ACADEMIC INTERNSHIP PROGRAM APPLICATION INSTRUCTIONS

Deadlines: For Spring: October 1  For Summer: February 1  For Fall: April 1

Program requirements:

- Enrollment at the University of Illinois at Urbana-Champaign
- 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 communication skills and maturity for being 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 Dimock, sdimock@illinois.edu or IIW staff
- The completed application, done online or printed and signed and submitted to Professor Susan Dimock, Illinois in Washington, 420 David Kinley Hall, 1407 W. Gregory Dr., Urbana, IL 61801 or fax it to 217-244-5712.
- Send by email to sdimock@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 at 420 DKH, 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, a public official, or community contact. Either pick up your letters sealed and signed and deliver them to 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 Dimock, sdimock@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).

http://washington.illinois.edu
ACADEMIC INTERNSHIP PROGRAM APPLICATION

DATE ______________ APPLYING FOR: Summer 20__ Fall 20__ Spring 20__

NAME: ____________________________________________

PERMANENT ADDRESS: ____________________________________________

CURRENT ADDRESS: ____________________________________________

LOCAL PHONE: _______________ MOBILE PHONE: _______________

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 (parents/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 applying for or looking for?

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 than will enhance your learning experience there and contribute to your internship site?

   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: ________________________
   
   (This is optional; used only for placement purposes)

5. Generally speaking, I think of myself as (optional)
   
   _____ 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; most do not. Knowing this information will assist with placement)

   _____ YES _____ NO

8. Housing. If you are accepted into Illinois in Washington, you must agree to live with the other participants in University-provided, 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 rules and regulations, which include, but are not limited to, those enforced in on-campus housing at the University of Illinois?

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

B. Have you ever been convicted of any criminal offense, DUI/DWI, or misdemeanor offense?
   _____ YES   _____ NO

If you answered “Yes” to A. or B. on a separate page give the date(s) of and explain the circumstances of this action(s) and state why this should not disqualify you from the IIW Program.

10. Because you will be sharing housing with other participants under IIW rules and regulations, Illinois in Washington has an interest in checking any university records to determine past disciplinary actions. The University of Illinois is compliant 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 to the internship admissions committee and to actual or potential internship sites, housing sites, and those named on your emergency contact forms.

Do you agree to allow disclosure of your records?
   _____ 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 items submitted in behalf of 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 acceptance and that additional payments will be due per a schedule that will be provided upon request.

Signature: _______________________________ Date: __________

For further information, contact Dr. Susan Dimock at sdimock@illinois.edu