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Lebanese American University

UNIVERSITY SCHOLARSHIP ASSISTANCE PROGRAM - II
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QUARTERLY PROGRESS REPORT

Report number 4

REPORTING PERIOD:

July – September 2012

Mr. Abdo Ghie

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IMPACT SUMMARY AS OF SEPTEMBER 2012

Activity	Indicator	Target unit	Rationale Behind Targets	Baseline	Year I (Oct 2011 to Sep 2012)							
					Target Year I	Q1	Q2	Q3	Q4	Achieved Year I	Comments	
Standard Indicators												
	Number of Host-Country Individuals receiving USG-Funded Scholarships to Attend Higher Education Institutions	scholars	As per agreement		53					53	53	
	Number of Host-country individuals trained as a result of USG Investments Involving Higher Education Institutions	scholars (Total)	As per agreement		53					53	53	
		Male Scholars	Estimate gender split as per USP I		19					18	18	
		Female Scholars	Estimate gender split as per USP I		34					35	35	
Advertisement and Production												
Design Application, Brochure, Website, poster...	Promotional Materials Developed	Number of Promotional Materials Developed		4	4	4				4		
Advertising in leading Arabic newspapers	USP II advertised in 3 Arabic newspapers	Number of Advertisement	4 in each of the three Arabic newspapers	12	12	8	4			12		
LAU personnel highlighting USP II during their appearances in Lebanese Radio & TV stations	Number of media appearances	Media appearances	Generate more publicity for USP II	2	2					0		None of the SDEM management appeared on TV
Distribute the USP II brochure to public high schools throughout Lebanon	USP II brochure distributed	Number of Brochures	Increase coverage and advertisement	4100	7000	5134	1866			7000		

Distribute the USP II brochure to public high schools throughout Lebanon	Number of Public Schools Receiving Brochures and promotional items	Public high schools	Promote USP II directly in schools	238	200	149	90			239	
Admissions officers distribute Admissions & F.A. applications	Number of applications distributed	applications	Facilitate the task of filling the application	970	4500	3707	1238			4945	
Send electronic copies of the USP II brochure to LAU alumni & friends	USP II brochure sent electronically	LAU alumni & friends	USP I covered 8600 address	8600	8500	15949				15949	
Promote USP II award in magazine, Alumni bulletin, president's report and Social Media	USP II Award promoted	LAU magazine, Alumni bulletin, president's report and Social Media	Promote USP II	4	4	1	1			2	LAU Magazine volume 13 and President's report 2011
Recruitment											
LAU Admission officers schedule meetings with public school principals & visit them & present USP II to their students	Number of public high schools visited	Public high schools	Promote USP II directly in schools	238	200	149	90			239	
	Number of Students attended LAU school visits	approximate number of students in the public school	Promote USP II directly in schools	Estimate: 15 students on average / school	3000	10505	5257			15762	Actual average # of students / school is 66
Orientation											
Invite scholars to a special multi-day orientation program given by the USP II:director/coordinator/faculty/ and staff and student mentors/orientation leaders	Number of scholars attending the multi-day orientation program	Number of scholars	The number of recipients of this award is 53	53	53				53	53	
	Number of Orientation Sessions held for USP-II Scholars	sessions	USP II specific orientation and LAU general orientation	2	2				2	2	

Assist in opening bank accounts	Number of scholars assisted in opening bank accounts	Bank accounts	Monthly stipends will be transferred to those bank accounts	53	53				53	53	
Provide scholars with email accounts	Number of Email accounts provided to scholars	Email accounts	Mean to receive updates and remain connected to LAU community	53	53				53	53	
Provide scholars with Laptops	Number of Laptops provided to scholars	Laptops	Every Scholar is entitled for one laptop	53	53				53	53	
scholars 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	The number of recipients of this award is 53	53	53				53	53	
Housing and Other Facilities											
Admit Students to LAU Dorms	Number of Scholars admitted to student housing	scholars (Total)	Estimate: all students will live in LAU dorms	53	53				46	46	
		Male Scholars			19				16	16	
		Female Scholars			34				30	30	
Intensive English and Tutoring											
	Number of Scholars admitted to intensive English - one semester	scholars (Total)	Estimate: all students in 3 years program will take 2 semesters of intensive English		0					7	
	Number of Scholars admitted to intensive English - two semesters	scholars (Total)	Estimate: all students in 3 years program will take 2 semesters of intensive English		33					4	

Academic Formation										
Assign LAU student mentor for every scholars	Number of mentors assigned for the first academic year	Number of mentors	estimate: 1 mentor for every group of 5+ scholars	as per agreement	10				9	9
Advising scholars for registration purposes	Number of scholars advised	scholars	The number of recipients of this award is 53	as per agreement	53				53	53
Extra-curricular Activities and Leadership										
<i>Not Applicable to Year I</i>										
Career Development and Internships										
<i>Not Applicable to Year I</i>										

PROGRESS SUMMARY

Activities	Output	Status	Notes / Justification	Q1			Q2		
				Oct 2011	Nov 2011	Dec 2011	Jan 2012	Feb 2012	Mar 2012
Advertisement and Production									
Design and print a new and comprehensive Admission and Financial Aid application	Produce the application	Completed		x	x	x			
Informing MEHE (Ministry for Education and Higher Education)	MEHE informed	Completed		x	x				
Advertising in leading Arabic newspapers	USP II advertised in 3 Arabic newspapers	Completed			x	x	x	x	
LAU personnel highlighting USP II during their appearances in Lebanese Radio & TV stations	USP II highlighted by LAU personnel	Cancelled			x	x	x	x	
Distribute USP II brochures and FA applications to public schools	Admission & F.A. applications distributed	Completed			x	x	x	x	
LAU Admission officers schedule meetings with public school principals, visit them, & present USP II to their scholars	Public high schools visited & USP II presented	Completed			x	x	x	x	
Develop a USP II brochure	USP II brochure developed	Completed		x	x				
Distribute the USP II brochure to public high schools throughout Lebanon	USP II brochure distributed	Completed			x	x	x	x	
Send electronic copies of the USP II brochure to LAU alumni & friends	USP II brochure sent electronically	Completed				x			
Recruitment									
Select 53 scholars from all applicants	53 scholars selected	Completed							
Create a waiting list of 2 nd tier applicants	Waiting list created	Completed							
Send provisional acceptances to the selected 53 applicants	53 provisional acceptances sent	Completed							
Send final acceptances to the selected 52 applicants	Final 52 acceptances sent	Completed							
Accepted scholars sign anti-terrorist certifications	Anti-terrorist certificates signed by all selected scholars	Completed							
Provide USP II scholars with written confirmation of their scholarship & its details	scholars receive their confirmation letters	Completed							
Orientation									
Organize special multi-day orientation program given by the USP II director/coordinator/faculty/ and staff and student mentors/orientation leaders	Multi-day orientation program organized	Completed							
scholars attend LAU's general orientation program	General orientation program attended	Completed							
Assist in opening bank accounts	Bank accounts opened	Completed							
Provide scholars with email accounts	Email accounts provided to scholars	Completed							

scholars sign letters of understanding explaining the conditions of the scholarship & the responsibilities of LAU & the student	Letters of understanding signed	Completed								
Housing and Other Facilities										
Assign rooms for all scholars who wish to stay in LAU dorms	Rooms Assigned	Completed								
Welcome scholars in LAU dorms	Scholars welcomed	Completed								
Intensive English and Tutoring										
Provide scholars with English tutoring if needed	English tutoring provided (for only 3 years program scholars)	Completed								
Academic Formation										
Split Scholars into small groups and assign an LAU student mentor for each	groups formed and mentors assigned	Completed								
Advise scholars for registration purposes	scholars advised & registered	Completed								
Extra-curricular Activities and Leadership										
<i>Not Applicable to Year 1</i>										
Career Development and Internships										
<i>Not Applicable to Year 1</i>										

Program Summary

1. Duration: the period of the agreement is October 1,2011 to September 30,2016
2. Objectives: LAU to enroll as of fall 2012, 53 academically qualified and financially needy male and female students from both rural and urban areas, representing Lebanon’s diverse confessional makeup.
3. Scope:
 - a. These students may be enrolled in many majors including: Business, Civil Engineering, Communication Arts, Computer Engineering, Computer Science, Economics, Education, Electrical Engineering, Mechanical Engineering, Nursing and Nutrition.
 - b. The award will cover: Tuition fees of up to one preparatory year (applicable for the 3 years program only), Full tuition fees for the duration of the program, Medical Insurance, Book allowance, Student housing, a Monthly Stipend for 11 months per year and a Laptop.
4. Key Activities and Phases:
 - a. Advertisement and production
 - b. Recruitment
 - c. Orientation
 - d. Housing and other facilities
 - e. Intensive English and Tutoring
 - f. Academic Formation
 - g. Extra-curricular activities and Leadership
 - h. Career Development and Internships

Progress during this Quarter – Key Achievements

Extensive advertisement and major efforts were done by the entire team to increase the program awareness and clarify its terms and conditions. In total 1017 applications were received from all over the country. 45% of these applicants were highly qualified and called for test. 160 top students were interviewed and 53 scholars out of them were selected and admitted to LAU campuses Two special orientation days were done to welcome USP scholars and integrate them properly into the university academic and social environment.

Detailed Progress

I- Running LAU Entrance Exams

In order to confirm the English level and give students a second chance, 142 applicants who scored close to 500 on their EEE exam were asked to repeat it on July 7 and July 14. On top of that 9 students applying for the engineering major were asked to submit on the same dates one additional subject of the SE exam because they have earlier submitted the life science test instead of mathematics, physics or chemistry which are more relevant for the engineering major selection.

II - Students Selection and Enrollment

- Students with test results below LAU admission requirements were eliminated.
- LAU called the academically top 148 students for selection and financial aid interviews.
- The aim of the selection interview was to assess applicants’ potential leadership skills, community service activities, social engagement and communication skills.

- To facilitate this task a scorecard was developed and students were graded separately by each committee member. Grades were later consolidated and averages calculated. (Annex I)
- Two selection interviewing committees were formed, one in each Campus.
- The aim of the financial aid interview was to assess and confirm the financial status of each applicant.
- Financial aid interviews were led by the Financial Aid Director of every Campus and were done on the same day of the selection interview.
- Both interviews were held during the period from July 24 to July 31 (July 24, 25, 26 and 27 in Beirut; July 24,26,27,30 and 31 in Byblos).
- In order to improve the gender balance additional 12 male applicants were selected and asked to sit for interviews on August 9
- On Aug 6, the selection committee met and selected 34 applicants for acceptance. The full selection was postponed until after Aug 9 interviews
- On Aug 9, the admission offices called the 34 selected applicants to confirm their acceptance and their success in the official baccalaureate exam. Two out of the 34 confirmed they failed their baccalaureate exam and the remaining ones showed great happiness and relief to be accepted.
- Also on Aug 9, LAU interviewed the additionally selected 12 male applicants.
- On Aug 13, the selection committee met again to select the missing 19 applicants and replace the applicants who failed their official baccalaureate exam.
- On Aug 14 the remaining 21 applicants were called, congratulated and informed about their selection.
- Between Aug 22 and August 27, 6 selected applicants informed us that they were accepted in AUB as well.
- On August 27 and 28, the 53 selected students came to LAU (Annex II) and:
 - a. Signed the official admission letter (letter of understanding) which included the conditions of admission and the requirements to maintain their scholarship.
 - b. Signed the anti-terrorism certification. The original copy is kept at LAU.
 - c. Were informed about USP specific orientation

III – Students Orientation and Registration

USP II students attended 2 types of orientation:

- a **specific orientation** (organized by the Outreach & Civic Engagement unit) which took place on Monday September 10, 2012 and on Saturday, September 29, 2012 as well as their
- **General orientation** (organized by the Deans of Students’ offices in both Beirut and Byblos) which was during the week of September 11-14, depending on the students’ major and class.

Below is a detailed account of how orientation looked like:

- **Monday, September 10, 2012: (Beirut Campus- Business Building 903) USP SPECIFIC ORIENTATION:**

On this day, students received all sorts of information pertaining to the specifics of their grant as well as their rights and responsibilities towards it. They got introduced to USAID and its programs in Lebanon, their contact people at the university, the Outreach and Civic Engagement unit (OCE) which will be in charge of developing their leadership capacities and their well-being, as well as got a chance to ask any questions that they still have regarding the scholarship and LAU in general .

Below was the schedule of the day:

Time	Presentation	Speaker
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8:30 - 9:00	Registration (coffee - tea) (distribution of USP orientation material)	
Introductions		
9:00 - 9:10	Welcome to LAU	LAU President
9:10- 9:20	About Student Development & Enrolment Management at LAU	VPSDEM
9:20-9:45	About USAID and its programs	USAID representative
9:45-10:15	Break and informal mingling with students	
10:15-10:30	Admissions Welcoming - how the students were selected & transition to The Outreach and Civic Engagement Unit	Recruitment and Selection Coordinator – AVPEM
10:30-11:00	Welcoming to the OCE, what it means and its activities	USP Program Director
Grant Specifics and Services		
11:00-11:15	Grant Specifics: Stipend, bank accounts, contact people etc.	Assistant VP for Finance-Budget and Grants
11:15-11:30	Student services (career guidance, student life)	Senior Career Guidance Officer-
11:30-12:00	Dorms (pictures, rules and regulations, what's around them, shuttle services etc.)	Dorms Representative
12:00-12:30	Q&A about the grant and LAU in general	Panel
12:30-1:00	Student Mentors (what they do, introductions)	OCE (outreach and civic engagement office)
1:00-2:15	Lunch with USP II scholars and with student mentors in the cafeteria	
2:15	Group Pictures	

- Tuesday September 11 – Friday September 14, 2012

Students were expected to come on one day for their **general orientation**. The day was determined depending on major and campus. On the day of orientation, students received the LAU orientation package, and their contract sheets. They were initiated to LAU with a movie, a welcoming from the Dean of Students and a presentation that included information as to the different services provided by the Dean of Student's Office, Financial Aid, and outreach and civic engagement services. Moreover the day included an online presentation and hands on training on advising and registration procedures, a session on discovering the major and potential related careers, and a campus tour.

- **Tuesday 18- Friday 21th (Registration for all students including the USP II students):** The USP II students finished their advising/registration during that period.
- **Saturday, September 29 (Byblos Campus- Science 607-608 201) - USP SPECIFIC ORIENTATION Workshop**

Students had in this day a series of team building, leadership and group formation exercises. This was extremely important so as to form a coherent group of students, build a sense of community, create an “ensemble” and initiate them to the program.

The workshop was introduced by the Program Director (executive director of outreach and civic engagement-) and was given by USP and OCE staff with a significant contribution of the USP I students and the USP II mentors and a cohort of OCE student leaders.

Challenges during this Quarter

The main challenges faced in this quarter are:

1- Gender balance: although LAU managed to increase the total number of applicants by 263% versus USP I the gender distribution remained more or less the same:

- USP I total applicants gender split was 36% male; 64% female
- USP II total applicants gender split was 38% male; 62% female

This disproportionate distribution remained throughout all the selection steps and impacted the final selection which is 34% male and 66% female

2- Representation from rural areas: while only 62% of the total applicants' pool was from outside Beirut and Mount Lebanon, LAU took the challenge to keep high representation from these areas and managed to achieve a 55% representation.

Planned Activities for next Quarter

The main activities that will be undertaken during quarter I of Year II are:

- MUN/MAL sign up days: Oct 01-05
- Club Sign Up days: Oct 04-05
- Emerging Leaders Conference- Oct. 20-21
- Beirut Marathon: Nov. 11