

University of Melbourne
2019
Uni - Capitol Washington Internship
Program
US Congress, Washington DC, USA

Information Sheet for Arts Students

IMPORTANT: Applications MUST arrive by Thursday 17th May 2018 by 3pm. Please note there will be no extensions of time. Students must have at least 25 points left in their degree and be a currently enrolled student in order to obtain credit and free insurance cover at the time of the internship.

1. **For credit in Politics/Social/Public Policy/International Relations if eligible to enroll in either POLS30003, POLS90009, SOCI90013 or PPMN90039 Internship subjects. To establish your subject eligibility please fill out this form urgently:**
https://artsunimelb.formstack.com/forms/internship_application

DUE DATE: Thursday 17th May 2018 by 3 pm

IMPORTANT: Applications MUST arrive by the due date. There is NO extension of time.

The completed Application with all documentation must be submitted both:

1. Hard copy: Collate all documents, place in a plastic pocket and take to **Pod 7 & 8 at Stop 1** on or before the deadline. (Stop 1 is located on the corner of Swanston and Grattan Streets.) Please advise the staff member on duty that your application is for Global Mobility. **All hard-copy applications must be loose-leaf and not hard bound in any way; and**
2. Electronically to Anna Bailey baileya@unimelb.edu.au before 3 pm on **Thursday 17th May 2018 – state “2019 UCWIP APPLICATION” in the email subject line and please ensure the file size does not exceed 5MB. The entire application needs to be in a single file (as opposed to multiple files).**

The hard copy of all applications and supporting documents will be forwarded by the Melbourne Global Mobility office to the Director of the Internship Program in Washington and ultimately to a congressional office in the event that a specific placement is proposed by the Director and accepted by the student. It is the congressional office that makes the final decision. The Law and Politics advisors will review the applications also and provide their review to the Director to assist in his assessment of the Melbourne University applications.

For credit in Arts (Internship programs): The completed application will be reviewed by Dr Kris Hartley Kris.hartley@unimelb.edu.au, School of Social and Political Sciences.

The process from this point forward is likely to move in fits and starts depending (a) on how quickly the offices respond to my proposals, (b) how quickly the students begin the visa application process once the Director is advised of office reaction, (c) how quickly the offices then respond to the online request to complete the DS-7002, and (d) how quickly the students complete that online application. Please be on standby as the Director sometimes needs to make time sensitive requests.

Each applicant must have at the time of application a **Passport that will be valid at least through March 2020, ie. of the following year.** The US Government will not write a J1 visa for a Passport due to expire before the end of the internship, let alone before the J1 commences. In fact, no student can begin the application process with SPANZ/CIEE without a Passport that will be valid a month beyond the J1's expiration date.

2. The Uni-Capitol Washington Internship Program runs from Wednesday, January 2nd through Friday, March 1st 2019.

Melbourne Arts students who are **Australian citizens** (or dual citizens) are eligible to participate in the program. Interns work full time with the Placement Provider in the US Congress. They perform administrative and substantive duties and receive unique access and educational perspectives into the US Congress. The Internship Program has run very successfully for over 15 years. There have usually been between two and four Interns, out of a total of 12, from Melbourne University.

Selection into a Washington Internship Placement is made by the Director of the Internship Program in Washington and ultimately by Placement Providers, not by Melbourne University. We cannot guarantee you a place in the Internship Program.

Students are eligible to participate in the program if they are eligible for entry in the following Internship subjects: POLS30003, POLS90009, SOCI90013, PPMN90039. Pls check the Handbook for the prerequisites.

Eligibility for University subject enrolment in POLS30003, PPMN90039, POLS90009 or SOCI90013.

POLS30003 selection considerations:

- Application by the due date
- Establish students have a Politics and International Studies major
- have completed 25 points at Level 1 in Politics and International Studies, and 37.5 points at Level 2 in Politics and International Studies
- Level 1 (25 points)
- One Arts Foundation Subject (MULT10018 Power highly recommended) 1 level 1 Arts Foundation subject can be: MULT10014 Identity, MULT10015 Language, MULT10018 Power, MULT10016 Reason, MULT10001 Aboriginalities, MULT10017 Representation
- One level 1 subject from the list below.
- Level 2 (37.5 points)
- 37.5-points from the level 2 subjects listed below, including the compulsory subject MULT20003 Critical Analytical Skills.
- may have advanced standing due to having been on exchange
- Establish GPA of major (minimum 72)
- current enrolment in a BA and not on leave of absence or exchange etc
- having at least 25 points left in level 3 subjects
- having not failed or not completed subjects
- domestic student
- not completed any other BA credited internship prior, i.e. non-allowable subjects
- POLS30001 Parliamentary Internship
- POLS30002 Public Affairs Internship (International Students)
- MULT20010 Arts Internship
- MULT30019 Arts Internship
- MULT20012 Community Volunteering for Change
- MULT30020 Community Volunteering for Change
- MULT20014 Community Volunteering for Change-Global
- MULT30021 Community Volunteering for Change-Global
- SOCI30005 Sociology Internship

- Contextual admission based on student record specifics if applicable

PPMN90039 Executive Internship requirements:

- Application by the due date:
- current enrolment in Master of Public Policy and Management or Master of Public Administration
- This subject should be completed in the second part of your degree, i.e. either your final 50 or your final 100 points of the program. If in 100 point program, in the last 50. If in the 150 or 200 point program in the last 100 points.
- Establish **GPA of degree being minimum of 75**
- not on leave of absence or exchange etc
- having not failed or not completed subjects.
- Contextual admission based on student record specifics if applicable

SOCI90013 for Master of Social Policy's Internship program:

- The selection process for this subject includes consideration of academic performance.
- All students need to be in their final 100 points of the degree in the semester they intend to enrol.
- Students must have 25 points left in their degree

4. All students are required to apply for this subject in the semester prior to commencement of the internship, via the online application form at the end of the examination period of the preceding semester:

https://artsunimelb.formstack.com/forms/internship_application

Students will be notified about the outcome of their application after the release of the Semester results of the semester preceding the internship semester.

POLS90009 International Relations Internship requirements:

- Application by the due date: the end of the examination period prior to intended semester of enrolment for the internship subject
- current enrolment in Master of International Relations
- MIR enrolment periods: summer, sem 1, sem 2 every year
- This subject should be completed in the second part of your degree, i.e. either your final 50 or your final 100 points of the program. If in 100 point program, in the last 50. If in the 150 or 200 point program in the last 100 points.
- Advanced standing due to exchange
- Non-allowable subject: POLS90027 International Relations Minor Thesis
- Establish **GPA of degree being minimum of 75**
- not on leave of absence or exchange etc
- having not failed or not completed subjects
- Contextual admission based on student record specifics if applicable

POLS30003, POLS90009, SOCI90013, PPMN90039 An application process applies. Permission from the Internships coordinator is required prior to enrolling in an internship subject. Students are required to apply for an internship placement in the semester prior to enrolment. Application form: <http://ssps.unimelb.edu.au/internship-application-form>

Interns work full time with the Placement Provider in the US Congress. They perform administrative and substantive duties and receive unique access and educational perspectives into the US Congress. The Internship Program has run very successfully for over 10 years. There have usually been between two and four Interns, out of a total of 12, from Melbourne University.

Selection into a Washington Internship Placement is made by the Director of the Internship Program in Washington and ultimately by Placement Providers, not by Melbourne University. We cannot guarantee you a place in the Internship Program.

Criteria for Internship. You must be eligible for POLS30003, POLS90009, SOCI90013, PPMN90039 Internship subjects. Participation in this Internship must be credited towards an internship subject. There are no other set credentials required for application to the Internship. However, the selection process for the Internship is comprehensive and demanding. This ensures that successful applicants are placed with the Placement Participant office that will provide the best "fit" and internship experience for you.

Research and quality of your application. After reading carefully all of the essential documents, i.e. the Application Form, the UCWIP primer and the Arts Information Sheet you should research the office list of Placement Providers in the UCWIP primer and begin to consider why you want to do the Internship and nominate your office preferences (up to four) for the internship placement.

Your starting point should be the webpages of the US House of Representatives,

<http://www.house.gov/Welcome.html>, and the US Senate, <http://www.senate.gov/index.htm>.

You could also investigate media and other sources to find out about the Placement Providers.

You can familiarise yourself with UCWIP on <https://www.facebook.com/UCWIP>

This additional information (beyond the primer) will help you write the most compelling application possible. Here are some suggested readings as you think about your applications in the context of what's going on today in Washington, DC, on Capitol Hill specifically, and across the country politically:

ROLL CALL (<http://www.rollcall.com/>) - Capitol Hill's oldest independent newspaper.

THE HILL (<http://thehill.com/>) - a second independent newspaper.

POLITICO (<http://www.politico.com/>) - in print and online.

REAL CLEAR POLITICS (<http://www.realclearpolitics.com/>) - online-only nexus and original content.

Access to all of the above is complete and without cost. Newspapers such as THE NEW YORK TIMES (<http://www.nytimes.com/>) increasingly have a maximum numbers of free story reads per month and paywalls. Other key insider publications and services - such as NATIONAL JOURNAL (<http://www.nationaljournal.com/>) - have very limited public access.

It is up to you to find out about the Placement Providers; the more you know, the better placed you are to prepare a successful Internship application.

Application Process and Key Dates

1. **Information Session (Thursday 26 April 2018 at 10.30 am, Room 920 Melbourne Law School, 185 Pelham St).** A telephone hookup information session will be held with Eric Federing, the Director of the Internship Program in Washington and with former Washington Interns. This Information Session is **strongly recommended**. **You should attend if at all possible.**
2. **If you would like, please email and request a confidential copy of past successful application to Zoe Shew on** ssps-internships@unimelb.edu.au
3. **Application.** Complete the detailed Application Form including all attached documentation.
4. **Submit** the completed Application Form with all documentation in hard copy as explained above **by 17 May 2018** to Anna Bailey.
5. In addition to the formal e-copy and hard copy, please also fill out the SSPS Internship application form by **17th May 2018** https://artsunimelb.formstack.com/forms/ucwip_eoi_2019
6. **Internship subject enrolment** occurs after you have been successful in obtaining an Internship placement. Participation in this Internship **must** be credited towards one of the four Internship subjects: POLS30003, POLS90009, SOC190013, PPMN90039
7. You should read the Handbook subject page carefully before contacting the Subject Coordinator, Dr Kris Hartley at Kris.hartley@unimelb.edu.au, with any questions.
8. **Decision.** The Director of the Internship Program will make a decision concerning your application by **mid-July 2018**.
9. **Cost.** Estimated living, traveling visa and other expenses for the Internship is expected to be about AUD \$15,000, this depends on the US-Australia exchange rate.
10. **Register** with Melbourne Global Mobility. Anna Bailey, Team Leader, Experiential Learning at Melbourne Global Mobility. She will contact you once you have been successful in obtaining an internship placement to inform you about the steps to register.
11. **Insurance.** Once accepted you will be able to apply for the free University of Melbourne travel insurance. Melbourne Global Mobility will send you instructions on how to apply, once you have been accepted onto the program. Please do not leave it to the last minute; it can take at least 7 – 10 days to process and staff approval is needed from multiple staff.
12. **Funding.** Successful applicants will be considered for the Melbourne Global Grant funding through Melbourne Global Mobility, see <http://www.mobility.unimelb.edu.au/outbound/funding/> for more information.
13. **Internship Grants are available for Arts students (on a reimbursement level), please refer to** <https://arts.unimelb.edu.au/scholarships/prizes-and-scholarships/faculty-of-arts-graduate-internship-grants>
<http://www.mobility.unimelb.edu.au/outbound/funding/other-funding.html>

NOTE OS-HELP is not available for students who do the internship subject as their last subject. Please enquire specifically should you wish to apply.

https://ask.unimelb.edu.au/app/answers/detail/a_id/6093/kw/os-help has all the details about the OS-Help loan including the application form. This loan is not guaranteed but the UCWIP program in the past has been eligible for it. For Arts the internship is 25 points (2 subjects) but to be eligible for the OS-HELP loan/global mobility scholarship you have to have subjects left in your degree besides the internship. So if you do it at the end of your third year, and you take an extra semester just to do the last 25 credited internship subject, you are not eligible for any scholarships. This means if you had an/other subjects remaining in your degree you would be eligible.

14. The application process is competitive and funds are not guaranteed. Students may also apply for other funding through Melbourne Global Mobility as applicable.

15. **Visa.** It is your responsibility to obtain the necessary visa for entry to the US. You must liaise with the Melbourne Global Mobility office and the Director of the Program. This process should be commenced **before August 2018**, the Uni-Capitol Washington Internship Program utilises the services of the Council of International Educational Exchanges (CIEE) in obtaining the US visa, the cost of this is included in the estimated budget below. **Visa processing can take some time so it is important that you submit this application early. All students must obtain assistance from the MGM program in obtaining the necessary visa. Usually, interns obtain a J1 visa.**
16. **Accommodation.** Interns can organise accommodation independently. Sharehouse accommodation with Suite Solutions can be organized on an individual basis, with Suite Solutions writing per-person leases. Prepayment of accommodation is required and is non-refundable. Suite Solutions reservations can only be secured in groups of 4 so it is advantageous for you to secure your housing as soon as your placement has been confirmed.