



## ACADEMIC INTERNSHIP PROGRAM - APPLICATION INSTRUCTIONS

**Deadlines: Spring Semester – Oct. 1; Summer Semester – Feb. 1; Fall Semester - April 1**

### **Program requirements:**

- Enrollment at the University of Illinois
- Completion of 45 credit hours and at least one year-in-residence at an institution of higher learning
- A cumulative grade point average no less than 2.5 on a 4.0 scale
- Evidence of qualifications and skills required to be successful in an internship
- Evidence of knowledge of, or engagement in, the institutional environment where you seek to intern

### **Application requirements:**

- **At least one meeting with Professor Andrea Mayer, Director, [almayer@illinois.edu](mailto:almayer@illinois.edu), or other Illinois in Washington (IIW) staff**
- **The completed application, completed online or printed, signed and submitted to: Illinois in Washington, 420 David Kinley Hall, 1407 W. Gregory Dr., Urbana, IL 61801, or faxed to 217-244-5712.**
- **Send by email to [almayer@illinois.edu](mailto:almayer@illinois.edu)**
  - **Two essays as described in item number 3**
  - **A three- to five-page writing sample (e.g., a paper or excerpt of a paper for a class)**
  - **Your resume**
  - **An academic history generated through UI-Integrate (or have an official transcript sent to Illinois in Washington, 420 David Kinley Hall, 1407 W. Gregory Dr., Urbana, IL 61801)**
- **Two letters of recommendation: Two from professors (or instructors) OR one from a professor and one from an employer, public official, or community contact. Either pick up your letters sealed and signed, and deliver them to Illinois in Washington, 420 David Kinley Hall, 1407 W. Gregory Dr., Urbana, IL; or, ask your recommenders to fax them to 217-244-5712 or email them to Professor Andrea Mayer, [almayer@illinois.edu](mailto:almayer@illinois.edu)**

**Notice of Nondiscrimination:** Based on the commitment of the University of Illinois and the Illinois in Washington Program to the most fundamental principles of academic freedom, equality of opportunity, and human dignity, all decisions involving students are based on individual merit. It is the policy of the University of Illinois not to engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation, unfavorable discharge from the military, or status as a disabled veteran of the Vietnam era and to comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders, and regulations.

NB: This application can be made available in alternative formats.

If you require any special accommodations, you must first register with DRES (Disability Resources and Educational Services).



TODAY'S DATE \_\_\_\_\_ APPLYING FOR: Summer 20 \_\_\_ Fall 20 \_\_\_ Spring 20 \_\_\_

NAME: \_\_\_\_\_

PERMANENT ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

\_\_\_\_\_

LOCAL PHONE: \_\_\_\_\_ MOBILE PHONE: \_\_\_\_\_

UNIVERSITY OF ILLINOIS EMAIL ADDRESS: \_\_\_\_\_

UIN: \_\_\_\_\_ GPA: \_\_\_\_\_

MAJOR: \_\_\_\_\_ GPA in Major: \_\_\_\_\_

MINOR: \_\_\_\_\_ DO YOU RECEIVE FINANCIAL AID? YES \_\_\_ NO \_\_\_

CURRENT CLASS YEAR: \_\_\_\_\_

CLASS YEAR DURING ANTICIPATED INTERNSHIP: \_\_\_\_\_

DO YOU HAVE TRAINING/EXPERIENCE AS A RESIDENT ADVISOR? \_\_\_\_\_

**RESPONSIBLE CONTACT(s) in case of emergency (parent/guardian)**

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ PHONE: \_\_\_\_\_



1. How many credit hours have you previously earned with an internship? \_\_\_\_\_

2. What type of internship are you seeking?

3. Write two essays of 1 page each (12-point Times Roman font; single spaced; 1” margins):

a. Describe the qualities that you believe will make you a good candidate for an academic internship program. What leadership experience have you had? How have you used time management skills to achieve academic and non-academic goals? What skills will you bring to a work environment that will enhance your learning experience and contribute to your internship employer?

b. Describe how the internship you seek in Washington, DC, will assist in your academic growth as it relates to your interests, academic and career goals, and prior coursework.

4. Partisanship: If you have a party preference, please indicate: \_\_\_\_\_  
(optional; used only for placement purposes)

5. Generally speaking, do you think of yourself as (optional; used only for placement purposes)  
\_\_\_\_\_ Liberal \_\_\_\_\_ Moderate \_\_\_\_\_ Conservative

6. Please name (if you know) your congressional district or member of Congress: \_\_\_\_\_

7. Are you a U.S. Citizen? (optional – some internships require citizenship, but most do not; this information used only for placement purposes)

\_\_\_\_\_ YES \_\_\_\_\_ NO

8. Housing. If you are accepted into Illinois in Washington, you must agree to live with the other participants in University-coordinated, shared housing, and to participate in associated programming. Do you agree to live in this living-learning community, participate in required programming, and abide by the applicable rules and regulations, including, but not limited to, those enforced in on-campus housing at the University of Illinois?

\_\_\_\_\_ YES \_\_\_\_\_ NO



9. A. Have you been the subject of any prior or pending disciplinary or administrative actions (i.e., probation, suspension, expulsion) taken by the University of Illinois?  
\_\_\_\_\_ YES \_\_\_\_\_ NO

B. Have you ever been convicted of a criminal offense, including DUI/DWI?  
\_\_\_\_\_ YES \_\_\_\_\_ NO

*If you answered "Yes" to question 9A or 9B, on a separate page, please state the date(s) and circumstance(s) of the relevant events, and state why these should not disqualify you from participation in the IIW Program.*

10. Because you will be sharing housing with other program participants and participating in group activities, Illinois in Washington has an interest in reviewing your University records concerning disciplinary actions. The University of Illinois complies with the Family Educational Rights and Privacy Act of 1974, commonly known as FERPA, a federal law that guarantees students access to their educational records and prohibits dissemination of educational records without the student's consent. Student records (other than directory information) are considered confidential and may not be released without the written, voluntary consent of the student. The Illinois in Washington program requests that you agree to allow disclosure of information about you, including information about disciplinary actions taken against you, to the program's internship admissions committee, to actual or potential internship sites and housing sites, and to those named on your emergency contact forms.

Do you agree to allow disclosure of your records for these purposes?  
\_\_\_\_\_ YES \_\_\_\_\_ NO

Permission to Release Educational and Disciplinary Records:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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SIGNATURE TO APPLICATION

I hereby certify that I have personally completed this application, and that the information is accurate to the best of my belief and knowledge. I understand that this application, and items/documents submitted with this application, are the sole property of the University of Illinois and will not be returned or transferred. I understand that a deposit for housing will be due upon program acceptance and that additional payments will be due according to a schedule that will be provided upon request.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*For further information, contact Andrea Mayer, IIW Director, at [almayer@illinois.edu](mailto:almayer@illinois.edu).*