Capitol Hill Internship Program Spring 2016
(GVPT 377/GVPT376)

Program Description

The Capitol Hill Internship Program enables students who work in a Congressional Office to receive college credit. Students are expected to work 18-20 hours per week for one semester and attend a weekly seminar in order to complete the program. Students will earn a total of nine credits for the internship and seminar. The seminar, GVPT377, comprises three of the nine credits and counts as an upper-level GVPT course for the major. The practicum, GVPT376, fills the remaining six credits and is graded on a satisfactory/fail basis, thus DOES NOT count toward GVPT or any other course requirements. GVPT376 will only count as elective credits toward your 120 credits needed for graduation.

Program Requirements

The Capitol Hill Internship Program is highly competitive. Applications are evaluated on an individual basis and simply meeting the requirements does not guarantee admittance into the program. While having an internship secured prior to submitting your application is certainly an advantage, not having one does not automatically exclude you from gaining admission into the program. If this is the case, email CAPC Coordinator, Christian Hosam, at chosam@umd.edu to schedule a meeting as soon as possible.

CAPC requires the following prerequisites (see CAPC Coordinator to discuss any potential overrides):
1. Registration as a GVPT major
2. Junior or Senior status (60 credits or more)
3. An overall GPA of 3.0 or higher

*GVPT students are eligible for a maximum of two experiential learning options. (Maryland Internship Program, Capitol Hill Internship Program, Public Policy Internship Program, Independent Study, Mock Trial, etc.) Please make sure that you will not exceed this limit when applying for the program. You may direct any questions regarding this policy to gvptadvising@umd.edu.

Program Application

The following materials are required for the application (recommended deadline December 18th 2015):

1. Applicant Intake Form (see next page)
2. Cover Letter with name, major, class standing (JR or SR), UID, and contact information
3. A current unofficial transcript
4. One-page resume of your educational and employment background. Relevant courses and educational experiences should be emphasized
5. A writing sample, such as a short paper (five pages)
6. A list of Members of Congress, Congressional committees, party leadership organizations, or caucuses for whom you wish to work and a brief explanation of why each office was listed. You need between 6-12 options. Consult a recent edition of Politics in America or The Almanac of American Politics (available in McKeldin Library) in order to make an informed decision about the offices you list.*

* - this is only required if you do not have an internship previously secured

Admittance to the Program

Students will be notified of their acceptance to the program via email. GVPT 388I meets on Mondays from 6:30pm-9:15pm for the Spring 2016 semester. Students will be contacted by the CHIP instructor prior to the beginning of the course. Questions about the application and registration process should be directed to Christian Hosam at chosam@umd.edu.
### Internship Applicant Intake Form

Name: ___________________________  
UID: ___________________________  
Email: ___________________________  
Phone: ___________________________

**STUDENTS:** Please answer the following questions carefully and thoroughly with your internship supervisor. You should include your assigned responsibilities and what you plan to learn from the internship experience. Your internship supervisor should sign the form below. Be sure to include with this your completed application materials and return it to Christian Hosam in 1127C Tydings Hall as soon as possible.

<table>
<thead>
<tr>
<th>Internship Site:</th>
<th>Internship Site Address:</th>
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<tbody>
<tr>
<td>Division (if applicable):</td>
<td></td>
</tr>
<tr>
<td>Start Date:</td>
<td>End Date:</td>
</tr>
<tr>
<td>(Please list month, day, and year)</td>
<td></td>
</tr>
</tbody>
</table>

**Hours per week:** _____  
**Total hours for entire semester:** _____

Where will you be interning and what will be your responsibilities?

What do you expect to learn from this experience? How is this internship related to your academic goals? Why is this internship specifically suited to your personal and professional advancement? (Complete separately - 250-500 words)

**SUPERVISORS:** By signing below you confirm the details of the internship (hours per week, start date, etc) as well as the responsibilities of the internship.

<table>
<thead>
<tr>
<th>Site Supervisor</th>
<th>Student Signature</th>
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</thead>
<tbody>
<tr>
<td>Site Supervisor Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

Is a security clearance required for this position? ____ (Y/N)  
If yes, has it been approved? ____ (Y/N)

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For Internal Use Only:  
**DATE RECEIVED:** _______________  
**GPA:** ___  
**Credit:** ___ □  
**Advising Approval:** ___ □  
**Program Approval:** _____________________