WINTER TERM 2016
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. Applications are 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 6th 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, AMELIA GALLAY, 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 Eve Sandberg, Politics Department CRN 1778. In addition, after completing your internship, you must turn in a 1-2 page evaluation of your internship to Professor Sandberg 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 Amelia Gallay at amelia.gallay@oberlin.edu or Eve Sandberg, Department Chair, at eve.sandberg@oberlin.edu.