



CENTER FOR AMERICAN POLITICS & CITIZENSHIP

CAPC Internship Program

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 course credit for their internship experience.

The CAPC Internship Program is a one-semester, two-course program in which students will develop an understanding of how their internship connects to the greater policy and governing process.

Students enroll in the following courses:

- **GVPT388W Experiential Learning: Maryland, Public Policy, and Beyond** - A 3-credit academic seminar that can be used towards the GVPT major requirements
- **GVPT386 Experiential Learning** - A pass/fail course that awards general elective credit for the hours spent interning; it cannot be used towards GVPT major requirements
 - The credits count towards the 120 credits required for graduation and the overall semester credit total
 - If you work 9-17 hours/week you earn 3 elective credits
 - If you work 18+ hours/week you earn 6 elective credits

Requirements

- Registration as a GVPT major
- Minimum 3.0 GPA
- Minimum 60 credit hours
- Students cannot have earned credit previously for the internship
- Unrelated to any political campaigns - CAPC policy does not allow students to earn academic credit for political campaign opportunities
- GVPT allows a maximum of 2 experiential learning courses to count towards the major requirements. If you have already taken 2 experiential learning courses (previous internships, independent study, Mock Trial) you can still choose to enroll in a third experiential learning course and count it as general elective credit, but not towards major requirements.

Admission to the CAPC Internship Program is competitive and meeting eligibility requirements does not guarantee admittance to the program.

Benefits

- Receive course credit for the hours worked at your internship
- Receive 3 course credits towards GVPT major requirements
- Network with other students in similar internships
- Learn how to market your internship on your resume and in job interviews
- Develop relationships with professionals who can serve as references for future employment opportunities

Time Commitment

- Students are expected to intern between 9-20 hours per week during the semester
- GVPT388W is a weekly academic seminar that is a blended learning course with online and in-person components. In-person class dates will be announced at a later time. Students must be able to in-person class dates to participate in the program.
- There are no class meetings for GVPT386; you are simply earning credit for the hours spent working at your internship

Application Materials

- Completed CAPC intake form. *Note: If you are unable to obtain your supervisor's signature in a timely manner you may apply without it as long as you provide contact information for your supervisor*
- A cover letter detailing what you hope to gain from your internship and how it fits into your future career goals and relates to government and politics. The letter should also include contact information, major, class standing, UID, and contact for one academic or professional reference
- A current unofficial transcript
- One-page resume highlighting previous employment or internships and relevant courses
- A short writing sample, less than 2 pages, that illustrates your research, analysis, and critical thinking skills. An example could be an excerpt of a paper you've written for class. Please provide a header that gives the context of the sample (i.e. research paper written for state and local government class)

Deadline

The application deadline is 5 PM on February 4, 2019. Late applications will not be accepted. Applications are reviewed on a rolling basis; it is recommended to submit your application early as space is limited.

Submit application materials to Rachel Vierling, CAPC Coordinator, via email at rvierlin@umd.edu using subject line: CAPC Spring 2019 Application - YOUR NAME. Students will be notified of their acceptance to the program via email.



CAPC Internship Program Applicant Intake Form

Name: _____

UID: _____

Email: _____

Phone: _____

Internship Site: _____

Division (if applicable): _____

Internship Site Address: _____

Start Date: _____
(month/date/year)

End Date: _____
(month/date/year)

Hours per week: _____

Total hours for entire semester: _____

Please answer the following:

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

To be completed by the internship site supervisor:

Supervisors, by signing below you are confirming the internship dates, weekly hours, and position responsibilities as noted above.

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

Supervisor Name

Supervisor Signature

Date

Student Signature

Date