**POLITICAL SCIENCE INTERNSHIP PROGRAM APPLICATION INSTRUCTIONS**

University of Maryland, Baltimore County

Spring 2015

**Due: Oct. 29** by 12:00 PM for Maryland General Assembly Internships or

**Nov. 25** by 5:00 PM for all other internships

The Political Science Internship Program requires an application and formal acceptance by the department. Completed applications should be sent by e-mail to Dr. Thomas Schaller (Politics, Policy, and Public Administration Internships) or Dr. Jeffrey Davis (Legal Internships). 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. (Students applying for Maryland General Assembly internships should complete the MGA application form, available outside Dr. Hussey’s door, in lieu of the cover letter.)
2. Your resume.
3. The most current copy of your unofficial transcript. New transfer students will need to submit a validated copy of their transcript from their former institution.
4. At least two recommendations from faculty. Faculty should deliver recommendations directly to Dr. Hussey or Dr. Davis by email, campus mail, or regular mail. Faculty may write their own letters, or they may complete the form available for download on the POLI website. Additional recommendations from individuals other than faculty are welcome but may not substitute for faculty recommendations.
5. A personal interview may be arranged after the rest of 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 class with other interns once per week (2.5 hours) 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, 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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| *Policy, Politics & Administration* | *Legal* |
| Dr. Thomas Schaller | Dr. Jeffrey Davis |
| Department of Political Science | Department of Political Science |
| Public Policy Building, Room 319 | Public Policy Building, Room 311 |
| UMBC | UMBC |
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