



CAPC Internship Program Fall 2017

Application Deadline: September 1st

The Center for American Politics and Citizenship (CAPC) Internship Program enables students interning in local, state, regional, and national political or policy institutions to receive college credit for their internship experience. Students are expected to intern 9 - 20 hours per week over the semester and attend a weekly academic seminar in order to participate in the program.

Program Description

The CAPC Internship Program is a one-semester, two-course program. The first course, **GVPT388W *Experiential Learning: Maryland, Public Policy, and Beyond***, is a 3-credit academic seminar which may be used towards the GVPT major requirements*. GVPT388W is a blended learning course (with online and in-person components) designed to help students develop an understanding of how their internship connects to the greater policy and governing process.

The second course in the program, **GVPT386 *Experiential Learning***, is a pass/fail course that awards general elective credit for the hours spent interning. GVPT386 may **not** be used towards the GVPT major requirements; however, the credits will count towards the 120 credits required for graduation and are counted in the overall semester credit total. Students can earn 3 or 6 general elective credits under GVPT386 depending on internship hours:

- 9-17 hours/week: 3 elective credits
- 18+ hours/week: 6 elective credits

**The GVPT Department allows students to count a maximum of 6 credits of graded experiential learning courses towards the GVPT major requirements (e.g., internship, independent study, and mock trial). Students should confirm experiential learning course applicability with a GVPT academic advisor prior to enrolling. Contact gvptadvising@umd.edu for assistance.*

Program Eligibility

Admission to the CAPC Internship Program is competitive; meeting the eligibility requirements does not guarantee admittance into the program. Students who are certain they wish to participate in the program may submit their application for consideration while still searching for an internship. Permission to register for the program courses will be granted only after an internship has been secured.

Eligibility Requirements:

1. Registration as a GVPT major
2. Junior or Senior status (60 credits or more)
3. An overall GPA of 3.0 or higher



Program Application Checklist

The following materials must be submitted **no later than September 1st**. Students are strongly encouraged to submit application materials well before the deadline to ensure they have time to find an alternate course if not admitted into the program.

1. CAPC Internship Program Applicant Intake Form (see next page, required of all applicants)
2. Cover letter with name, major, class standing (JR or SR), UID, and contact information
3. A current unofficial transcript
4. Name and contact information of one academic or professional reference (may be a current or former professor or supervisor).
5. A one-page resume of your educational and employment background. Relevant courses and educational experiences should be emphasized.
6. A short writing sample (roughly five pages). Suggestion: submit a copy of a paper that you are proud of; it does not have to be from a GVPT course.

Submit application materials to Karmin Cortes, GVPT Assistant Director, via email at kcortes@umd.edu using subject line: CAPC Fall 2017 Application – YOUR NAME.

Acceptance to the Program

Students will be notified of their acceptance to the program via email. Questions about the application and registration process should be directed to Karmin Cortes at kcortes@umd.edu.

