



Washington Academic Internship Program 2009-2010

Submit complete application packets to: UCDC Selection Committee, Undergraduate Education, 2316 Olmsted Hall, by 5:00 p.m. on the deadline date. Incomplete applications will not be considered.

Deadlines

Summer 2009	February 6, 2009
Fall 2009.....	April 17, 2009
Winter 2010	May 15, 2009(EARLY DEADLINE) October 9, 2009
Spring 2010	November 6, 2009

Selection Criteria & Application

Students from all majors are encouraged to apply. Admission is selective. To be eligible for consideration, students must:

- Have junior or senior standing in the participating quarter
- Have a strong academic record--Recommended 3.0 GPA (submit an official transcript)
- Submit a completed application form
- Provide three strong letters of recommendation--two from faculty and, if possible, a third from an employer or internship director. If no employer or internship director is available, the third letter may be from a TA or other academic reference.
- Clearly articulate how this program fits into your academic goals in a personal statement. What do you expect to gain from this experience? What are your goals and expectations for your internship? How does this program fit with your graduation requirements? What are your plans after graduation with your bachelor's degree? How will the UCDC program help you realize those goals?

Admission will be based upon the student's research interests, narrative evaluations, letters of recommendation and a personal interview.



Washington Academic Internship Program Application

(circle one) Fall Winter Spring Summer Year: _____

Please print or type

Name (Last, First, Middle): _____ SID: _____ - _____ - _____

Major: _____

Class level while in DC: _____ Proposed Date of graduation: _____

US Citizen yes no Birth date _____

(You do not need to be a US citizen to participate, however, it is required for some internships)

Current Contact Info:

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: (_____) _____

Cell Phone: (_____) _____

Work Phone: (_____) _____

Email: _____

Permanent Address:

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____

Emergency Contact Info:

Name: _____ Relationship: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: (_____) _____

Cell Phone: (_____) _____

Work Phone: (_____) _____

Email: _____

Do you currently receive financial aid? Yes No

Students who receive financial aid and have at least a 3.0 GPA are eligible for the President's Washington Scholarship Program. If you do receive Financial Aid, are you interested in being considered for the scholarship? Yes No

_____ (please initial) I acknowledge that if accepted into the UCDC program, a \$500 **non-refundable** housing deposit will be due at the first scheduled orientation session. I understand that this deposit will NOT be returned if I decide to leave the program.

How did you hear about UCDC? _____

For statistical purposes only, please answer the following:
Ethnic background _____ Are you a re-entry student? _____
Are you a student with a disability? _____

Academic Information

The curriculum available for the Fall/Winter/Spring UCDC programs is comprised of 1) an internship—a variable unit course [4-8 units]; 2) a UCR Washington Seminar and 3) an elective course and/or an independent research project. Students earn 12-16 units of credit for the quarter.

Since there is flexibility to the curriculum, the UCDC program **highly recommends** that you contact your departmental academic advisor to determine how a quarter in DC fits into your degree plan as well as your larger academic and professional goals before submitting this application.

List your area(s) of interest. This information will be used to assist you in finding appropriate sites to apply for internship opportunities. Please be specific:

Internship Information

The UCDC Program does not provide internship placement service. Once admitted to the program, you will work with the UCDC program and the Career Center in order to gain skills that you will apply toward an internship search. It is highly recommended that you make an appointment with an internship counselor in the Career Center to explore your options and review your resume before submitting this application.

List your first four choices (office or agency) for potential Internship sites (these choices may change during your internship site search).

1. _____
2. _____
3. _____
4. _____

Submit the following items with your application. All items must be received in order for your application to be considered complete.

1. **Statement of Purpose.** Attach a short (no more than two pages) statement.
 - How would studying in Washington D.C. enable you to further your academic goals and enhance your undergraduate experience? How does this program fit with your graduation requirements?
 - Describe the type of agency or organization with which you would intern in Washington D.C. and the type of experience you expect to gain.
 - What are your plans after graduation with your bachelor's degree? How will the UCDC program help you realize those goals?
 - What unique qualities will you bring to the UCDC program?
2. **Transcript(s).**
 - Submit a copy of your official transcript (order through the Registrar's Office).
 - If you attended other universities, you may be asked by the selection committee to submit an official copy directly from the Registrar's Office of that university.
3. **Letters of recommendation.** Your *THREE* letters of recommendation will also be used as a part of your internship applications. Please ask your recommenders to describe your abilities and qualities aimed at potential internships as well as admission to the program.
 - Two letters of recommendation from UCR faculty members.
 - Letter of recommendation from an employer or internship director. If no employer or internship director is available, the third letter may be from a TA or other academic reference.
4. **A current resume.** The Career Center provides assistance in preparing a resume. This resume will also be used as part of your internship applications. It is highly recommended that you have your resume reviewed by The Career Center before applying to the UCDC program.

The information I am providing is complete and accurate. For purposes of internship placement and eligibility, I agree to allow the program to contact employers and recommenders for further information. I also agree that, if accepted, my email address may be shared with other students accepted to the program.

Signature of Applicant: _____ Date: _____

Please submit to: Trina Elerts
UCDC Program Coordinator
2316 Olmsted Hall
Riverside, CA 92521

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