



# Executive Fellowship Program

## 2010-2011 Application Instructions



**Postmark Deadline: February 24, 2010**

### General Instructions

Carefully read and follow the directions when completing your application. A neat, thorough and complete application will make a good first impression and will increase the likelihood of your being invited to interview with the selection committee. Failure to comply with any of the application instructions may result in disqualification.

### Application Contents

A complete application packet includes:

- Online application printed and signed
- Policy/Personal Statement of Interest (typed, double spaced and 12pt. font)
- Three letters of recommendation and evaluations
- Transcripts
- Background Survey (optional)

### Application

Complete Part 1 of the application posted on the website ([www.csus.edu/calst/executive](http://www.csus.edu/calst/executive)) and Part 2 which is a fillable PDF. Please note that contact and educational information will be electronically submitted; however, you must also print this information, sign the completed application and then submit the application with your statement, transcripts, letters of recommendation and voluntary background survey all in the same envelope as an application packet.

### Personal and Policy Statements

Answer the following two questions in no more than three pages total (typed, double spaced and 12 pt. font). The amount of space you take on each question is at your discretion but the selection committee will not read more than three pages. Keep in mind the selection committee is interested in learning about you, your interest in California government and public policy, and why you are applying to the Executive Fellowship Program.

1. How does your background make you a good fit for the Executive Fellowship Program?
2. In the current budget climate, state-funded programs are being asked to do more with less. Identify a state policy area or program of interest to you. Discuss how the State of California could deliver valuable services in this area at a lower cost. You can choose an issue in areas ranging from state parks to funding for music lessons at elementary schools to reducing the size of California's prison population. Think creatively and critically!

### Transcripts

Include official or unofficial copies of transcripts from each college or university attended. All internet-generated transcripts must include the name of the applicant as part of the printed document. In order to ensure confidentiality of your personal information, please remove your Social Security Number from your transcripts.

### Letters of Recommendation

Three recent letters of recommendation are required. Include at least two original letters of recommendation from persons NOT associated with the executive branch, preferably at least one from a supervisor/employer and one from a college faculty or staff member. Supplemental letters are welcome. Letters must be accompanied by an evaluation (see "Instructions to Recommenders"), sealed in an envelope with the recommender's signature across the sealed flap. Please include all sealed envelopes in your application packet.

Complete application packets must be postmarked or delivered to:

**Executive Fellowship Program  
Center for California Studies, Sacramento State  
6000 J Street  
Sacramento, CA 95819-6081**

or Tahoe Hall #3046 by 5:00 p.m. February 24, 2010.

There are no exceptions to the deadline and faxed or emailed applications will not be accepted.

**Please direct questions to Kolleen Ostgaard, Director at: [ostgaard@csus.edu](mailto:ostgaard@csus.edu).**



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## Voluntary Background Survey

The following information is requested on a VOLUNTARY basis and is confidential. This survey is used to evaluate our outreach and recruitment efforts. The information in this survey will NOT be available to the selection panel.

California State University, Sacramento does not discriminate on the basis of age, gender, ethnicity, race, color, national origin, religion, disability, sexual orientation, marital status, pregnancy or veteran status in any of its programs or activities.

**I. How did you hear about the Executive Fellowship program? Check the appropriate response(s). Please be specific in your response.**

- Newspaper (specify) \_\_\_\_\_
- Career center or career fair \_\_\_\_\_
- Former or current fellow \_\_\_\_\_
- Professor or academic staff (name) \_\_\_\_\_
- Internet \_\_\_\_\_
- Other (specify) \_\_\_\_\_

**II. Select your ethnicity. Select all that apply.**

- Asian  
(Japanese, Chinese, Korean, Vietnamese, Asian Indian, Cambodian, Laotian, Other Asian) \_\_\_\_\_
- Black or African American  
(African American, African, Other) \_\_\_\_\_
- Caucasian  
(European, Middle Easterner, North African, Other White) \_\_\_\_\_
- Latino or Hispanic  
(Mexican, Mexican American/Chicano, Puerto Rican, Cuban, Other Latino/Hispanic) \_\_\_\_\_
- Native American\*  
(American Indian, Eskimo, Aleut) \_\_\_\_\_
- Pacific Islander  
(Hawaiian, Samoan, Guamanian/Chamorro, Other Pacific Islander) \_\_\_\_\_
- Decline to State  
(Choose not to state ethnicity) \_\_\_\_\_

\*A person with origins in any of the original peoples of North America who maintains cultural identification through tribal affiliation or has community recognition as an American Indian or Alaskan Native.













