

Washington, D.C. Internship Application Instructions



TEXAS A&M UNIVERSITY
Public Policy Internship
Program

Introduction

Thank you for your interest in applying to the Public Policy Internship Program (PIIP) at Texas A&M University. If you have any questions while completing the application, please contact a program staff member at ppip@tamu.edu or 979-845-3712.

Program Eligibility

Applicants must meet all of the following criteria to be eligible for a PIIP internship in Washington, D.C.:

1. Must be a U.S. citizen and at least 18-years-old; permanent residents are not eligible for this program.
2. Must be classified as a degree-seeking undergraduate, graduate, or doctoral student at Texas A&M University, including the College Station, Galveston, McAllen, Law School, and Health Science Center campuses.
3. Must have a minimum cumulative college GPR of 3.0. First-semester freshmen are not eligible to apply.
4. Must be in good-standing with Texas A&M University, pursuant to the university's Academic and Student Life rules.
5. Must obtain valid health insurance for the duration of the internship.
6. Must be able to attend all PIIP trainings and pre-departure events in College Station.

Application Guidelines

- **Items 1-4 of the PIIP application checklist below should be submitted in one (1) email to ppip@tamu.edu** by the application deadline. Submission instructions for items 5 & 6 may be found further down in the application instructions.
- Remember, this application is your first impression on the selection committee. Make sure it represents you well!
- Please complete the PIIP application electronically and save it as a PDF. Do not handwrite your application.
- Items 2-5 of the application checklist below must be submitted via PDF file or Microsoft Word document. Google docs and links will not be accepted for PIIP application materials.
- Before submitting your application, you are highly encouraged to meet with your academic advisor to discuss how PIIP could impact your degree plan and graduation.
- **Note:** The PIIP staff reserves the right to make initial selections and reject applications based on submitted application materials to determine interview eligibility. You are expected to follow all application & formatting instructions.

Application Checklist

1. Application
2. Cover letter
3. Professional resumé
4. Policy essay
5. One letter of recommendation (*max of 3*)
6. Official Texas A&M transcript (*and/or transfer if applicable*)

Application materials should be submitted via email to ppip@tamu.edu. Items 1-4 of the application checklist are to be sent in one (1) email. See the following pages for submission instructions pertaining to letters of recommendation and official transcripts. Do not submit the application instructions with the application.

You will be contacted to schedule an interview once your completed application packet has been received & reviewed.

Completed application packets are due by 5pm on Thursday, February 15, 2024.

Cover Letter

Submit a cover letter addressed to the "Public Policy Internship Program Selection Committee" to support your application and introduce yourself. It should explain your interest in a policy internship; your educational, personal, and career goals; what skills/leadership experience you can bring as an intern; and any other relevant information. The cover letter must be submitted via a PDF file or Microsoft Word document. Google docs and links will not be accepted. The cover letter must be between $\frac{3}{4}$ and 1 page in length, single-spaced, contain font sizes no smaller than 11-point, and be formatted with 0.5-1.0" margins. Be sure to use a correct business letter format. For assistance, visit the Career Center at <http://careercenter.tamu.edu>.

Professional Resumé

Submit a professional resumé (undergraduates 1 page max, graduates 2 pages max) outlining your job experience, leadership or organizational involvement, awards/honors/special recognition, and other information you feel is relevant. Remember to list any extracurricular involvement at Texas A&M. Do not include references or high school information. The resumé must be submitted via a PDF file or Microsoft Word document. Google docs and links will not be accepted. We highly recommend visiting the Career Center for feedback on your resumé. The Career Center offers the VMock system for online feedback. Information may be found at <http://careercenter.tamu.edu> and at <http://careercenter.tamu.edu/resources/vmock>.

Policy Issue Essay / Writing Sample

Respond to the following prompt in a **third-person informative essay** that is 800-1200 words. The issue essay must be double-spaced with the font no smaller than 11 point. Margins should be 0.5"-1.0". Put your first and last name at the top of each page. Include one additional page for citations/references. The issue essay must be submitted via a PDF file or Microsoft Word document. Google docs and links will not be accepted. A carefully researched and supported persuasive essay is much more valuable than a mere "opinion" paper. Research and citations of facts are required and should be cited using your discipline's citation format (i.e. APA, CBE, etc.).

TOPIC:

RESEARCH AND DISCUSS ONE PUBLIC POLICY ISSUE CONCERNING THE UNITED STATES.

The essay component of your application is an essential part of your profile, as it will be sent to potential placement sites. Potential supervisors will rely heavily on your essay to assess your writing and communication skills and to determine whether they feel you will be a good match with their organization. PPIP encourages you to choose an essay topic that is closely related to the area of public policy in which you are interested in interning, as employers frequently request writing samples that are related to specific subject areas. We highly encourage you to enlist the assistance of your professors or others to proofread your application and provide feedback.

WRITE ABOUT WHAT YOU KNOW or WHAT YOU WANT TO KNOW MORE ABOUT. This essay is a key factor in the questions for your interview, so write about something that interests you. DO NOT choose something because it "sounds good." Take time to write a clear, thoughtful essay about your policy interests so that you present yourself in the best possible manner. Your essay will be evaluated on content, style, writing conventions, and general mastery of the English language.

Review your essay! The University Writing Center is an excellent resource. You can schedule an appointment online with a member of the Writing Center staff to review your essay or simply utilize their online resources. Visit the Writing Center at <http://writingcenter.tamu.edu> or contact the Writing Center at 979-458-1455 for more information. You are expected to comply with the Aggie Code of Honor, and suspected plagiarism will be reported to the Aggie Honor office.

Letters of Recommendation

Submit a minimum of one (1), and no more than three (3), professional and/or academic letters of recommendation to support your application, addressed to the "Public Policy Internship Program Selection Committee." Letters of recommendation will only be accepted via the following manner:

1. **Email:** If this option is used, the letter must be sent directly by the recommender to ppip@ag.tamu.edu.

Letters must be signed by the recommender, submitted by the recommender, and contain their contact information. **All letters must be received by the application deadline.** Letters may be from professors, academic or organizational advisors, employers, or others who can discuss your professional or academic qualifications in-depth. Transfer or graduate students in their first semester at TAMU can obtain a university faculty/staff letter from their previous institution. Letters from personal references, other students, or friends will not be accepted. Each recommender should be made aware that letters will be shared with potential site supervisors. **Letters will not be accepted from current or former elected officials** to ensure the integrity of the selection process.

Official Transcript

Submit an official Texas A&M transcript directly from the Office of the Registrar. Unofficial transcripts will not be accepted. Transcripts must be received by the application deadline and must be sent directly from the Office of the Registrar via 1) postal mail to the address listed below, or 2) emailed to the Public Policy Internship Program's office (ppip@tamu.edu). Transfer and graduate students in their first semester at Texas A&M must have their official transcripts submitted from their previous institution(s) via either of the manners listed above.

Public Policy Internship Program
Agriculture and Life Sciences Bldg. (AGLS)
600 John Kimbrough Blvd., Suite 515
2402 TAMU
College Station, TX 77843-2402

*End of application instructions.
The PPIP application begins on the next page.*



Biographical Information

Legal First Name:

Middle Name:

Legal Last Name:

Preferred Name:

UIN:

Date of Birth:

Age:

Texas A&M Email (@tamU.edu):

Primary Phone Number:

Local Address:

Permanent Address:

Academic Information

TAMU Classification:

Grade Point Ratio (GPR)
exactly as it appears on transcript

Expected
Graduation Month:

Expected
Graduation Year:

Texas A&M Completed Hours:

Transfer Hours:

Cumulative Hours:

Academic Major 1:

Academic College:

Academic Major 2:

Academic Minor:

Campus Enrolled:

Language(s):

Internship Semester:

Internship Placement Information

List at least four public policy issues of interest and/or departments, agencies, organizations, or offices where you would like to intern. Please list them in priority order. For a historical list of hosting offices, visit <http://ppip.tamu.edu/hosting-offices>.

- 1.
- 2.
- 3.
- 4.

At the current time, have you applied for and/or been accepted to an internship in Washington, D.C.?

Yes No

If yes, please specify where you have applied and the status of your application.

Congressional Representative & District Number

This information is based on your permanent home address using the "Find Your Representative" link at <http://www.house.gov>.

U.S. Representative Name:

District Number:

Conduct and/or Criminal History

Please note – many offices in Washington, D.C. require a background check prior to employment. While individual offices may not accept applicants due to conduct or criminal history, PPIP will not necessarily exclude your application due to your responses below.

Conduct History: At the discretion of the program, applicants must be in good standing with Texas A&M University, including the Student Conduct Office. The student must not be in violation of the Student Rules or the Aggie Honor Code.

Have you ever been involved in or found responsible for violating any University student rule(s) or the academic honor code (e.g. Aggie Honor Code) during a University conduct process?

Yes No

Criminal History: The following questions include felonies, misdemeanors, and ANY alcohol or drug violations (i.e. DWI/DUI, MIP, etc.) received even if they have been expunged from your record. (Exclude minor traffic offenses with fines less than \$300 unless related to drugs or alcohol.)

Have you been charged or been convicted of any criminal offenses, either felony or misdemeanor?

Yes No

Have you been imprisoned, been on probation, or been on parole?

Yes No

If you answered yes to any of the above questions within this section, provide the details of your offense(s)/violation(s) in the box below. Include dates and sanctions. If you need more space, turn in a separate sheet with your application.

Internship Agreement & Family Educational Rights and Privacy Act Release (FERPA)

Initial: _____ I understand that this application form, plus the supporting documents that I provide, become the property of the Public Policy Internship Program (PPIP) and that these documents will be sent to potential internship supervisors during the placement process. I will not request the materials to be returned or transferred to other institutions or potential employers.

Initial: _____ I further understand, if selected for the Public Policy Internship Program (PPIP), each appropriate internship site will review my materials, conduct interviews if needed, and choose whether or not to offer an actual internship placement. I understand the number of internships offered by each site is dependent on its respective applicant pool, the availability of staff, and the amount of resources during that time, all of which vary from year to year. I understand that PPIP and Texas A&M University do not guarantee internship placement.

Initial: _____ The Public Policy Internship Program (PPIP) is an academic program that requires additional participation beyond this application, including, but not limited to: revision and review of application materials, completion of materials in addition to the original application, attendance at socials and special programs, adherence to the PPIP code of conduct and the Texas A&M student rules, completion of intern training and the internship course, and other requirements as outlined by the program. I understand that failure to comply with program requirements may result in removal from PPIP and may require repayment of scholarship funding.

Initial: _____ I authorize the Public Policy Internship Program (PPIP) and its designees to release information and provide an evaluation about any and all information from my educational records at Texas A&M University (including information pertaining to my education at other institutions I have previously attended) which is part of my educational record. This also includes the PPIP application as deemed necessary to provide reference to all prospective employers considering me for internships through the program.

I understand further that:

1. I have the right not to consent to the release of my education records.
2. This consent shall remain in effect until revoked by me, in writing, and delivered to the PPIP staff to whom this release is granted, but that such revocation shall not affect disclosure previously made by PPIP prior to receipt of any such written revocation.
3. All materials submitted for this application are expected to be produced by me as the applicant. I have not had another individual or entity produce any portion of my application materials. This includes using artificial intelligence tools such as, but not limited to, ChatGPT. I understand that if I am suspected of using unauthorized collaborations or artificial intelligence tools for this application, I will be referred to the Aggie Honor Office.

In accordance with the Aggie Honor Code, I certify that the information on this application is true and correct to the best of my knowledge.

Signature:

UIN:

Date:

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Voluntary Disclosure

We track the number of our applicants by gender, veteran status, etc. for internal purposes. For this reason, we invite you to share this information below. This section is voluntary; you are not required to provide this information. This page is kept separately from your application, is not provided to the interview committee, and is not used for intern selections. Your application for an internship will be considered in the same manner whether or not you provide this information. When used, this information is kept anonymous.

Have you previously applied to, but were denied from, PPIP?

No

Yes

Are you an Honors student within the LAUNCH office?

No

Yes

Are you a member of the Corps of Cadets?

No

Yes

Are you a veteran of the U.S. Armed Forces?

No

Yes

Are you a first-generation college student?

No

Yes

Do you require any accommodations to fully participate in the PPIP interview process?

No

Yes - Mobility Accommodations

Yes - Hearing Accommodations

Yes - Visual Accommodations

Biological Sex*:

**The Washington, D.C. program is a residential program; intern housing is provided to our program interns. Policy Internship Programs assigns roommates in shared bedrooms based on biological sex. The answer you provide here is not used for intern selections.*

Intentionally Left Blank. End of Application.