



REQUEST FOR LETTERS OF INTEREST FOR PPIA/NASPAA PROGRAM FOR STUDENTS

DEADLINE: November 30, 2016

To all NASPAA member programs and PPIA Program Consortium members,

The Public Policy and International Affairs Program (PPIA) and Network of Schools of Public Policy, Affairs, and Administration (NASPAA) are looking for **letters of interest from institutions that are interested in bringing a Public Service Weekend to their campus in 2017 or 2018.**

For over 30 years the guiding vision of the PPIA Program has been increasing the participation and inclusion of traditionally underrepresented groups at the highest level of public sector leadership. NASPAA supports these endeavors and wishes to aid the PPIA Program in furthering its mission. NASPAA firmly desires to partner with the PPIA Program based on these fundamental values and belief in exciting new generations of students to consider and enter graduate programs and careers in public service. We hope host institution(s) will share this belief and help make this program a successful reality.

Program Description

The Public Service Weekend (PSW) is a two to three-day long program for rising undergraduate sophomores and juniors. The goal for this program is to introduce students to topics in the field of public service through expertise provided by university faculty, graduate student panels, and skill workshops. The audience for the conference can be drawn from either a regional or a national pool of candidates depending on the desired size and scope the host institution has for the event.

Over the course of the conference, students would be introduced to faculty and staff from the host institution(s), as well as workshops that offer insight into what it's like to be involved in public policy and administration. Time for extracurricular activities and exploration of the campus and surrounding area is recommended to further the attending students' interests in locations where public service careers take place. By the end of the program, students should have a fundamental understanding of the knowledge necessary for pursuing advanced degrees and careers in public service. They also would understand the responsibilities of that work and have a greater interest in seeking further knowledge at the graduate level.

Above all the program will not simply be a "feel good" event for students, but will show the value of undertaking an education and career in public service. Though the program will not be without

inspirational and motivational purposes, it will maintain an intensive mix of real skill-building and excitement for a difficult but rewarding decision to effect change by working for the public good.

PPIA/NASPAA Commitment

PPIA and NASPAA recognize the financial implications that introducing a new program can have on an institutions budget. While the host institution will be expected to provide the financial support for a program on their campus, PPIA and NASPAA are committing to the following in support of selected programs:

- PPIA will host and manage the application process through their website.
- PPIA and NASPAA will support outreach to targeted student populations through the creation of marketing e-flyers, direct email outreach to students and influencers, and extensive social media engagement.
- Support in developing programming based on best practices from the Junior Summer Institutes and prior conference events. Here are a few examples of best practices from other host institutions:
 - Conference keynote provided by national or local high profile individuals.
 - Team based competitive case studies that aim to solve current challenges that address topics in Public Policy and International Affairs.
 - Admissions and career focused panels that feature motivational speakers.
 - Programs that showcase the strengths of your academic programs, faculty, and makes the case for potentially studying at your institution.
- Staff support from PPIA and NASPAA as requested by the host institution. Staff from either organization may be available to attend the conference, request will need to be made in advance, and attendance will be based on the availability of the staff at both organizations.

Host Requirements

The PPIA Program and NASPAA both request that interested host institution(s) be willing to meet certain requirements to be considered for the program. These required elements must be included in any proposal from potential host institutions:

- Identify your institutions preference for either a regional or national program scope.
- Identity funding from your institution to support the program. PPIA will strongly consider programs that can fund and sustain their program without financial support from PPIA and NASPAA. However, programs which request modest support from PPIA/NASPAA will also be considered.
- Identify on-campus meeting spaces for use over the course of the program. This includes space for speakers, rooms for student use, as well as parking for staff and other participants in the program. This space for students and faculty must also have internet access (Wi-Fi) and projectors.
- Identify a coordinator for the overall program planning. This individual should partner and be in close contact with the PPIA Program and NASPAA staff in order to ensure the best outcome for students, faculty, and staff of all interested parties. This coordinator will also be in charge of

outreach for the program on-campus in order to promote not only the host institution but also the PPIA Program and NASPAA's vision and goals.

- Identify potential faculty to teach during the weekend program. Faculty members interested in diversity and promoting diversity are highly encouraged to participate. Both new and young faculty as well as tenured and experienced faculty welcome. Faculty with public and nonprofit experience also encouraged.
- Develop a pre/post evaluation for participants during the weekend, and produce a 1-2 page summary on the outcomes of your weekend.

Apart from these requirements, both the PPIA Program and NASPAA are willing to work with host institution(s) on other accommodations necessary for the program. Any recommendations, offers or proposed rates are non-binding, but simply possibilities in the form of host contribution, and therefore open for discussion and subsequent revision. Possible additional items to be provided by the host institution(s) could include:

- Housing options: on-campus dorm, on-campus hotel, off-campus hotel, etc., with consideration for the dates and time period of the program.
- Obtain preliminary quote on available rooms as well as competitive rates to cement a final financial/in-kind contribution analysis.
- List dates on your campus available for the program. Both the PPIA Program and NASPAA have a desired time period of Summer/Fall 2017 or Fall/Spring 2018.

This is a tremendous opportunity for your program to take part in shaping the next generation of public sector leaders. We look forward to receiving your proposals for moving forward with the program and working with you to make this event a reality. Thank you.

Letter of Interest dates	
Open to accept Letter of Interest (LOI)	September 26, 2016
LOI due	November 30, 2016
Selection & notification	January, 2017

Deadline for Submitting Your LOI: November 30, 2016

Submit to PPIA National Office email ppia.office@ppiaprogram.org electronically.

Questions? Call or email the National Office at 612-625-6944 or ppia.office@ppiaprogram.org.