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Lebanese American University

University Student Assistance Program (USAP)
Grant Number 268-G-00-10-00053-00

QUARTERLY PROGRESS REPORT

(3)

REPORTING PERIOD:

April 2011 – June 2011

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SUBMITTED TO:

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IMPACT SUMMARY AS OF JUNE 2011

Objectives	Indicator	Target unit	Year I (Oct 2010 to Sep 2011)					Achieved Year I
			Target Year I	Q1	Q2	Q3	Q4	
Selection of Students According to Merit and Financial Eligibility Criteria								
Design and print a new and comprehensive Admission and Financial Aid application to be filled by students and their parents	Application produced	Admission & Financial Aid Application	1	1				
Orientation Program and Enrichment Activities								
Provide USAP students with written confirmation of their scholarship & its details	Number of students receiving their confirmation letters	Confirmation letters	52					
Invite students to a special multi-day orientation program given by the USAP director/coordinator/faculty/ and staff and student mentors/orientation leaders	Number of students attending the multi-day orientation program	Multi-day orientation program	1					
Monitoring of Students								
Advising students for registration purposes	Number of students advised	Students	52					
Technical & Financial Information to all USAP Students								
Assist in opening bank accounts	Number of students assisted in opening bank accounts	Bank accounts	52					
Provide students with email accounts	Number of Email accounts provided to students	Email accounts	52					
Students sign letters of understanding explaining the conditions of the scholarship & the responsibilities of LAU & the student	Number of Letters of understanding signed	Letters of understanding	52					
Announcement of the Program								
Informing MEHE	MEHE informed	MEHE	1	1				
Advertising in leading Arabic newspapers	USAP advertised in 3 Arabic newspapers	Arabic newspapers	3	5	6			
LAU personnel highlighting USAP during their appearances in Lebanese Radio & TV stations	Number of media appearances	Media appearances	2	2				
LAU Admission officers schedule meetings with public school principals & visit them & present USAP to their students	Number of public high schools visited	Public high schools	200	86	152			
Admissions officers distribute Admissions & F.A. applications	Number of applications distributed	Brochures & applications	1000	900	70			
Designing a USAP Brochure								
Develop a USAP brochure	USAP brochure developed	USAP brochure	1	1				
Distribute the USAP brochure to public high schools throughout Lebanon	USAP brochure distributed	Public high schools	4500	2500	1500			
Send electronic copies of the USAP brochure to LAU alumni & friends	USAP brochure sent electronically	LAU alumni & friends	8000	8600				
Role of Special Screening Committee								
Screening committee carries out the first screening of students to have a pool of 260 applicants	Number of applicants selected	Students	260			245		
Invite the 260 nominated students for tests and interviews	Number of Students are tested and interviewed	Students	260			245		
Communications Strategy								
Promote USAP award in:								
- LAU Magazine	USAP award promoted	LAU Magazine	1	1				
- Alumni Bulletin	USAP award promoted	Alumni Bulletin	1	1				
- President's Report	USAP award promoted	President's Report	1					
- Social Media	USAP award promoted	Social Media	1	1				

- PI #1: Number of applications = 386

This data measures publicity and recruitment efforts

- PI #2: English proficiency scores

This data determines placement and tutoring

- PI #3: Cumulative GPA – No data yet

Will determine course load and graduation rates

- PI#4: Retention rates – No data yet

A direct measure for the success of USAP

- PI#5: Number of sessions between students and support services – No data yet

This data will assist in our advising, counseling, career and placement assessment

- PI#6: Number of leadership development activities – No data yet

It will be necessary to document whether scholarship students are involved in governance, club activities, NGO Fair;

- PI#7: Career opportunities – No data yet

This will include data on internships, interviews and employment.

Project Summary

1. Duration: the agreement with USAID started on September 29, 2010 and the project will last until August 31, 2017
2. Objectives: LAU to enroll as of fall 2011, 52 financially needy and academically qualified Lebanese public high school students from the 26 districts of Lebanon respecting the following:
 - a. Divided equally between males and females.
 - b. Two students from each district (1 male; 1 female).
 - c. Obtained a minimum of 12/20 on the Lebanese Baccalaureate official exam.
 - d. Met LAU admission requirements.

Detailed Progress

Students Selection and Enrollment (Annex A)

- A total number of 386 applications were received from 238 public high schools across the country.
- Among the 386 applicants, LAU selected 245 who have a public high school average $\geq 11.5 / 20$ considering that they have a higher probability of obtaining 12/20 on the Lebanese Baccalaureate exam.
- LAU requested the 245 applicants with public high school average $\geq 11.5 / 20$ to take LAU sophomore and EEE (English Entrance Exam) scheduled on May 14 (Byblos campus) and May 28 (Beirut campus), 2011.
- Students with test results below the LAU admission requirements were eliminated leaving us with a pool of 145 students among which 52 finalists and a waiting list will be chosen.
- To increase the probability of meeting gender and district distribution as per USAP agreement (1 female & 1 male from each of the 26 districts) we have identified 10 students who scored very close to the minimum acceptable EEE (English Entrance Exam); below 400 and above 340; were asked to repeat the exam on June 25 or July 16, 2011. Results are expected to be out by July 20.

Challenges During this Quarter

The main challenges faced were in:

1. Districts missing representation from both genders
2. Districts missing representation from one gender

We believe these challenges were partially driven by the fact that the culture in certain areas does not easily tolerate young students living outside their home town away from their parents

To overcome these challenges we took the below actions:

1. During Q3, 2011 (April, May, June) LAU reached out to 5 different school directors (official schools of Batroun, Tannourine, Kfarakka, Bent Jbeil, Marjeyoun) and asked them to encourage their top students to apply for this program.
2. LAU reviewed previously submitted applications and identified about 20 students with high school average below 11.5 / 20 and asked them to submit LAU entrance exams on June 25 or July 16, 2011.
3. LAU identified students who passed LAU sophomore exam but failed the EEE (English Entrance Exam) with a minor gap below the passing grade and offered them the chance to repeat the EEE (English Entrance Exam) on June 25 or July 16, 2011. (About 15 students).
4. Linked with Haigazian University and proposed to exchange information about students in the above districts with them, however due to their internal selection procedures, Haigazian University is not in a position to do so prior to August 1st, 2011.

Planned Activities for next Quarter (July to September 2011)

- The academically top 100 students of the 145 will be interviewed in order to assess their community service activities and potential for leadership skills. Interviews will be done from July 6 to July 11, 2011.
- Financial Aid applications of shortlisted students will be assessed by our Financial Aid Directors and students will be interviewed separately to confirm their high financial need status. To avoid hassle for the students and their parents the financial aid interviews will be done on the same day of the selection interviews.
- Official Lebanese BaccaLaureate exam results will be incorporated in the selection process. Official transcripts are expected to be issued by the Lebanese authorities in August 2011.
- The top 52 students will be selected and provided with provisional admission offers.
- The final selected 52 students will:
 - a. receive a written confirmation of their scholarship and its details
 - b. be assisted in opening bank accounts
 - c. be provided with e-mail accounts
 - d. sign letters of understanding explaining the conditions of the scholarship and the responsibilities of LAU and the student
 - e. will be provided with English tutoring, if needed
 - f. will be assisted for registration purposes
- A special multi-day Orientation program for the selected students will be organized in September 2011
- Selected students will also join the general orientation program on Sep 26, 2011

Year 1 Work Plan

		Lebanese American University (LAU) University Student Assistance Program (USAP) Award Number: 268-A-00-10-0053-00 Work Plan Year I															
		October 1, 2010 to September 30, 2011															
		FY 2011															
Line Item	Activities	Output	Status	Q1			Q2			Q3			Q4				
				Oct 2010	Nov 2010	Dec 2010	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2011	Jun 2011	Jul 2011	Aug 2011	Sep 2011		
Objective 1: Program Management																	
Selection of Students According to Merit and Financial Eligibility Criteria	Design and print a new and comprehensive Admission and Financial Aid application	Produce the application	completed	x	x	x											
Student Selection	Select 52 students from the 260 applicants	52 students selected (pending official grades)	On going								x	x	x	x			
	Create a waiting list of 2 nd tier applicants from each district	Waiting list created	On going								x	x	x	x			
	Send provisional acceptances to the selected 52 applicants	52 provisional acceptances sent	On going								x	x	x	x			
	Send final acceptances to the selected 52 applicants	Final 52 acceptances sent											x	x	x		
	Accepted students sign anti-terrorist certifications	Anti-terrorist certificates signed by all selected students											x	x	x		
	Provide USAP students with written confirmation of their scholarship & its details	Students receive their confirmation letters											x	x	x		
Orientation Program and Enrichment Activities	Organize special multi-day orientation program given by the USAP director/coordinator/faculty/ and staff and student mentors/orientation leaders	Multi-day orientation program organized												x	x		
	Students attend LAU's general orientation program and join the orientation trip	General orientation program and orientation trip attended													x		
Monitoring of Students	Provide students with English tutoring if needed	English tutoring provided													x		
	Advise students for registration purposes	Students advised & registered													x		
Technical & Financial Information to all USAP Students	Assist in opening bank accounts	Bank accounts opened													x		
	Provide students with email accounts	Email accounts provided to students												x	x		
	Students sign letters of understanding explaining the conditions of the scholarship & the responsibilities of LAU & the student	Letters of understanding signed												x	x		
Objective 2: Recruitment Process																	
Announcement of the Program	Informing MEHE (Ministry for Education and Higher Education)	MEHE informed	completed	x	x												
	Advertising in leading Arabic newspapers	USAP advertised in 3 Arabic newspapers	completed		x	x	x										
	LAU personnel highlighting USAP during their appearances in Lebanese Radio & TV stations	USAP highlighted by LAU personnel	completed		x	x	x										
	Distribute USAP brochures and FA applications to public schools	Admission & F.A. applications distributed	completed		x	x	x										
	LAU Admission officers schedule meetings with public school principals, visit them, & present USAP to their students	Public high schools visited & USAP presented	completed		x	x	x	x									
Designing a USAP Brochure	Develop a USAP brochure	USAP brochure developed	completed		x	x											
	Distribute the USAP brochure to public high schools throughout Lebanon	USAP brochure distributed	completed		x	x	x										
	Send electronic copies of the USAP brochure to LAU alumni & friends	USAP brochure sent electronically	completed			x											
Objective 3: Screening and Selection Process																	
Role of Special Screening Committee	Form the Special Screening Committee	Special screening committee formed	completed				x	x	x								
	Screening committee carries out the first screening of students to have a pool of 260 applicants	260 applicants selected	completed with some modifications					x	x	x							
	Invite the 260 nominated students for tests and interviews	Students are tested and interviewed	On going						x	x	x	x	x				

Annex A: Public High School Visits

