

## **PEL Certificate Program and Graduate Course Credit**

### **Q: What is the PEL certificate program?**

A: Through participation in PEL events, and completing writing and reading requirements, PEL members can now receive a certificate in WMD Studies, which includes graduate course credit.

### **Q: How many hours of graduate course credit are earned by completing the certificate program?**

A: Each PEL member who completes the certificate program will have earned six hours of graduate course credit.

### **Q: What activities must I take part in to be eligible for the certificate program?**

A: Members must also take part in a minimum of three in-class daylong group exercises (Summer Immersion and two Winter Workshops) with three post-exercise presentations.

### **Q: Are there other time commitments for the certificate program?**

A: Yes, members must spend about 180 hours of time reading materials in preparation for activities during the three years of PEL membership.

### **Q: How do I register for the certificate program?**

A: All PEL members will be enrolled in "Reducing WMD Dangers: A Program for Emerging Leaders." By the end of their second year in the program, they must notify PEL staff about whether they intend to fulfill the requirements for course

credit and NDU certificate. The PEL Director will establish deadlines for deliverables each program year and notify all PEL members of those dates. If members do not intend to complete the requirements or fail to notify PEL staff about their intentions, they will be administratively withdrawn from the course. But they are still eligible to take part in PEL activities.

**Q: How many contact hours are required for completion of the certificate program?**

A: Members must accumulate a minimum of 90 contact hours in PEL activities. Ninety contact hours will be completed by attendance at the Summer Immersion (40 contact hours), three Winter Workshops (48 contact hours), and at least one seminar or site visit.

**Q: What are the qualitative expectations for my participation in PEL activities?**

A: As future leaders gaining a background in WMD, members must demonstrate their ability to communicate effectively and think critically about WMD-related issues. Since PEL primarily consists of dialogue-based activities, such as seminars, lectures, meetings with senior officials, and in-class exercises, it is important that members are active participants and that they ask probing questions or make comments that add value to discussion. Over the course of three years, members must also take part in a minimum of three in-class day-long group exercises (SI and at least two WW) with three post-exercise presentations.

**Q: How long do I have to complete the PEL certificate program?**

A: PEL members have three years to complete the requirements of the certificate program. They must notify PEL staff about whether they intend to fulfill the requirements for course credit and NDU certificate. If PEL members do not

intend to complete the requirements or fail to notify PEL staff about their intentions, they will be administratively withdrawn from the certificate course.

**Q: What if I am deployed or other job-related responsibilities prevent me from completing 90 contact hours within the three-year time limit?**

A: Members may petition for an extension of up to one year or participate in, make-up activities to supplement missing hours. The petition should be submitted to the PEL Director and should indicate the requested time extension or alternative activities, along with the expected date of completion.

**Q: How will it be determined whether I am granted an extension to complete these hours?**

A: A committee of WMD Center staff will review the petition and accept or decline it based on the existing documentation in the PEL member's file, including but not limited to, overall record of the member's involvement in PEL, excused absence documentation, leave of absence documentation (if applicable), PEL faculty and staff evaluations of the member, and any other applicable documentation available.

**Q: How will my participation be assessed?**

A: Following each PEL event, the PEL staff, in consultation with instructors, presenters and other WMD Center staff, will note individual contributions to the learning objectives of the activity. A WMD Center panel will be presented with the overall assessment of the member's participation and ability to grasp and orally communicate ideas about WMD-related issues at the end of each program year.

**Q: What written items must be submitted to be granted the certificate?**

A: Members must submit two written deliverables:

- 1) A two-page essay about leadership in the realm of WMD is required. This can either summarize lessons taken from PEL, or it can be original commentary.
- 2) Members have an option to submit a portfolio of summaries or responses to PEL activities and learning objectives or an original research or analytical paper about a specific WMD challenge. Portfolios must consist of one essay per PEL event attended. Combined the essays should be 15 pages in length and should summarize the main themes and lessons the member took away from the activity.

**Q: What are the expectations for a research or analytical paper?**

A: The research or analytical paper should be 15 pages in length and address a major WMD challenge raised during one of the PEL activities during their three-year period of enrollment in the program. All paper topics must be submitted in proposal format to the PEL Director for review and approval. The paper should critically and strategically assess the WMD challenge, placing it in a broader security context, addressing policy options, and making policy recommendations.

**Q: Do paper topics need to be approved in advance?**

A: Yes, topics must be turned in for approval by the PEL Director no later than 1 October of the member's third year.

**Q: When are written items due?**

A: Written materials must be submitted no later than March 15 of the same academic year unless the member has been granted an extension.

**Q: How will written items be evaluated?**

A: The quality of each portfolio or paper will be assessed by PEL staff and at least one additional CSWMD staff member. Written deliverables will be graded as pass or fail and returned to the members. Passing materials will fulfill the written requirement.

**Q: What if my paper receives a failing grade?**

A: Members who earn a failing grade on their submissions will not be allowed to re-submit a revised version of their initial submission but will have an opportunity to submit a paper on a different WMD topic that must be approved by the PEL director. If the second original paper fails to meet the standards of a passing grade, the member will not receive a Certificate or Course Credit.

**Q: What if I am deployed or other job-related responsibilities prevent me from completing the course requirements in three years?**

A: The inability to participate in PEL activities due to extenuating circumstances (e.g. extended TDY, active duty deployment, etc.) is permitted; however, members *must* submit reasons for extended non-attendance or non-participation to PEL staff. Failure to attend activities for a full program year without advance justification, communication to, and approval from PEL staff may result in disenrollment.

| 90 Minimum Contact Hours   | Active Participation and Learning  | Written Deliverables  | Online Distance Learning Module <sup>1</sup>   |
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| <ul style="list-style-type: none"> <li>● 40 hours summer immersion (SI)</li> <li>● 50 hours of combined WW and SS/SV</li> <li>● Anticipated 180 hours of preparation time</li> </ul> | <ul style="list-style-type: none"> <li>● Minimum of 3 in-class day-long exercises (SI and at least 2 WW)</li> <li>● 3 post-exercise group presentations</li> <li>● In-class discussion during seminars/lectures</li> </ul> | <ul style="list-style-type: none"> <li>● 2-page essay on leadership in WMD realm</li> <li>● 15-page original research/analytical paper or journal of 1-page summaries or responses to PEL activities and learning objectives</li> </ul> | <ul style="list-style-type: none"> <li>● Combined with reading materials in preparation for SI</li> <li>● Anticipated 4 hour module with 8 hour reading preparation</li> <li>● Build and test knowledge of core WMD concepts, definitions, and historical context</li> </ul> |

<sup>1</sup> Envisioned supplement to required readings. This is not part of current requirements.