IMPORTANT: Applications MUST arrive before 3 pm/COB Monday 26 May 2014 NO extensions!

For credit in Politics/International Studies (POLS30003, POLS90009, PPMN90039 Internship): The completed application with all documentation must be submitted both:

1. Hard copy: Attention Belinda Price, Melbourne Global Mobility, John Smyth Building, University of Melbourne, Parkville 3010, during office hours 11am - 3pm; and
2. Electronically to Belinda bprice1@unimelb.edu.au before 3 pm on Monday 26th May 2014.

STATE “2015 WASHINGTON CONGRESS INTERNSHIP” IN THE EMAIL SUBJECT LINE

The hard copy of all applications and supporting documents will be forwarded by the Melbourne Global Mobility office 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 decision. The Law and Politics advisors will review the applications also and provide their review to the Director to assist in his assessment of the Melbourne University applications.

The University of Melbourne Capitol-Washington Internship Program runs from Monday 5th January – Friday 27th February 2015.

Melbourne politics students who are Australian citizens (or dual citizens) are eligible to participate in the 2015 Capitol Washington Internship program. 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 has run very successfully more than 10 years. There have been between two and four Interns, out of a total of 12, from Melbourne University but it is fair to say that the competition is stronger these days. Selection into a Washington Internship Placement is made by the Director of the Internship Program in Washington and ultimately by Placement Providers, not by Melbourne University. We cannot guarantee you a place in the Internship Program.

Internship Subject: Students must be eligible to take the POLS30003, POLS90009 or PPMN90039 internship. Participation in this Internship must be credited towards an internship subject. Refer to the Handbook for eligibility criteria, the subject application form and all other requirements are set out. You should read the subject Handbook information carefully before contacting the Internships Coordinator, Dr Lea Campbell, with any questions.

Criteria for Internship. You must be eligible to undertake one of three internships run by the School of Social and Political Sciences, i.e. Public Affairs Internship, Executive Internship or International Relations 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. 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.

Quality of your application. It is very important that you prepare a complete, well edited and well presented application for this Internship; not doing so may seriously affect your chances of success.
Attendance: The information session with the Director of the Internship Program in Washington DC and former interns is strongly recommended if you wish to write a successful application and because the competition is now even stronger we also offer an additional coaching session:

US Telebriefing with Eric Federling, Director/Founder of the Uni-Capitol Washington Internship Programme
This information session is essential for all interested applicants.
Thursday, May 1st 2014, 10.30 am to 12:15 pm, Theatre 106, Melbourne Law School, 185 Pelham Street (enter via Pelham St. Upstairs to first floor)

Application coaching session with US-Expert Assoc Prof Timothy Lynch, Graduate School of Humanities & Social Sciences
Due to the high expectations a coaching session with Q & A will be held for students wishing to write quality applications.
Thursday, 8 May 2014, 1.00 to 2.00pm, Old Arts, Cecil Scutt Coll Learning Space Room 227

Research. After reading carefully all of the essential documents, i.e. the Application Form, the UCWIP guide and the Information letter you should research the office list of Placement Providers in the UCWIP 2015 Guide and begin to consider why you want to do the Internship and nominate your office preferences (up to four) for the 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. You can familiarise yourself with UCWIP on https://www.facebook.com/UCWIP
This additional information (beyond the primer) will help you write the most compelling application possible. Here are some suggested readings as you think about your applications in the context of what’s going on today in Washington, DC, on Capitol Hill specifically, and across the country politically:
ROLL CALL (http://www.rollcall.com/) - Capitol Hill's oldest independent newspaper.
THE HILL (http://thehill.com/) - a second independent newspaper.
POLITICO (http://www.politico.com/) - in print and online.
REAL CLEAR POLITICS (http://www.realclearpolitics.com/) - online-only nexus and original content.
Access to all of the above is complete and without cost. Newspapers such as THE NEW YORK TIMES (http://www.nytimes.com/) increasingly have a maximum numbers of free story reads per month and paywalls. Other key insider publications and services - such as NATIONAL JOURNAL (http://www.nationaljournal.com/) - have very limited public access.
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.

Application Process and Key Dates

1. Information Session (Friday May 1st April). A telebriefing session will be held with Eric Federling, the Director of the Internship Program in Washington and with former Washington Interns. This Information Session is strongly recommended as is the coaching session on May 8th 2014. You should attend if at all possible.

2. Prepare using this information sheet, the UCWIP Internship guide 2014 and the application form. Present what makes you want to connect to one of the offices (max 4) and why (i.e. your pitch: why do you want them and why should they want you).

3. Application. Complete the detailed Application Form including all attached documentation. Instructions are on the Application Form.

4. Submit the completed Application Form with all documentation in hard copy to Belinda Price, Melbourne Global Mobility and electronically at bprice1@unimelb.edu.au before 3 pm on Monday 26 May 2014.

5. Decision. The Director of the Internship Program will make a decision concerning your application by mid-July 2014.
6. **Enrolment** in the Internship subject occurs after you have been successful in obtaining an Internship placement. You will require an email from the Internship Coordinator permitting you to enroll in the internship program for which you are eligible (follow the internship checklist which you will then receive). You then forward this email to the Arts Student Centre when enrolling. For more information see the Handbook’s subject page.

7. **Register** with Melbourne Global Mobility. Belinda Price, Education Abroad Advisor at Melbourne Global Mobility as she will contact you once you have been successful in obtaining an internship placement to inform you about the steps to register.

8. **Insurance.** Once accepted you will able to apply for the free University of Melbourne travel insurance. Melbourne Global Mobility will send you instructions on how to apply, once you have been accepted onto the program.

9. **Funding.** Successful applicants will be considered for the Melbourne Global Grant funding through Melbourne Global Mobility, see [http://www.mobility.unimelb.edu.au/outbound/funding/](http://www.mobility.unimelb.edu.au/outbound/funding/) for more information. The application process is competitive and funds are not guaranteed. Students may also apply for other funding through Melbourne Global Mobility as applicable. Politics students may in addition be eligible to apply for other discretionary funding.

10. **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 before August 2014, the Uni-Capitol Washington Internship Program utilises the services of the Council of International Educational Exchanges (CIEE) in obtaining the US visa, the cost of this is included in the estimated budget below. **Visa processing can take some time so it is important that you submit this application early.** All students must obtain assistance from the MGM program in obtaining the necessary visa. Usually, interns obtain a J1 visa.

11. **Accommodation.** Internship accommodation will be available from late December 2014. **Accommodation** is arranged for Interns by the Director of the Washington Internship program. Students share furnished and very comfortable 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. In the past accommodation cost approx USD$3,500 for the 8 week duration. Past experience is that this is a very good accommodation option.

**Cost.** We are advised that estimated living, traveling and other expenses for the Internship is expected to be $13,000, this depends on the US-Australia exchange rate. Politics students enrolled in the Internship subject may be eligible to apply for discretionary funding. In past years, UCWIP interns have secured financial support from a variety of sources, be creative!