International and Public Affairs

SIPA Continuing Student Fellowship Information

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Fellowship Awards-*continued*

FLAS Awards

The Foreign Language and Area Studies Fellowship (FLAS) is open to graduate students of Columbia University who are U.S. citizens or permanent residents concentrating in world area studies. The FLAS award offers fellowship assistance to meritorious students undergoing elementary, intermediate or advanced training in modern foreign languages and related international or area studies. University-wide Regional Committees evaluate applications, one for each regional grouping of languages. These fellowships require the continued study of the language and area. The academic year FLAS award covers tuition, health service fees, and medical insurance fees (basic coverage only) plus a stipend of \$15,000. While you may submit an application for more than one language/world area, please be sure to submit a **complete** application for **each** language/world area for which you are applying.

The deadline to submit the FLAS application is March 6, 2009.

http://sipa.columbia.edu/resources_services/student_affairs/fellowship_application.html

Interschool Fellowships

Interschool Fellowships are need-based awards for U.S. citizens or permanent residents. Interschool fellowships are administered through Student Financial Services. All Columbia University students who meet the different and very specific eligibility requirements can apply. Please check the eligibility requirements before applying for an Interschool Fellowship. Applicants must be eligible for departmental or school funding. You must complete a FAFSA and have the results sent to the financial aid office of your school. These fellowships range from a few hundred to a few thousand dollars.

Interschool Fellowship information and application instructions will be e-mailed to all students in the spring semester.

School of International and Public Affairs
SIPA Continuing Student Fellowship Application
Fall 2009 - Spring 2010

Information Sheet

Students must be a full-time matriculated student at SIPA in the semester(s) they receive a fellowship award. Dual-degree students planning to enroll for only one semester (fall or spring) or students planning to graduate early must specify which semester they plan to be in residence full-time at SIPA. Students who will not be in residence for the entire academic year should not apply for full-year positions. **If a student receives a full-year fellowship he/she must be in residence full-time at SIPA for the 2009-2010 academic year. If the student cannot fulfill the entire academic year's obligations, his/her entire fellowship (fall and spring semester) will be forfeited and re-assigned to a student who meets the eligibility criteria.**

Regulations

Recipients of fellowship awards must abide by the following regulations:

- Be registered as a full-time student (in residence at SIPA) for a minimum of 12 credits for the duration of the award
- Maintain a grade point average of B+ (3.3) or better
- Report any scholarship or fellowship awards received from sources other than SIPA to SIPA's Office of Admissions and Financial Aid. This includes awards from other parts of Columbia University.
- US citizens and permanent residents must also submit the Free Application for Federal Student Aid (FAFSA) to **the Federal Government no later than March 6, 2009.** *The form can be completed on line at www.fafsa.ed.gov.*

Application Deadline

5 PM, Friday, March 6, 2009
Office of Student Affairs, 6th floor, IAB

*****Applications submitted after the deadline will not be considered*****

All students interested in SIPA Continuing Student Fellowships must submit this application. All SIPA Fellowships, unless otherwise specified, are one-time awards. Therefore, all interested students must submit this application to be considered for the 2009-2010 academic year.

School of International and Public Affairs

SIPA Continuing Student Fellowship Application

Fall 2009 - Spring 2010

Application Assessment Description

The SIPA Continuing Student Fellowship process includes;

- 1) Submission of the fellowship application
- 2) Assessment of eligibility
- 3) Matching process
- 4) Notification of awards

1. Application Submission

(CHECKLIST): US Citizens & Permanent Residents

The following information must be submitted **on-line** by 5 PM on March 6, 2009:

1. Fellowship Application
2. Financial Statement Worksheet.
3. Free Application for Federal Student Aid (FAFSA) application on-line (www.fafsa.ed.gov) by **March 6, 2009**.
4. Resume on the Student Directory
(<https://www1.columbia.edu/pamacea/login.shtml?target=/sec/cu/sipa/SCHOOL/Facebook/photobooks/index.shtml&pamservice=both&userfile=/wwws/data/cu/sipa/SCHOOL/Facebook/htpasswd-webacl.udb>)

The following documents must be submitted in **hard copy** to the Student Affairs office by 5 PM on March 6, 2009.

5. Resume
 6. A copy of your 2007 and 2008 federal tax returns.
 - If the 2008 tax return is not complete, submit an estimated tax return with your W-2.
 - If you are claimed as a dependent on your parents tax return, a copy of your parent's tax return is required.
 - If you are married, a copy of your spouse's tax return is required.
- ✓ If relevant, a copy of your most recent statement from trust fund (s).
- ✓ Students also have the option of submitting a one-paragraph statement of additional information. This statement is submitted as part of the on-line application. A one-paragraph statement will provide the applicant an opportunity to inform the committee of any other relevant information not already included in the application. These on-paragraph statements should, however, explicitly NOT reiterate any information already included in the fellowship application, resume or preference sheet.

(CHECKLIST): International Students

The following information must be submitted on-line by 5 PM on March 6, 2009:

1. Fellowship Application
2. Financial Statement Worksheet
3. Resume on the Student Directory
(<https://www1.columbia.edu/pamacea/login.shtml?target=/sec/cu/sipa/SCHOOL/Facebook/photobooks/index.shtml&pamservice=both&userfile=/wwws/data/cu/sipa/SCHOOL/Facebook/htpasswd-webacl.ldb>)

The following documents must be submitted in hard copy to the Student Affairs office by 5 PM on March 6, 2009.

4. Resume
 5. Documentation of financial status. This can be all the information supplied to the International Students and Scholars Office (ISSO) in order to obtain your visa. (i.e. personal bank statement, letter of support from parent/guardian and their bank statement, letter of government support, letter of support from a private organization or company, etc.)
- ✓ Students also have the option of submitting a one-paragraph statement of additional information. This statement is submitted as part of the on-line application. A one-paragraph statement will provide the applicant an opportunity to inform the committee of any other relevant information not already included in the application. These on-paragraph statements should, however, explicitly NOT reiterate any information already included in the fellowship application, resume or preference sheet.

2. Eligibility

Two criteria are used to evaluate fellowship eligibility. In order of importance, they are:

- A. Academic Achievement
- B. Financial Resources including Student Loan History

A. Academic Achievement

Academic achievement is the primary qualification for SIPA fellowship awards. Eligibility is based the cumulative GPA of each applicant. Students with a cumulative GPA of 3.2 or below will most likely not receive a fellowship.

B. Financial Resources and Student Loan History

Financial need is the second SIPA Fellowship eligibility criterion. Income and debt, particularly prior student loan debt, will be taken into consideration, as will other financial circumstances. Applicants are required to provide the Fellowship Committee with relevant financial information.

Applicants who do not have prior educational debt and/or who have assets exceeding \$70,000 (including bank statements, retirement accounts, and trust funds) are not likely to be offered a fellowship. Applicants who are fully funded by an outside institution, government agency, or foreign government are also not likely to be offered a fellowship.

The Fellowship Committee will perform selective verification of financial resources and loan histories with the SIPA Office of Admissions and Financial Aid and may request additional documentation such as bank statements, parental income tax forms, or student loan contracts. Applicants will be notified if additional information is required by the Fellowship Committee.

Should any submitted information be false, misleading, or otherwise suspect, the applicant will be withdrawn from consideration regardless of academic achievement. Falsification of documents is grounds for a student being charged with a violation of the Code of Academic and Professional Conduct and subject to disciplinary sanctions.

3. Matching Process

Once an applicant is determined to be both academically and financially eligible for a SIPA Fellowship, the matching process begins. The process of matching an applicant's preferences with faculty and school needs is detailed below.

Please note that **not all applicants who are eligible for fellowship will necessarily receive fellowships** (although the Fellowship Committee's goal is to provide funding to as many eligible applicants as possible). Applicants must be selected in the matching process to receive a fellowship. The matching process occurs as follows:

- A. As part of the fellowship application, each applicant is asked to rank his/her preferences for fellowship placement. Applicants will only be considered for the preferences they specify.
- B. The appropriate faculty member, concentration director and/or administrative office is sent a list of eligible candidates who selected it/them as a preference. *If a student is contacted for an interview, he/she should prepare for it as if it were a job interview. In most cases, however, an interview is not required.*
- C. After the appropriate faculty member, concentration director or administrative coordinator makes their choices from these preference lists, they will send a ranked selectee list back to the Fellowship Committee.
- D. Selected students are then assigned fellowships based on applicant preference and faculty/director/office preferences. If an applicant is selected for more than one position, he/she will be assigned to his/her top preference. *Note that at this part of the process, it is possible to be eligible for a fellowship (based on academics and financial need) but not to be selected by a faculty member, concentration, and/or office for a position. Should this happen, eligible but unselected applicants will go onto a waiting list for further consideration.*

Factors that affect the matching process often include, but are not limited to:

- Academic performance
- Leadership skills, including language and communication skills
- Financial need - *Since every SIPA student has financial need, the Fellowship Committee may, at times, take into account the actual amount of an applicant's financial need when determining the best ways to match applicants with fellowships.*
- Participation in relevant programming and activities

Generally, position assignments for instructional courses are based on academic performance in the preferred course(s). For Teaching Assistants, the ability to lead recitation sections, handle office hours, and manage large-scale communications with students are considerations. Functional and regional concentration position assignments are in large part based on academic performance, and participation in relevant programming and activities, such as concentration events, conferences and other extra-curricular activities in the relevant area. Administrative position assignments are based on administrative and organizational skills and financial need.

Applicants will communicate the nature and extent of their participation in relevant programming and activities through the resume they submit to the Student Affairs Office (ie. helped organize speaker series, brown bag talk or conference, giving specifics and listing main organizer). The resumé should indicate current job (i.e. part-time) and internship responsibilities relevant to their preferences.

4. Notification of the results

Applicants will be notified via e-mail of the first round of fellowship results by late-April. Students will be informed that they; 1) received a fellowship; 2) did not meet eligibility requirements, therefore did not receive a fellowship, or 3) are on the waiting list which means he/she met eligibility requirements, but was not assigned a position in the matching process.

Students who entered SIPA in January and students placed on the waiting list in the first round will be considered in the second round which takes place in July.

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Position Descriptions

Teaching Assistant

20 hour a week service commitment

Award: (Approximate Total: \$20,000/semester or \$40,000/year)

- **Tuition Credit of \$12,500 per semester of appointment**
- **Stipend of \$2,500 per semester of appointment**
- **Salary of \$5,000 per semester of appointment**
- **Cost of basic University Health Insurance and Health Service fees for each semester of appointment**

TAs assist course instructors in a variety of tasks relevant to the management, organization, and presentation of course materials to students. TAs generally attend class lectures, hold office hours to address students' questions about course material, and may assist with grading and proctoring of exams. TAs also perform other related duties as assigned by the course instructor.

Instructional courses that require Teaching Assistants are as follows:

U4320 Statistics
U4595/U4600 Economics for IA/Economic Analysis for IA
U6014 Accounting and Finance
U6016 Cost Benefit Analysis
U6017 International Trade
U6018 International Finance & Monetary Theory
U6022 Economics of Finance
U6039 International Banking
U6045 International Capital Markets
U6060 Int'l Energy Systems & Business Structures
U6065 Economics of Energy
U6110 Politics of Policymaking
U6301 Corporate Finance
U6310 Quantitative Techniques I
U6311 Quantitative Techniques II
U6312 Applied Quantitative Analysis
U6416 Budgeting – Non Profit
U6602 Economic Development for International Affairs
U6751 International Human Rights Law
U6802 International Law
U6827 EPD-Methods for Development
U8200 Public Management
U8201 Budgeting – Government
U8213 Microeconomics and Policy Analysis

Program Assistant or Departmental Research Assistant

15 hour a week service commitment

Award: (Total: \$21,000/academic year)

- **Tuition Credit of \$16,200 for the academic year (9 months)**
- **Salary of \$4,800 for the academic year (9 months)**

Instructional

Program Assistants for courses

In quantitative courses, PA's are responsible for grading weekly assignments and exams as well as maintaining student records. They generally hold office hours to address questions about course material. PA's also perform other related duties as assigned by the course instructor.

Instructional courses that require Program Assistants are:

U4320 Statistics
U4595 Economics for IA
U4600 Economic Analysis for IA
U4737 Economics of the Environment
U6014 Accounting and Finance
U6022 Economics of Finance
U6033 Decision Models & Management
U6110 Politics of Policymaking
U6217 Operations Management
U6310 Quantitative Techniques I
U6311 Quantitative Techniques II
U6312 Applied Quantitative Analysis
U8145 Advanced Economic Development for IA
U8203 Project Management
U8213 Microeconomics and Policy Analysis
U8990 Quantitative Methods in Program Evaluation

Other Instructional PA positions:

EPD Workshop

The EPD Spring Workshop is a requirement for EPD Concentrators. The PA will handle the administrative paperwork related to the reimbursement of travel and course expenses. A Certified Public Accountant is preferred.

International Fellows Program

The International Fellows Program Assistant is an academic year position. The PA assists Professor Stephen Sestanovich and the State Department-appointed Davis Fellow with administrative matters for the courses Contemporary Diplomacy and US Role in World Affairs. The PA is also responsible for coordinating several special class sessions, including a simulated multilateral negotiation in the fall semester, a guest speaker panel of distinguished UN diplomats in spring, and an annual 2-day class trip to Washington DC in spring for US Role in World Affairs. The PA is also responsible for maintaining communication with students and working with the SIPA administration on class-related issues. The position requires excellent organizational skills and a strong interest in diplomacy and international relations. Experience with event planning and budget management is recommended.

Research Assistant for Professor Arvind Panagariya

Professor Panagariya's research interests are global trade, agriculture, regional trade agreements, and the Indian economy. He is looking for a student with a very strong background in economics and excellent academic record. Computer skills working with data preferred.

Functional/Regional Concentration

PAs assist Concentration or Institute Directors with the management of the concentration courses, student communications, and administrative matters. They are the liaison between students and the faculty of each concentration. PAs may be asked to plan events, maintain communication with students, and work with the SIPA administration on concentration related issues. PAs also perform other related duties as assigned by the Concentration Director.

Administration

Admissions & Financial Aid

Admissions & Financial Aid PAs perform general office duties, interact with prospective applicants, and assist with outreach efforts. Office duties include opening mail, filing, answering phone calls, data entry, and assembling and processing applications. Interaction with prospective students comes in the form of answering general admissions questions via email and the phone as well as speaking to those who visit the office and/or attend information sessions. Outreach efforts include helping the office develop new content for both web and print media. PAs should have general aptitude with computers; familiarity with Microsoft Word, Excel, and Access is a plus. Discretion with regard to sensitive applicant information is required.

Alumni Relations

PAs in the Office of Alumni Relations assist in the conceptualization, planning and management of numerous alumni events in New York City and around the world; are actively engaged in communicating with alumni in writing and by phone to answer basic questions and to make occasional inquiries on behalf of SIPA; assist with the management of all alumni data on the University's alumni database; assist with the production of bi-weekly and monthly email messages to targeted alumni groups; assist with the production of mailings to targeted alumni audiences for special events, surveys, etc; conduct in-depth biographical research on specific alumni; assist staff at selected afternoon and evening events; and assist with the management of SIPA's many active volunteers. Hours are flexible depending on the students' availability and the current needs of the office.

Career Services

Career Services PAs are responsible for employer and industry research/outreach as well as alumni reception and career fair coordination. PAs also organize career/internship panels and serve as editor of the OCS newsletter. The positions may involve some database management and other administrative tasks.

Center for the Study of Democracy, Toleration & Religion (CDTR)

(CDTR) conducts research and training on the interfaces of and tensions between religion, toleration, and democracy in the world. In particular, the successful candidate will help organize speaker series and conferences, assist with qualitative and quantitative research on state-religion relations, assist in other matters of administration and coordination. A study background and/or interest in religion and democracy, and reading and speaking knowledge of French, Hindi, Arabic, and bahasa Indonesia is of advantage. She/he must have excellent writing and communication skills, be well-organized, reliable and responsible.

Curriculum

The Faculty Affairs and Curriculum Office is responsible for mounting the SIPA curriculum, supporting faculty searches and reviews, and assisting the Dean with a range of other faculty-related matters. PAs will assist the office with general administration and selected research projects. Proficiency with Word and Excel required.

Department of International and Public Affairs (DIPA)

DIPA is the instructional arm of SIPA. PAs provide faculty support for courses, assist faculty with research tasks, and provide the office with general administrative support. Required skills include at minimum, basic knowledge of Microsoft Office programs (Word, Excel, Power Point, Access); familiarity with database management; excellent customer service skills; excellent organizational skills and ability to prioritize multiple tasks; and the ability to work in a fast-paced environment.

Development Office

SIPA's Office of Development is responsible for raising gifts from alumni and friends to support student fellowships, faculty and programs. PAs will assist the office with selected research projects, will handle confidential information, and are expected to have a pleasant phone manner. Proficiency with Word and Excel is required. Training on a fundraising database will be provided.

External Relations

The External Relations PA will support the Office of the Dean for External Relations and Communications. The PA will be asked to contribute short summaries of events, biographies, and feature stories that will be published on SIPA's home page. This includes writing short articles on faculty and guest lecturers, summaries of SIPA events, and updates of SIPA alumni. A willingness to be flexible with the work schedule is helpful, since the PA may be asked to assist at various conferences in the evenings, and to tend to tight media deadlines. The PA will also assist with the day-to-day administration of SIPA's Global Public Policy Network (GPPN) office and with longer-term projects. The PA will play a key role in the logistical organization of informational sessions, conferences, and meetings with GPPN institutional partners. The GPPN is an association of leading international graduate institutions collaborating to advance global public policy dialogue through activities such as Dual Degree programs, faculty and student exchanges, and academic conferences. The position requires excellent interviewing and writing skills, attention to detail, and strong organizational skills.

Information Technology (Computer Lab, Web Support, Special Projects)

Computer Lab PAs are responsible for maintaining the labs and assisting students with software and printing issues; for opening and closing the labs; and, for providing audio-visual support. Web support PAs are responsible for working on maintenance of the SIPA website and on web development. Special Project PAs are responsible for assisting/teaching computer skills classes, individual training for faculty and students, and working on other projects, as needed.

SIPA News

The SIPA News PA serves as the editor of the School's biannual publication, working under the managing editor and with a co-editor (typically a first-year student) and a photo editor. The editor coordinates all aspects of SIPA News's production (excluding layout and design). This includes: determining a story list for each issue; writing at least one article; recruiting writers and assigning articles; following up with writers to ensure they meet deadlines; editing the articles and submitting finalized copy to the Publications Office; proofreading successive galleys until the publication is ready to be sent to the printer. The SIPA News PA must have excellent writing, editing and proofreading skills and be able to work under tight deadlines.

Student Affairs

Student Affairs PAs assist the staff in handling all aspects of student life at SIPA. PAs act as the liaison between the office and prospective students, current students and faculty. PAs assist the staff on projects related to Admissions, Orientation, Housing, Registration, Open House, Fellowship, and Graduation. Proficiency with Word and Excel required. Strong language skills and ability to handle heavy customer service and phones is necessary. Discretion with regard to sensitive applicant information is required.

This Week at SIPA

The PA is responsible for producing SIPA's weekly events calendar. This includes contacting all institutes, concentrations, programs and other groups with events to list, formatting the information, and proofing it before it is sent to JoAnn Crawford, Director of Publications and Special Events, for review. Once it is approved, the calendar is submitted to Harpreet Mahajan for posting online and brought to printing services for copying. It is then distributed throughout the International Affairs Building. The PA is also responsible for entering information into SUNDIAL, the University's events calendar, as needed, and for assisting with the updating of event information for SIPA's new Web site. SUNDIAL training will be held during orientation week. Excellent proofreading skills and the ability to work on a schedule with deadlines are required.

Reader (formerly known as Course Assistant)

5 hour a week service commitment

Award: (Total: \$6,000/semester)

- **Tuition Credit of \$4,700 per semester of appointment**
- **Salary of \$1,300 per semester of appointment**
-

Readers are assigned to specific instructors to help prepare course materials or to help instructors with administrative issues. Students do not apply for Reader positions, all fellowship applicants are automatically considered for these positions. In some cases, Reader positions may not be assigned until the start of the semester.