

Washington Academic Internship Program

Application



JOHN GLENN
SCHOOL OF PUBLIC AFFAIRS

INSTRUCTION SHEET

Please provide the information requested below.

THREE COPIES:

- ◆ **A completed application form.**
- ◆ **Attachments:**
 - 1) **A current résumé.** Among the information to be provided: academic awards, honors, or fellowships received, employment history, examples of public service, extracurricular activities, language and computer skills, etc.
 - 2) **A personal statement.** Indicate (in two pages, double-spaced):
 - your reasons for wanting to participate in the program and your interest in public service
 - how the program and your possible internship placement serve both your academic *and* professional goals
 - 3) **A writing sample** that demonstrates your analytical ability and shows your writing skills to best advantage. The sample should be pertinent to your area of general policy interest and should be no more than five pages (typed, double-spaced). If the sample is drawn from a larger paper, give the context for the excerpt.

ONE COPY:

- ◆ **An official Ohio State transcript.** If you have attended another institution, please include a copy of that transcript as well. Students must have completed 90 credit hours prior to enrollment in the program.
- ◆ **Recommendation letters from two sources.** At least one should be from a faculty member, instructor, or teaching assistant who can evaluate your academic preparation. Letters should be on letterhead, signed, and addressed to the Selection Committee, Washington Academic Internship Program. They may be submitted with the application and enclosed in a signed, sealed envelope, or sent directly to The John Glenn School of Public Affairs by mail to 110 Page Hall, 1810 College Road, Columbus, OH 43210-1336; by e-mail attachment to JGI-DC@admin.ohio-state.edu; or by fax to (614) 292-4868.

TIMELINE FOR APPLICANTS

If you are submitting an application for enrollment, keep in mind the following:

APPLICATION DEADLINE

WINTER QUARTER 2007

October 9, 2006

All application materials must be received by the John Glenn School no later than 5 p.m. on the designated deadline date. Applicants are encouraged to submit materials prior to this date.

Selected applicants are invited for a personal interview based on the materials they submit, including letters of recommendation and official transcripts.



Washington Academic Internship Program

The John Glenn School of Public Affairs

Application

Completed applications must be typed or neatly printed and submitted to: **The Selection Committee, Washington Academic Internship Program, The John Glenn School of Public Affairs, 110 Page Hall, 1810 College Road, Columbus, OH 43210.** If you have any questions about this document or the Washington Academic Internship Program, please contact the on-campus program coordinator, Ms. Courtney Oakley, at JGI-DC@admin.ohio-state.edu or the director, Dr. Elizabeth Boles, at boles.16@osu.edu.

Personal Information

Name: _____ Citizenship: U.S.A.
(last, first, middle) Other _____

Social Security Number: _____ E-mail Address: _____

Local Address: _____
(Street and No., City, State, and Zip Code)

Permanent Address: _____
(Street and No., City, State, and Zip Code)

Local Phone: _____ Permanent Phone: _____

In case of emergency, contact:

Name: _____ Relationship: _____

Address: _____ City, State, Zip: _____

Phone: _____

Academic/Financial Information

Major: _____ Minor: _____

College: _____ Cumulative GPA: _____

Expected date of graduation: _____

(Note: The following will not determine your eligibility for the program)

Are you now receiving financial aid? Yes ___ No ___ Are you applying for financial aid? Yes ___ No ___

References

List the people who will be writing your letters of recommendation. At least one recommendation should come from an Ohio State faculty member, instructor, or teaching assistant. Letters may be submitted to the institute by mail or e-mail attachment to the above address, by fax to (614) 292-4868, or with the application and enclosed in a signed, sealed envelope.

Reference Name	Position	E-mail	Phone

Internship Placement Information

Please give an indication of the substantive area(s) in which you would desire an internship. What policy concerns would you like to explore while in Washington? Suggest several organizations, agencies, institutes, museums, federal or congressional offices, etc., that are of interest to you.

I certify that the answers on this document are true, to the best of my knowledge. I realize that any misrepresentation of facts may constitute cause for discontinuance in the selection process. I authorize all references to cooperate with the university and to release, on a confidential basis, any information concerning my candidacy, and further authorize The Ohio State University access to my academic records.

Signature _____

Date _____

PLEASE SUBMIT THREE COPIES of your completed application and one copy of your official transcript(s) to:

**The Selection Committee
Washington Academic Internship Program
The John Glenn School of Public Affairs
110 Page Hall
1810 College Road
Columbus, OH 43210-1336**

