**Public Policy Internship Program Fall 2016**
(GVPT 388I/GVPT386)

**Program Description**

The Government and Politics Public Policy Internship Program enables students to work in local, state, national, regional, or global political institutions and receive college credit. Students are expected to work 9 - 20 hours per week over the summer and attend a weekly seminar in order to complete the program. Students can earn a total of six or nine credits for the internship seminar. The required seminar (GVPT388I) comprises three of the credits, is graded on a regular basis, and counts as an upper-level GVPT course for the major requirements. The on-site work or practicum (GVPT386) fills the remaining three or six credits (students must work between 9-17 a week for the semester for 3 credits or between 18-20 hours a week for the semester for 6 credits) and is graded on a satisfactory/fail basis. The practicum does not count toward GVPT requirements but will be counted towards the total 120 credits needed for graduation.

**Program Requirements**

The Public Policy 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. Please turn in your application if you are sure that you want to participate and are still in the process of finding an internship. 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. (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 gvpadvising@umd.edu.

**Program Application**

The following materials are required for the application electronically (priority deadline May 1st, 2016. Applications will be accepted after this date to accommodate students who find internships over the summer but space is only guaranteed for accepted applicants who turn in their applications by 5/1):

1. Application 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. A copy of a one-page resume of your educational and employment background. Relevant courses and educational experiences should be emphasized.
5. A short writing sample (roughly five pages) - Submit a copy of a paper that you are proud of. It does not have to be from a GVPT course.

**Admittance to the Program**

Students will be notified of their acceptance to the program via email. Students will be contacted by the PPIP instructor prior to the beginning of their seminar 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.

Internship Site: ___________________________ Internship Site Address: ___________________________

Division (if applicable): ___________________________ Internship Site Address: ___________________________

Start Date: ___________ End Date: ___________ (Please list month, day, and year)

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.

_________________________ ______________________
Site Supervisor Student Signature

_________________________ ______________________
Site Supervisor Signature Date

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

For Internal Use Only:
DATE RECEIVED: ________________
GPA ___ Credit ___ □ Advising Approval ___ □ Program Approval __________________________