

**Walker Institute of Politics and Public Service**

<http://weber.edu/walkerinstitute>

**Internship Application Checklist**

**1. Internship Application Form**

**2. Resume**

**3. Two Letters of Recommendation**

**4. Two Writing Samples**

**5. Unofficial Transcript**



**The Walker Institute Internship Program**

The Walker Institute internship program is designed to provide students with practical experiences in the realm of politics and government, at the local, state, and national levels, that enhance their University education. Students who serve political and government internships apply what they have learned in the classroom to practical circumstances. In addition, student interns acquire the communication and organization skills necessary for success in a political and government workplace. Finally, internship work experiences give students a competitive edge when seeking employment.

In order to qualify, students must have attained at least a sophomore class standing, although Juniors and Seniors will have preference, and a cumulative GPA of at least 3.0. Qualified applicants must submit a Walker Institute application, which includes: a resume, two writing samples, an unofficial transcript, and two letters of recommendation, one of which must be from a Weber State University Professor.

**Academic Credit**

Weber State students serving internships can register for up to 12 academic credits.

The credit structure is as follows:

* POLS 4860 Internships (1-6 credits)

To fulfill the requirements for these basic internship credits, a student must: keep a journal record of his/her daily internship work and experiences, and submit: 1. a 3-5 page self-evaluation at the conclusion of the internship experience, and 2. an assessment from a supervisor. (Non-political science students may take political science internship credits, or make arrangements to take 4860 internship credits within their own departments where applicable.)

* POLS 4870 Internship in Perspective (3)

These internship credits will be fulfilled through a research agenda devised between the student/intern and the supervising professor.

* POLS 4880 Internship Research (3)

To fulfill the requirements of the internship research credits, interns will write a research paper, between 10-12 pages long, on a topic approved by the supervising professor.

For more information and questions, contact the Walker Institute at [carolmcnamara@weber.edu](mailto:carolmcnamara@weber.edu) or (801) 626 -6206. The Walker Institute is located at in the Social and Behavioral Science Building, rooms 346 and 347.



**Walker Institute of Politics and Public Service**

**Internship Application**

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_W#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Name First Name Cell phone

Address

Major:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class Level:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GPA:\_\_\_\_\_\_\_\_\_\_\_\_\_

I am interested in an internship in the following area(s) (please check all that apply):

\_\_\_\_\_ Washington, DC \_\_\_\_\_\_ Policy/think tank \_\_\_\_\_ Administrative office

\_\_\_\_\_ State Legislature \_\_\_\_\_\_ Campaign \_\_\_\_\_ Lobbying Group

\_\_\_\_\_ Local Government \_\_\_\_\_\_ Federal Agency

\_\_\_\_\_\_ other (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester desired for internship (rank 1 to 3, with 1 as most desirable).

Fall:\_\_\_\_\_\_ Spring:\_\_\_\_\_\_\_ Summer: \_\_\_\_\_\_\_\_\_

In case of emergency contact:

Last Name First Relationship

Address Phone Number

I certify that the above information is correct. I agree to abide by and be committed to all the policies regarding internships of Weber State University and the Walker Institute, if accepted into this program. I understand that all of my applications materials become the property of the Walker Institute and will not be returned. I give the Walker Institute permission to release copies of the application and all of its parts to internship programs for selection purposes. Please return the application to the Walker Institute/ Carol McNamara, SSB 346, [carolmcnamara@weber.edu](mailto:carolmcnamara@weber.edu).

Signature Date

**Confidential Letter of Recommendation**

Applicant’s name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Letter provided by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To the applicant: I waive the right of access to this letter under the provisions of the Freedom of Information Act.

Signature Date

**Recommendation**

To the provider: The Weber State Internship Program affords students the opportunity to receive academic credit for one semester of internship work in a policy, political, or government oriented internship. Please provide an assessment of how effectively the applicant will perform in such a position and whether the applicant is likely to benefit from the experience.

How well do you know the applicant and for how long?

How would you rank the applicant among other Weber State Students?

Excellent Good Poor

Intellectual Ability 1 2 3 4 5

Writing Skills 1 2 3 4 5

Maturity/Responsibility 1 2 3 4 5

Industry/Initiative 1 2 3 4 5

Self-Confidence 1 2 3 4 5

Affability 1 2 3 4 5

Please attach a letter, explaining more fully the qualities that recommend the student for an internship, or the contrary.

Please return to: Walker Institute of Politics and Public Service, Weber State University, Attention Carol McNamara, Director, 1219 University Circle, Ogden Utah, 84408-1219, or deliver to Room 346, Social & Behavioral Science Building. Direct questions to [carolmcnamara@weber.edu](mailto:carolmcnamara@weber.edu), or (801) 626-6206.



**Confidential Letter of Recommendation**

Applicant’s name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Letter provided by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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