

Capitol Hill Internship Program Spring 2007 **(GVPT 376A/GVPT377A)**

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 (GVPT377A) comprises three of the nine credits and counts as an upper-level GVPT course for the major. The practicum (GVPT376A) fills the remaining six credits and is graded on a satisfactory/fail basis, thus DOES NOT count towards GVPT or any other course requirements. GVPT376A will only count as elective credits towards 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
3. An overall GPA of 3.0 or higher (GPA in GVPT courses especially important)
4. B or better in GVPT473 (Legislatures and Legislation)

Program Application

Submit the following to the GVPT Advising Office by **Friday, October 13, 2006** for the Spring Semester. Applications will be accepted after that date if there is still space in the program. Applications can either be left with Karmin Cortes in 1147 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 transcript (may be unofficial)
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 October 30, 2006 at 6:30PM.** 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 and students are expected to apply for internships on their own. The department does provide assistance for students admitted into the program. The Capitol Hill program is only offered during the Fall and Spring semesters and is only for students who wish to have an internship in a congressional office. Please see an advisor for other academic credit internship opportunities

GVPT377A meets Mondays at 6:30PM-9:15PM for the Spring 2007 semester.