

# **CAST Internships in Washington, D.C.**

## **Summer 2016**

The College of Applied Science and Technology is continuing the scholarship program to encourage professional practice opportunities for high achieving students who wish to complete their internship in Washington, D.C.

Summer 2016 internships are available to qualified students who will be selected from those who apply by the posted deadline. Those who are selected from the pre-screening application and interview process will then submit formal applications for the internship to one of the available offices. Opportunities for students exist within a variety of federal executive, legislative, and judicial offices and include subject-specific options for nearly all majors in CAST. However, there is no guarantee that a student selected for scholarship funding will actually be selected by an agency or legislative office in Washington, DC. If the student is not accepted for a summer internship by a recognized agency or legislative office, no financial support will be offered.

This is an excellent opportunity for students who will be exposed to fast-paced, exciting, and challenging experiences as interns in Washington, D.C. The D.C. professional practice combines observation with participation to provide a comprehensive, meaningful experience for the student. CAST is pleased to offer financial support to offset the cost of housing.

### **Who is Eligible?**

- Undergraduate students with majors in CAST who have earned a minimum of 75 semester hours by the end of the current semester with a minimum cumulative grade point average of 3.25.
- Full-time students in CAST graduate programs who have earned a minimum of 16 semester hours with a minimum grade point average of 3.50.

### **Dates of the Internship**

Students will likely begin the professional practice in mid-May and conclude the internship by the first week of August. Exceptions may occur and must be approved by the student's professional practice coordinator in advance.

### **Examples of DC Agencies/Opportunities**

White House, National Archives, Department of State, Homeland Security, NIH, USDA, DOJ, DOT, FEMA, HHS, FDA, SEC, and hundreds more encompassing all disciplines and majors.

### **Supervision**

The professional practice will be coordinated by the home department of the student. A university supervisor will provide guidance for the individual assignments and reporting that is required. A site supervisor will provide day-to-

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day oversight of the experience as well as midterm and final evaluation of the student.

### Required Tasks

In addition to the requirements of the departmental professional practice coordinator and the site supervisor, each Washington, DC intern will be required to submit five or more digital photographs that portray the experience of the student during the internship and in Washington, DC. The images will be used to illustrate the significance of the scholarship program and to market the program to future prospective interns.

Each intern will also be required to write a report regarding their time in Washington, D.C. This report will be due the Friday before classes start for the fall 2015 semester, and should be roughly 1000 words. The paper should be submitted to the College of Applied Science and Technology and the Office of Research and Sponsored Programs.

### Scholarship

If the selected student(s) successfully obtains a federal executive, legislative, or judicial professional practice assignment for Summer 2016, the College of Applied Science and Technology supports the cost of housing during the internship.

### Initial Screening Application

Interested students must complete and submit the screening application to be considered for this unique professional practice opportunity. Applicants must also submit a cover letter and a current professional resume that includes all academic and professional work activities since (but not including) high school graduation.

**The completed application and the resume are due on or before Monday, November 2, 2015.** Interns under consideration will be invited to interview during the month of November, with selections being announced prior to winter break.

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Initial Screening Application**

**Due Date: November 2, 2015**

*Student Name:*

*ISU Identification Number:*

*Email:*

*Phone:*

*Completed Semester Hours (Expected hours through spring 2015 should be included):*

*Cumulative Grade Point Average:*

*Department or School:*

*Major:*

*Local Address:*

*Permanent Address:*

*Supporting ISU Faculty Member:*

Please respond to the following questions:

- 1) What is your interest in pursuing an executive, legislative, or judicial internship in Washington, D.C.?
- 2) List 3-5 agencies or organizations that you are interested in pursuing as a Summer 2015 internship location.
- 3) How will your successful completion of this internship contribute to your overall professional development?
- 4) What do you hope to experience and learn through this internship?

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- 5) What is your current professional goal following completion of your degree?
- 6) What service experience have you previously had?

Remember to include a current, professional resume (does not need to be on special resume paper) that includes all academic and professional work activities since (but not including) high school graduation.

### **Student Signature**

My signature below indicates my understanding of the requirements described herein and that I am voluntarily submitting an application for a Summer 2016 Scholarship that will be funded if my application is selected among the pool of applicants and if I am subsequently accepted for an approved professional practice experience in Washington, DC for the summer 2016.

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Student Signature

Date

Submit all completed application materials and resume electronically on or before the deadline to Kara Pool Snyder ([kepool@ilstu.edu](mailto:kepool@ilstu.edu)) or deliver hard copies of the materials on or before the deadline to the Office of the Dean of CAST in Turner 103.

For additional information about the program, please contact Ashley Ellefritz, ISU Director of Federal Government Relations at 309-438-1816 or you can email her at [amellef@ilstu.edu](mailto:amellef@ilstu.edu). You may also contact Kara Pool Snyder, CAST Director of Marketing and Special Events, at [kepool@ilstu.edu](mailto:kepool@ilstu.edu) or 309.438.3986.