

USF in D.C. Internship Program Program Objectives

Internships help students develop an understanding of course content, their sense of values, and civic responsibility. In addition to acquiring internship work experience, students receive academic credit by participating in the Internship Programs. The internship experience also allows students to:

- Understand the roles and responsibilities of government and how public policy is developed.
- Enhance civic engagement skills and become an active, informed citizen.
- Develop or enhance professional skills and knowledge of workplace procedures.
- Develop networking contacts with professionals in public policy fields.
- Apply classroom learning to professional experience.
- Develop teamwork and leadership skills.
- Develop research and communication skills.

In addition to the program objectives above, at the end of the program the students will be comfortable and familiar with living in and navigating the D.C. Metro Area, and how advocacy, research, funding, and the federal legislative process works; well equipped for success in a career post-graduation.

Academic Courses and Programming

Students are required to register for three classes for a total of 12 credit hours.

- **IDS 4910 Washington, D.C. Internship Intensive Seminar** meets a week before the students move to Washington, D.C. This is a class with required readings and writing assignments. Students receive a letter grade based on the quality of written assignments, participation and class attendance (class is mandatory). This class is for one (1) credit hour.
- **POS 4910 Washington, D.C. Internship Individual Research** is the class students register for the program-specific research project/lecture series they are required to attend and the papers they are required to write while in Washington, D.C. Students are required to participate in online discussions and write academic assignments that relate to the assigned lecture series. This class is for two (2) credit hours and a letter grade.
- **POS 4941 Washington, D.C. Internship Field Work** is the class students register for the internship. Students register for nine (9) credit hours. Students work in the internship office for 24 hours per week. Students receive an S/U grade for this course.

Scholarships and Housing

Students that participate in the D.C. Internship Program will receive a \$5,000 scholarship. These funds are earmarked to cover the entire cost of housing. Housing is coordinated by the Public Policy Internship Office in the School of Public Affairs and is provided through Washington Intern Student Housing (WISH).

This scholarship will *not* cover the cost of travel to and from D.C., local travel, food, or personal costs. USF will work directly with WISH Housing to transfer the scholarship funds. The scholarship funds will not go through USF Financial Aid, but be paid directly by USF to WISH Housing.

Internship Placements

The Public Policy Internship Office at USF will determine the internship placements. The internship placements will be in Florida Legislative Offices. The internship placements will be based on the needs of each office and the interpersonal and academic skills of the students.

Program Eligibility Requirements

Undergraduate Juniors or Seniors with a minimum GPA of 3.50 will be selected to participate. Must have demonstrated record of academic and personal excellence. All majors and disciplines are welcome to apply.

International students are eligible to apply, however additional requirements must be met. Students must contact the Department of International Services at USF World and schedule an appointment with an International Student Advisor to complete the Curricular Practical Training (CPT). Specifically, International students need to do the following:

1. Complete the online CPT workshop on the International Services website.
2. Meet with their academic advisor to establish how the internship program is part of their curriculum.
3. Obtain CPT authorization from an advisor.

Application Requirements

Students can complete an application here: [USF in D.C. Online Application](#). Students that meet the qualifications and demonstrate academic excellence will be contacted for interviews.

1. Transcript.
2. A résumé listing special skills (e.g., language, computer, etc.).
3. A 1,500 character essay explaining why students are interested in the public policy process, what they hope to learn from the internship, and what experiences and skills they bring to it.
4. A 2,000 character essay reflecting on a key issue related to professional field of interest demonstrating familiarity with critical issues in the field and writing skills.
5. 2 Letters of Recommendation.

Permitting

Once registration opens, our office will notify students that permits are granted and will provide the CRN numbers so students can register for the USF classes.

Personnel

Robyn Odegard, MA, USF Florida Institute of Government, USF in D.C. Program Manager

Instructor of Record for **IDS 4910 Intensive Seminar**, **POS 4910 Individual Research**, and **POS 4941 Field Work**, program coordinating, D.C. Liaison, coordinating credit/course permits, student recruiting, and student internship placements. Contact: odegardr@usf.edu.