

THE JOHN BRADEMAS CENTER CONGRESSIONAL INTERNSHIP PROGRAM

MISSION:

The John Brademas Center Congressional Internship Program seeks to provide undergraduate and graduate students with an in-depth look at the U.S. Congress and give them an outstanding opportunity to gain knowledge and skills in the field of politics and policymaking at the federal level. The program will also provide students with an advanced understanding of how Congress works to make our nation's laws.

GOALS:

The goals of the John Brademas Center Congressional Internship Program are:

- To enhance students' knowledge and understanding of how Congress works to make our nation's laws
- To provide an opportunity for students to obtain the skills and experience needed in the field of politics and policymaking at the federal level
- To provide an opportunity for students to experience first-hand the responsibilities and challenges of their potential careers

PROGRAM DESCRIPTION:

The John Brademas Center Congressional Internship Program is an 8 to 10 week long paid internship program offered by the John Brademas Center. Participants in the program must be able to commit 8 to 10 weeks during the summer academic break to participate in the program.

Students will find placement in the office of a Member of Congress in Washington, DC, with the assistance of the Center. During their internship they will work on research projects under the supervision of faculty and fellows affiliated with the Center. Participants will be awarded a stipend of \$3000 for participation in the program. \$1500 will be awarded at the start of the program to assist with housing costs. The second \$1500 will be awarded after the successful completion of the program and research project.

The John Brademas Center will offer assistance to participants in finding housing, but we do not guarantee, provide or pay directly for housing in Washington, DC for the duration of the program.

Participants in the program will be required to sign a standard work agreement. Research projects will remain property of the John Brademas Center and be made available to the public through the Center's website.

INTERNSHIP REQUIREMENTS:

Applicants must be full-time undergraduate or graduate students at New York University and must be in good standing with the University. Applicants must hold a 3.0 GPA or higher and must provide two letters of recommendation from NYU faculty or from members of a relevant organization or company where the applicant was previously employed as a full-time or part-time employee or intern. In addition, applicants will be asked to provide three (3) references. Applicants must also adhere to any requirements set forth by the congressional offices in which they would like to be placed.

APPLICATION PROCESS:

Applications are available at <http://www.nyu.edu/brademas/about/internship.info.html> or by contracting Tom McIntyre at tom.mcintyre@nyu.edu.

The complete Internship Application must contain:

- Completed application form
- Letters of recommendation (from a faculty member or former employer)
- Applicant's current resume
- Short personal statement, explaining your specific interests related to national politics/policy-making and what you would like to gain from this experience (1-2 paragraphs)
- Writing sample – up to 20 pages, considered your best work
- Contact information (phone and email) of three (3) references

The completed internship application should be sent (via email or via regular mail) or hand delivered to:

John Brademas Center Congressional Internship Program c/o Tom McIntyre
295 Lafayette Street, 3099
New York, NY 10012
brademas.center@nyu.edu

Once a completed application is received, applicants will meet with program staff for a brief interview and screening. Staff will then work with selected applicants to find a placement.

IMPORTANT NOTE:

Due to the highly competitive nature of congressional internships during summer session, participants are expected to work with the program's staff in obtaining placement. Students who fail to find placement will be excluded from the program, as they will be unable to fulfill the terms of the program.

DEADLINE:

Applications can be personally submitted or post marked on or before **Friday, February 13, 2009** for the 2009 summer session internship term.

Applicants will be interviewed the week of **February 16th**, and 6-8 finalists will be selected by **February 27th**.

Finalists will be expected to start submitting congressional applications the first week of March.

CONGRESSIONAL INTERNSHIP PROGRAM SUMMER 2009 APPLICATION FORM
Deadline for Submission February 13, 2009

Personal Information

Name: _____	Are you a Registered Voter: Yes <input type="checkbox"/> No <input type="checkbox"/>
NYU ID: _____	State: _____
Permanent Address: _____ _____	Congressional District: _____
Campus Address: _____ _____	Emergency Contact Information: Name: _____
Home Phone: _____	Relationship: _____
Mobile Phone: _____	Phone: _____
Email: _____	Email: _____
Are you a U.S. Citizen: Yes <input type="checkbox"/> No <input type="checkbox"/>	Address: _____ _____

Academic Record

School: _____	Cumulative GPA: _____
Major/Minor: _____	Are you a full time student: Yes <input type="checkbox"/> No <input type="checkbox"/>
Degree (BS, MA, etc): _____	Expected Date of Graduation: _____

- Have any disciplinary or administrative actions been taken against you by NYU or are there any pending? Yes No
- Have you ever been charged with or convicted of any criminal offense, DWI/DUI, drug or misdemeanor offense? Yes No
- Have you ever used, possessed, supplied, or manufactured any illegal drugs? Yes No

If you answered "Yes" to any of the above questions, please attach a separate sheet with an explanation including the date(s) of the action(s).

Internship Information

Area of Interest (i.e. healthcare, education, etc.) or Congressional Office: Preference 1: _____ Preference 2: _____ Preference 3: _____	Party Preference: Democrat / Republican / Independent Do you need assistance finding housing? Yes <input type="checkbox"/> No <input type="checkbox"/> Available Summer Dates: _____
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Certification

My statements on this form, and any attachments to it, are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that knowingly false answers will lead to the rejection of my application or immediate dismissal from the program. I understand that I will be responsible for aiding program staff in finding congressional placement and that failure to find placement will lead to the forfeiting of my participation in the program if accepted into the John Brademas Internship Program.

Signature

Date