

Capitol Hill Internship Program Spring 2012 (GVPT 377/GVPT376)

Program Description

The Capitol Hill Internship Program enables students who work in a Congressional Office to receive college credit. Students are expected to work *18-20 hours per week* for one semester and attend a weekly seminar in order to complete the program. Students will earn a total of nine credits for the internship and seminar. The seminar, GVPT377, comprises **three** of the nine credits and counts **as an upper-level GVPT course** for the major. The practicum, GVPT376, fills the remaining six credits and is graded on a **satisfactory/fail basis**, thus DOES NOT count toward GVPT or any other course requirements. GVPT376 will only count as elective credits toward your 120 credits needed for graduation.

Program Requirements

Although the following is only recommended, students who meet or exceed these requirements are given priority admittance in the program.

1. Registration as a GVPT major
2. Junior or Senior status (at least 60 cumulative credits earned)
3. An overall GPA of 3.0 or higher (GPA in GVPT courses especially important)
4. B or better in GVPT473 (Legislatures and Legislation).

**GVPT students are eligible for a maximum of two experiential learning options. (Maryland Internship Program, 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 advising@gvpt.umd.edu.*

Program Application

Submit the following to the GVPT Advising Office by **Friday November 18th, 2011**. Applications can be left with Jacqueline Johnson in 3104B Tydings Hall or placed in the Advising mailbox in 3140 Tydings Hall.

1. Cover Letter with name, major, class standing (JR or SR), UID, and contact information
2. A current unofficial transcript
3. One-page resume of your educational and employment background. Relevant courses and educational experiences should be emphasized
4. A writing sample, such as a short paper (five pages)
5. A list of Members of Congress, Congressional committees, party leadership organizations, or caucuses for whom you wish to work and a brief (one or two sentence) explanation of why each office was listed. You need between 6-12 options. Consult a recent edition of Politics in America or The Almanac of American Politics (available in McKeldin Library) in order to make an informed decision about the offices you list. If you contact these offices before you have been accepted into the program, please make a note of it.

Admittance to the Program

Students will be notified of acceptance to the program via email. **Those who have been admitted will be REQUIRED to attend an orientation meeting on Monday November 28th at 6:30pm in Tydings 0101.** Placement, course registration, and strategies for arranging an internship will be discussed at this orientation. *Please note that acceptance into the program does not guarantee placement in an internship. Students are expected to apply for internships on their own; however, you do not need to secure an internship in advance before applying.*

GVPT377 meets on **Mondays from 6:30pm-9:15pm** for the Spring 2012 semester. Questions about registration and application process should be directed to Jacqueline Johnson at johnson2@umd.edu.