APPLICATION
2015 WINTER TERM CONGRESSIONAL INTERNSHIP

DEADLINE: Tuesday, October 7th by 12:00 noon
Politics Department, Rice 216

Name___________________________ OCMR_____ Phone_________ Age_____________

Class: 1 2 3 4 Major__________ E-mail__________________________________________

Computer skills:_____________________________________________________________

Hometown:_________________________________________________________________

House Representative and Senators (your home district):
___________________________________________________________________________

Please answer these questions on another sheet:

1. Why would you like to do this internship?

2. Have you had any college-level course work in American politics? If so, what?

3. Have you had any political experience? If so, what?

4. Have you had any experience working in offices before? If so, what?

5. Please list, in order of preference, five Congressional offices in which you would like to be placed. If you don’t know where you’d like to work, check Senators’ and Congresspeople’s websites to determine their committee assignments and particular interests. We cannot guarantee placement in any office, but will try to accommodate you.

6. Do you have particular substantive policy (education, healthcare, etc.) interests? If so, what are they?

7. Describe a situation in which customs, practices, and appropriate behavior were new to you. How did you adjust, and what did you learn?

8. Describe a situation in which your observational skills and sensitivity to subtle facts were tested.

9. Will you need to find housing (If you cannot prevail upon parents of friends, family, or alumni you know to house you)?

10. Please provide the name of the faculty member you have asked to write a recommendation in support of your application.
As part of your application, please also submit the following:

1. A one-page resume

2. Two typed letters of the sort that a Member of Congress might send to a constituent in response to the constituent’s letter. One letter supports the view of the constituent; one does not. Below is the letter to which you should respond. No letter should exceed one page.

Dear Representative:

Let’s get rid of all the red tape and bureaucracy involved in so-called environmental regulations. A person has the right to buy, sell, or use his property as he wishes whether or not it is swampland. We should not be putting plants, animals and birds ahead of people. What are you doing to protect property rights against the radical environmentalists?

A Constituent

3. One letter of recommendation must be submitted using the form on the following page. You should ask a faculty member or staff member who has known you at Oberlin. The letter should be sent directly to the Politics Department, Attention: Congressional Internship, Rice 216, 10 North Professor Street, Oberlin, OH 44074-1095. It must arrive by no later than Tuesday, October 7th by 12:00 noon in the Politics Department, Rice 216.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.
RECOMMENDATION: CONGRESSIONAL WINTER TERM INTERNSHIP

To the writer of the recommendation:___________________________________________________

Please submit this page with your evaluation. You may write on this page or another, but comments should not exceed 400 words. We ask you to convince us of the maturity, competence, and responsibility of the applicant. Please submit to: Politics Department, Attention: Congressional Internship, Rice 216, 10 North Professor Street, Oberlin, OH 44074-1095.

*Recommendation must arrive by Tuesday, October 7th, 2014 @ 12:00 noon. Thank you.

Name of Applicant:______________________________________________________________

Writer of Recommendation:______________________________________________________

(print name)

Writer of Recommendation:______________________________________________________

(signature)

*Your signature above attests to your acknowledgment that this recommendation will be read by the student intern coordinator, Hazel Crampton-Hays, and by Congressional or other offices considering placement of the individual recommended.
WINTER TERM 2015
CONGRESSIONAL INTERNSHIP
WASHINGTON, D.C.

The Department of Politics invites you to apply for an internship during Winter Term in the office of a member of Congress.

THE INTERNSHIP EXPERIENCE. Your duties as an intern will depend somewhat upon the office in which you are placed. Interns typically respond to constituent mail, answer the phone, file, photocopy, run errands, attend hearings, and assist staffers with individual projects. Opportunities for more substantive work also exist, depending upon your experience, ability, enthusiasm and willingness to take the initiative. In any case you will learn how Congressional office work gets done and you will learn a lot about the political atmosphere of Washington.

THE APPLICATION PROCESS. The application is appended to this information sheet, and also available in the department office, Rice 216 and also on the Politics Department website. The completed application, with a reference letter from a faculty member submitted independently, must be submitted to Rice 216 by Tuesday, October 7th at noon. The applications will be considered by members of the Politics Department and the Intern Coordinator. Applicants may be invited to short interviews as part of the application screening process. By applying for this program, you are committing yourself to accepting the internship if you are accepted and placed. If you have second thoughts, you must withdraw prior to Fall Break.

During Fall Break, the Coordinator, Hazel Crampton-Hays, will present the successful applications to Congressional office staff in Washington, seeking intern placements. Since your application will be the major item for the staff to consider, please be sure that it is neatly, fully, and carefully filled out.

If you have a preference for a particular Congressional office or issue area, we will try to accommodate you. However, we can't guarantee that you will be placed in your office of choice. We have found that the success of an internship is largely independent of the specific office in which one works, and we try to place students in offices that have already established good relationships with our program. It may happen that after we tentatively place you, the Congressional office will ask you to fill out its own application or arrange a phone interview with you; if this occurs, please submit their application promptly! After Fall Break we will notify you whether you have been placed and in what office. After the placement has been made there will be a meeting of interns to convey further information and answer questions. We may also try to arrange one or two group activities for interns in Washington.

NOTE: WE UNDERTAKE AN OBLIGATION TO CONGRESSIONAL OFFICES BY PLACING YOU. WE EXPECT YOU TO ACCEPT YOUR PLACEMENT. IF YOU ARE NOTIFIED THAT YOU ARE ACCEPTED INTO THE PROGRAM, DO NOT FIND ANOTHER WINTER TERM PROJECT!

COMPLETING THE INTERNSHIP. When you receive notice of your placement, it is YOUR responsibility to contact the staff person in charge of internships in the office in which you are placed, and to make arrangements concerning your arrival, etc. You must be committed to the full Winter Term (3 1/2 weeks). We expect that you will complete your assignments conscientiously and cheerfully, following the political judgments of your employer rather than your own. Do not tarnish the good reputation we have developed with these Congressional offices!

You must register for Winter Term. (This is a group, off-campus, full-time project.) You will not receive credit for your internship unless you register. Your sponsor is Chris Howell, Politics Department CRN 1776. In addition, after completing your internship, you must turn in a 1-2 page evaluation of your internship to Professor Howell in order to receive Winter Term credit. You will be given an evaluation form for your internship supervisor to complete and return to the Politics Department.

HOUSING. It is your responsibility to find housing in Washington during the month of January. The Career Center, located in Stevenson Hall, Longman Commons, is available to aid in this process. Students are encouraged to stop by during “drop-in hours” Monday-Friday 3:00-5:00 p.m. Peer advisors are available to discuss strategies for obtaining housing during Winter Term.

If you have questions, contact Hazel Crampton-Hays at hazel.crampton-hays@oberlin.edu or Chris Howell, Department Chair, at chris.howell@oberlin.edu.