

University of Melbourne
2010 Uni-Capitol Washington Internship
US Congress, Washington DC, USA

Information Sheet for Politics Students
2010

IMPORTANT: Applications MUST arrive by 1 June 2009. NO extensions of time!

Politics students (Public Affairs Internship): The completed Application for the Washington Internship, with all documentation must be submitted to Tom Davis (tdavis@unimelb.edu.au) both electronically and in hard copy by **Monday 1 June 2009**.

All material will be forwarded by Dr Davis, in collaboration with Ms Miranda Stewart in the Law Faculty, to the Director of the Internship Program in Washington and ultimately to a congressional office in the event that a specific placement is proposed by the Director and accepted by the student. It is the congressional office that makes the final acceptance decision.

To be eligible to apply, students must participate in an essential preselection process run by Melbourne University on Friday 1 May 2009. See below.

Melbourne politics students who are Australian citizens (or dual citizens) are eligible to participate in the 2009 Capitol Washington Internship program. Participation in this Internship **must be** credited towards the politics subjects Public Affairs Internship or the Executive Internship.

The Capitol Internship runs for 8 weeks from (To Be Confirmed) Friday 1 January 2010 to Friday 29 February 2010.

Interns work full time with the Placement Provider in the US Congress. They perform administrative and substantive duties and receive unique access and educational perspectives into the US Congress. The Internship Program ran very successfully in 2008, with three politics students from Melbourne University being selected as interns.

Aside from this document, there are two other essential documents for politics students who wish to apply for the Capitol Washington Internship program. All documents are available for download from the School of Social and Political Sciences website:

<http://www.ssps.unimelb.edu.au/study/politics/ugrad> .

Uni-Capitol Washington Internship Programme 2010 Guide

Application Form 2010

Selection into a Washington Internship Placement is made by the Director of the Internship Programme in Washington and ultimately by Placement Providers, not by Melbourne University. We cannot guarantee you a place in the Internship Programme.

Criteria for Internship. There are no set academic or other credentials required for application to the Internship. However, the selection process for the Internship is comprehensive and demanding. This ensures that successful applicants are placed with the Placement Participant office that will provide the best “fit” and internship experience for you.

Research. After reading carefully all of the essential documents and the Application Form, you should research the list of Placement Providers in the *UCWIP 2010 Guide* and begin to consider why you want to do the Internship and your preferences for internship placement. Your starting point should be the webpages of the US House of Representatives, <http://www.house.gov/Welcome.html>, and the US Senate, <http://www.senate.gov/index.htm>. You could also investigate media and other sources to find out about the Placement Providers. **It is up to you to find out about the Placement Providers; the more you know, the better placed you are to prepare a successful Internship application.**

Public Affairs Internship & Executive Internship. You must be eligible to take either the Public Affairs Internship or the Executive Internship if you wish to receive credit towards your University of Melbourne degree for the Washington placement. You should complete your enrolment for whichever politics internship subject you are eligible at least one week prior to departing for your Washington placement. More detail on the Public Affairs Internship is available online at <http://www.ssps.unimelb.edu.au/study/politics/ugrad>, and on the Executive internship online at <https://app.portal.unimelb.edu.au/CSCApplication/view/2009/166-453>.

Accommodation is arranged for Interns by the Director of the Washington Internship program. Students share furnished serviced flats in a location convenient to the Capitol. This often involves sharing a room with another Intern. You must be able to demonstrate sufficient maturity to live in close quarters with other Interns for the duration of the internship. Internship accommodation will be available from **late December 2009**.

Visas. Students should liaise with the Melbourne Global Mobility office at the University of Melbourne. Stuart Hibberd is the Manager, Education Abroad Student Programs and has a package of material that will assist you through the Visa process. Visa applications are normally required by **late September 2009**. Stuart's email is stuarth@unimelb.edu.au. Usually, interns must obtain a **J1 visa**.

Cost. We are advised that estimated living, traveling and other expenses for the Internship may range up to AUD \$15,000. Successful applicants are eligible to apply for some funding to support you during the Internship Program. Students should be creative in considering a variety of sources of funding. The first place you should look at are Melbourne Global Mobility Scholarships.

- For information on Melbourne Global Mobility Scholarships see <http://www.mobility.unimelb.edu.au/outgoing/funding-scholarships/study-abroad-funding.html>. The University can provide funding assistance, to a maximum of AUD \$2,500, on a discretionary basis, to successful Applicants. An application form must be completed.

Application Process and Key Dates

1. **Melbourne University Pre-selection:** You must prepare a draft Basic Statement setting out why you wish to participate in the Internship Program, in no more than a single page (see Section 2 of the Application Form). Politics students must submit your draft Basic Statement by email to Tom Davis at tdavis@unimelb.edu.au, by 5pm on **Thursday 30 April 2009**. Include your name, student number and email address.

If Step 1 is not completed, you will not be eligible to apply for the Internship.

2. **Information Session, Friday 1 May 2009, 11.00am, Room G08, Ground Floor, Melbourne Law School.** A telephone hookup information session will be held with Eric Federing, the Director of the Internship Program in Washington and with former Washington Interns. This Information Session is **strongly recommended**. You should attend if at all possible. It will not be recorded.
3. **Application.** Complete the detailed Application Form including all attached documentation. Instructions are on the Application Form.
4. **Submit** the Application Form with all documentation to Tom Davis, both electronically and in hard copy by end of **Monday 1 June 2009**. Your application will be forwarded to the Director of the Internship Program in Washington. **There is NO extension of time allowed.**
5. **Decision.** The Director of the Internship Program will make a decision concerning your application by **mid-July 2009**.
6. **Enrolment** in *Public Affairs Internship* or the *Executive Internship* occurs after you have been successful in obtaining an Internship placement. The enrolment form should be completed by **one week** before your departure for your Internship. Usually, you would enroll in the subject for the semester immediately following the Internship (i.e. Semester 1, 2010). The subject application form can be obtained from the Politics Office, Level 4, John Medley West.
7. **Funding.** Successful applicants can apply for a Melbourne Global Mobility Scholarship. Application forms must be submitted by late August 2009. Contact the Melbourne Global Mobility Office to confirm the due date and for application forms.
8. **Visa.** It is your responsibility to obtain the necessary visa for entry to the US. You must liaise with the Melbourne Global Mobility office and the Director of the Program. This process should be commenced no later than September 2009. **The deadline for visa processing and applications is not negotiable.**
9. **Accommodation.** Internship accommodation will be available from **late December 2009**. The Director of the Internship Program in Washington will inform you of the precise dates after the application process.
10. **Insurance.** As successful interns complete a subject for credit with Melbourne University, they are eligible to be covered by University travel insurance for the period that they are in the United States. **Students must liaise with Melbourne Global Mobility and complete all appropriate documentation to ensure that they receive this insurance cover.**