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Capitol Hill Internship Program Application

Nebraska Wesleyan University

NWU is looking for outstanding applicants to participate in the Capitol Hill Internship Program. The CHIP committee will assess the quality of your application essays, resume, interview performance, and the success of your academic program to make its admission decision. Minimum requirements include the completion of POLSC 1010 (or POLSC 1000), a GPA of 3.0 or higher, and being enrolled in a traditional undergraduate course of study.

Application Deadlines: **October 1** (for fall semester) and **March 15** (for spring semester).

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| --- | --- | --- | --- | --- |
| Proposed Enrollment |  |  |  |  |
|  |  |  |  |  |
| When do you plan to attend CHIP? | Semester: |  | Year: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Student Information | | | | |
|  |  |  |  |  |
| Name: |  | | | |
|  |  |  |  |  |
| Email: |  | | | |
|  |  |  |  |  |
| Phone Number: | |  | | |
|  |  |  |  |  |
| Street Address: | |  | | |
|  |  |  |  |  |
| City, State, Zip: | |  | | |
|  |  |  |  |  |
| Are You a US Citizen? | | |  | |
|  |  |  |  |  |
| If no, indicate your Visa type: | | | |  |
|  |  |  |  |  |
| Gender (for housing assignment): | | | |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| How would you identify yourself? (This is needed for reporting requirements) | | | | | | | | | | |
|  |  |  | | |  | |  | |  |  | |
|  |  | White, Non-Hispanic | | |  | Black, Non-Hispanic | | |  | |
|  |  |  | | |  | |  | |  |  | |
|  |  | Hispanic | | |  | Asian | | |  | |
|  |  |  | | |  | |  | |  |  | |
|  |  | American Indian | | |  | Alaskan Native | | |  | |
|  |  |  | | |  | |  | |  |  | |
|  |  | Pacific Islander | | |  | Native Hawaiian | | |  | |
|  | | |  |  |  | |  | |  |  | |
|  | | | | | | | |  |  | |
| Are you a Tuition Remission, Tuition Exchange, or Huge Scholarship Recipient? | | | | | | | |  |  | |
|  | | |  |  |  | |  | |  |  | |
| If so, please be aware that Tuition Remission, Tuition Exchange, and the Huge Scholarship will not cover the full cost of CHIP. For students receiving this form of financial aid, please contact the Director of Scholarships and Financial Aid for additional details. | | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Academic Information | | | | | | | |
|  |  |  | |  |  |  |  |
| Current Academic Standing: | | | |  | | | |
|  |  |  | |  |  |  |  |
| Anticipated Graduation Month: | | | | |  | Year: |  |
|  |  | |  |  |  |  |  |
| Major(s): |  | | | | | | |
|  |  | |  |  |  |  |  |
| Current GPA: | | |  | | | | |
|  |  | |  |  |  |  |  |
| Have you completed POLSC-1010 (or POLSC-1000)? | | | | | |  | |
|  |  |  | |  |  |  |  |
| Name of one NWU professor who will act as a reference (they do not need to write a letter, but should be able to speak about your academic abilities): | | | | | | | |
|  |  |  | |  |  |  |  |
|  | | | | | | | |

Motivation for Applying

Answer the following questions in the space below. Each box will expand to fit your response.

**Prompt 1:** Why do you want to participate in CHIP? Specifically, how have your experiences on campus and in the community prepared you for this program? (250-word limit)

**Prompt 2:** How will this program connect with your career goals? (250-word limit)

**Prompt 3:** What is important in the timing of your participation of CHIP—why do you want to go now? (200-word limit)

**Prompt 4:** What agencies, organizations or offices would be ideal internship sites for you? What connections, if any, have you made with organizations or individuals in the Washington, D.C. area? (200-word limit)

**Prompt 5:** An important aspect of CHIP is urban experiential education. The city is the campus. CHIP students share living spaces with roommates in close quarters and are responsible for getting themselves wherever in the city they need to be. Describe how you have responded to a novel or unexpected situation in your life. (200-word limit)

Additional Application Requirements

In addition to this application form, you will also need to submit:

**Resume:** Submit your resume to the NWU Career Center and participate in a resume critique. You may contact the Career Center for their open office hours or to make an appointment at (402) 465-2224 or [career@nebrwesleyan.edu](mailto:career@nebrwesleyan.edu).

**Housing Deposit:** Submit a $250 non-refundable housing deposit (to be deducted from your housing cost if accepted) to the Business Office. Be sure “CHIP Housing Deposit” is clearly marked on the memo line.

**Unofficial Transcripts:** Download a copy of your unofficial transcripts from Self-Service to be submitted with your application materials.

**Interview:** You will be contacted shortly after the application deadline to participate in an interview with members of the CHIP selection committee. This interview will take approximately 30 minutes.

**Pre-Departure Orientations:** If selected, you must attend all required pre-departure orientations hosted on-campus and online.

Please check the boxes below to affirm:

|  |  |
| --- | --- |
|  | I have participated in a resume critique with the Career Center before submitting this version of the document. |
|  | I have paid a $250 non-refundable housing deposit to the Business Office. |
|  | I will provide my unofficial transcripts to the committee for their use in considering my application. |
|  | I will attend all pre-departure orientations on-campus and in Washington, D.C. upon arrival. |

Application Submission Instructions

After providing your housing deposit to the Business Office, email the following to the CHIP Coordinator (Dr. Zachary Baumann, [zbaumann@nebrwesleyan.edu](mailto:zbaumann@nebrwesleyan.edu)):

1. This completed application form
2. A current version of your resume
3. A copy of your unofficial transcripts