

SUMMER IN D.C.

Application

During the summer, the Kirby Center provides extracurricular opportunities and alumni mentoring for Hillsdale students and recent graduates in Washington, D.C. The summer program does not offer 3-credit courses, scholarships, or guaranteed housing. All currently enrolled Hillsdale College students and recent graduates interning or beginning a career in the Washington, D.C., metropolitan area are encouraged to participate. The summer program is provided free of charge, but students are responsible for all costs associated with housing, food, and transportation.

The following steps ensure a smooth transition from campus to Washington, D.C. Difficulty obtaining an internship can often be traced to simple errors on a résumé or cover letter. Carefully and thoroughly completing each step will save valuable time in the future.

We look forward to working with you and seeing you in Washington, D.C., this coming summer. Please do not hesitate to e-mail summerDC@hillsdale.edu with questions.

1 Prepare

MEET WITH CAREER SERVICES.

Early in the spring semester—if not earlier—schedule a meeting with Career Services. Bring your résumé. The Career Services staff will offer advice and help you make any necessary changes.

RESEARCH YOUR INTERNSHIP OPTIONS.

Please do not wait to be accepted to Summer in D.C. before researching and/or applying to internships. Some organizations have very early deadlines.

2 Apply

Applications will be accepted on a rolling basis starting January 20, 2016. Early applications are important for housing purposes.

GENERAL INFORMATION

Legal Name _____ Nickname _____ DOB _____

CONTACT INFORMATION

Permanent address _____

Current address _____

Preferred e-mail _____ Alternate e-mail _____

Cell phone _____ Alternate phone _____

ACADEMIC INFORMATION

Major(s) _____ Minor(s) _____ Expected graduation date _____

Number of semesters as a full-time Hillsdale student (include current) _____

HOUSING INFORMATION

Would you like to live in College-provided housing this summer? yes no

If yes, please complete the housing application on the next page.

for office use only _____

DATE RECEIVED _____ RÉSUMÉ _____ APP _____

NOTES _____

3 Attach

Include the following documents in your application, and deliver them to Career Services.

- ◆ Completed application, including Internship Interests checklist below
- ◆ Résumé and unofficial transcript (can be printed from WebAdvisor)

Internship Interests

What is your ideal internship: _____

List other internships to which you have applied/will apply: _____

ADVOCACY

- | | | |
|---|--|--|
| <input type="checkbox"/> Constitutionalism | <input type="checkbox"/> Fiscal Policy | <input type="checkbox"/> Religious Freedom |
| <input type="checkbox"/> Environment/Conservation | <input type="checkbox"/> Global Health | <input type="checkbox"/> Tech Policy |
| <input type="checkbox"/> Energy | <input type="checkbox"/> Government Accountability | <input type="checkbox"/> Immigration |
| <input type="checkbox"/> Education | <input type="checkbox"/> Pro-Life | <input type="checkbox"/> Veterans |
| <input type="checkbox"/> Economics and Free Markets | <input type="checkbox"/> Pro-Family | |

THE ARTS, HISTORY, AND THE HUMANITIES

- | | |
|--|--|
| <input type="checkbox"/> Historical Preservation | <input type="checkbox"/> Museums |
| <input type="checkbox"/> Historical Societies | <input type="checkbox"/> Art Galleries pages |

THINK TANKS AND NON-PROFITS

- | | | |
|---|--|--|
| <input type="checkbox"/> Conservative Organizations | <input type="checkbox"/> Libertarian Organizations | <input type="checkbox"/> Liberal Organizations |
| <input type="checkbox"/> The Heritage Foundation | <input type="checkbox"/> Cato Institute | |
| <input type="checkbox"/> American Enterprise Inst. | <input type="checkbox"/> Reason Foundation | |
| <input type="checkbox"/> Other | <input type="checkbox"/> Other | |

EXECUTIVE BRANCH

- | | |
|--|--|
| <input type="checkbox"/> White House Offices | <input type="checkbox"/> Executive Agencies/depts. |
|--|--|

If checked, please list specific agencies:

JUDICIAL ISSUES AND LEGAL STUDIES

LEGISLATIVE BRANCH

Do you want to work for your own Representative or Senator? Yes No Undecided

Do you have a specific office or congressman in mind? Explain:

- | | | |
|--|--|---|
| <input type="checkbox"/> U.S. House of Representatives | <input type="checkbox"/> U.S. Senate | |
| <input type="checkbox"/> House and Senate Committees | | |
| <input type="checkbox"/> House—Armed Services | <input type="checkbox"/> House—Science, Space, and Technology | <input type="checkbox"/> Senate—Finance |
| <input type="checkbox"/> House—Budget | <input type="checkbox"/> House—Republican Study Committee | <input type="checkbox"/> Senate—Foreign Relations |
| <input type="checkbox"/> House—Education | <input type="checkbox"/> House—Transportation | <input type="checkbox"/> Senate—Health, Edu., Labor, and Pensions |
| <input type="checkbox"/> House—Foreign Affairs | <input type="checkbox"/> House—Veterans Affairs | <input type="checkbox"/> Senate—Energy and Natural Resources |
| <input type="checkbox"/> House—Homeland Security | <input type="checkbox"/> House—Ways and Means | <input type="checkbox"/> Senate—Environment and Public Works |
| <input type="checkbox"/> House—Judiciary | <input type="checkbox"/> House—Oversight and Govt. Reform | <input type="checkbox"/> Senate—Judiciary |
| <input type="checkbox"/> House—Natural Resources | <input type="checkbox"/> Senate—Agriculture, Nutrition, and Forestry | |

POLITICAL ADVOCACY

- | | | |
|--|---|---|
| <input type="checkbox"/> Political Party Leadership (RNC or DNC) | <input type="checkbox"/> Political Consulting Firms | <input type="checkbox"/> Public Affairs Firms |
| <input type="checkbox"/> Campaign Work | <input type="checkbox"/> Government Affairs | |

JOURNALISM AND MEDIA

- | | | |
|---|---|--|
| <input type="checkbox"/> Broadcast Journalism | <input type="checkbox"/> Print journalism | <input type="checkbox"/> Online journalism |
|---|---|--|

INTERNATIONAL AFFAIRS

List foreign languages you speak:

List specific countries or regions in which you are interested:

- | | |
|--|--|
| <input type="checkbox"/> State Department | <input type="checkbox"/> Foreign Embassy |
| <input type="checkbox"/> International Trade, Business | <input type="checkbox"/> Internationally-focused Non-Profits |

NATIONAL SECURITY, INTELLIGENCE, AND DEFENSE

- | | |
|--|--|
| <input type="checkbox"/> Military Branches | <input type="checkbox"/> National Security Think Tanks |
| <input type="checkbox"/> Intelligence Community Agencies | <input type="checkbox"/> Defense and National Security Contractors |

PRIVATE SECTOR/BUSINESS

- | | |
|---|--|
| <input type="checkbox"/> International Business | <input type="checkbox"/> Marketing/Advertising |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Other |

SERVICE GROUPS AND VOLUNTEERISM

Please explain your specific interests:

OTHER

List any areas of interest not mentioned above:

4 Acceptance

You will be notified by email of your acceptance within three days of your application being received. Once we confirm your enrollment, please watch your campus mailbox for your information packet. This packet will include information on housing as well as any necessary forms.

5 Apply for Housing

If you are participating in the Summer in D.C. program, housing is available at a building owned and operated by Hillsdale College on Capitol Hill. Separated into four apartments, the building houses 17 students. The apartments will be filled by the first students to apply, pending the individual's approval by the Dean's Office. Rent is \$218 per week, and students must stay for a minimum of ten weeks. Pro-rated extensions may be available upon request but are not guaranteed. Your spot will be reserved after you have applied, been approved by the Dean's Office, and submitted a \$425 refundable security deposit.

Students must move in on June 4 and move out by August 13.

Legal name _____ ID Number _____

Permanent address _____

Accumulated GPA _____

Would you be interested in being an RA? yes no (see the sidebar below for details)

Roommate preference (limit one) _____

I have read carefully the contents of this form and affix my signature to confirm my understanding of the agreement.

Signature _____ Date _____

Resident Assistant Position

SELECTION AND EXPECTATIONS

The Hillsdale House Resident Assistant (RA) position is significantly different than its counterpart on Hillsdale College's main campus. More is expected of the position in terms of facility monitoring and communication with the Kirby Center staff and students. The RA(s) reports directly to the Kirby Center Operations Manager (and is ultimately responsible to Vice President of Student Affairs); as such, regular communication with the Operations Manager is vital. Selection is performed by the Dean's Office in coordination with Kirby Center staff, and the RA(s) are compensated for their work through a weekly rent reduction.

RESIDENT ASSISTANT DUTIES

GENERAL RESPONSIBILITIES

- Serve as the liaison between Hillsdale House residents and the Kirby Center Operations Manager.
- Agree to be on call via cell phone to both students and Kirby Center staff in case of emergency.
- Inform both students and Operations Manager if you will not be home overnight.

HILLSDALE HOUSE MOVE-IN AND MOVE-OUT

- The RA is expected to move-in two (2) days earlier and move-out days (2) days after residents.
- Oversee and assist with the move-in and move-out process of residents.
- Ensure that residents complete of both inventory and room condition forms in a timely manner.

MAINTENANCE

- Maintain regular attentiveness to condition of property through routine check-ups.
- Troubleshoot minor building issues (i.e., smoke alarms, light fixture outings, clogged drains).
- Inform the Operation Manager of all maintenance and/or housekeeping issues in need of attention/repair in a timely manner.
- Ensure that trash and recycling are taken out and brought in promptly by residents on collection day, and that the trash area remains clean throughout the week.

SECURITY

- Enforce all established security policies.
- Respond promptly to any alarm alerts by investigating whether or not an alarm is false.
- Inform the Operations Manager of any security concerns and/or complications (i.e., recurring alarm trips, broken locks, etc.).
- Demonstrate knowledge of and ability to lead through emergency procedures.

OPERATIONS

- Perform routine operations functions, including but not limited to:
 - ◊ Laundering towels and linens from Kirby Center events in a timely manner, using materials provided by Kirby Center staff.
 - ◊ Communicate with the Operations Manager concerning student needs (non-maintenance related).

STUDENT LIFE

- Enforce all established house rules.
- Communicate any serious roommate conflicts in need of attention to the Operations Manager or the Student Programs Coordinator.
- Encourage residents to attend Kirby Center events and activities.

Frequently Asked Questions

Who is eligible for the Summer in D.C. Program?

Does the program have any pre-requisites?

Summer in D.C. is open to Hillsdale students and recent graduates of all majors. However, we highly recommend that students wait until the summer after their sophomore year to apply and intern in Washington, D.C.

There are no pre-requisites for the program. However, we recommend that students take POL 101: The United States Constitution prior to coming to D.C. for a summer.

What is the deadline for applying to the Summer in D.C. program?

Hillsdale students and recent graduates will apply and be accepted to the Summer in D.C. program on a rolling basis beginning January 20, 2016. We encourage students to apply as early as possible.

How expensive is Summer in D.C.? Is there financial aid available to Summer in D.C. students?

The program is provided free of charge, but students are responsible for all costs associated with housing, food, and transportation. Students should budget \$800–\$1000/month for housing, \$150–\$250/month for food, and \$75–\$100/month for transportation.

No financial aid is available to students in the summer.

How will I secure my internship?

Students are expected to take initiative in securing their own internships in Washington, D.C., with assistance from both Career Services and the Kirby Center staff. For specific suggestions on what internships would be the best for you, please email summerDC@hillsdale.edu.

Is housing guaranteed for all Summer in D.C. participants?

No, housing is not guaranteed to Summer in D.C. participants. Housing is available at the College-owned Hillsdale House but is limited to 17 students. Students should submit an application to live at the Hillsdale House, and the house is filled on a first-come, first-served basis, pending approval by the Deans' Office.

The Kirby Center staff provides housing resources, and students are connected to alumni and other friends of Hillsdale for assistance.

Are academic classes offered to Summer in D.C. participants?

Regular 3-credit academic courses are not offered during the summer.



HILLSDALE COLLEGE

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33 EAST COLLEGE STREET
HILLSDALE, MICHIGAN 49242