

**POLITICS IN ACTION: INTERNSHIP PROGRAM
APPLICATION INSTRUCTIONS**

University of Maryland, Baltimore County

For Spring 2016, due: November 20, 2016 by 4:00 PM

The *Politics in Action: Internship Program* requires an application and formal acceptance by the department. Completed applications should be sent in hard copy or e-mailed to Dr. Ron Walters as noted below. The application consists of the following:

1. A one-page cover letter. This letter should explain your interest in the internship program, describe the type of internship you hope to obtain, and highlight skills, qualities or experiences that you would bring to your internship site.
2. Your resume.
3. The most current copy of your unofficial UMBC transcript and a copy of the transcript from your former institution to validate the grade in an Introduction to American Government course (or equivalent). New transfer students will need to submit a validated copy of their transcript from their former institution.
4. A personal or telephone interview with the instructor, to be arranged after the application is received.

Very important: If accepted, you will be expected to work at your internship site for at least 15 hours per week, to attend a seminar class once per week and as noted on the syllabus, and to complete all academic work associated with the internship class. Interns are strongly discouraged from working additional jobs while participating in the internship program and from taking more than two courses in addition to the 7 internship program credits. You are responsible for ensuring that your participation in this program will not prevent you from fulfilling other academic requirements, require you to register for many more credits than recommended, or conflict with other employment. You are also responsible for arranging your own transportation to your internship site. You should be confident that you can resolve all these issues BEFORE applying for the internship program.

For further information or to apply, please contact:

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