



WASHINGTON-HILLSDALE INTERNSHIP PROGRAM

Application

The Washington-Hillsdale Internship Program (WHIP) gives undergraduates the opportunity to participate in academically intensive semester-long internships or teacher apprenticeships in the nation's capital. For over 40 years, WHIP students have interned in such challenging and rewarding locations as the White House, Congress, think tanks, media outlets, national security agencies, lobbying firms, and private sector companies. While potential WHIP students must take initiative in securing these opportunities, both the Career Services Office and the WHIP staff will gladly assist with the process.

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., in the coming semester. Please do not hesitate to contact us (WHIP@hillsdale.edu) with questions.

1 Prepare

MEET WITH CAREER SERVICES.

Early in the semester before you hope to study in Washington—if not earlier—schedule a meeting with Career Services. Bring your cover letter and 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 WHIP before researching and/or applying to internships. Some organizations have very early deadlines.

2 Apply

DEADLINES Fall 2016: March 18, 2016 • Spring 2017: Sept. 30, 2016 • Fall 2017: March 10, 2017 • Spring 2018: Sept. 29, 2017

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) _____ Overall GPA _____ Major GPA _____

Who is writing your letter of recommendation? _____

Completed Constitution 101? yes no Are you a George Washington Fellow? yes no

Are you a member of the Dow Journalism Program? yes no

Anticipated semester in WHIP: Fall Spring Year: _____

for office use only

DATE RECEIVED _____ REC _____ COVER LETTER _____ RÉSUMÉ _____ TRANSCRIPT _____ APP _____

NOTES _____

3 Attach

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

- ◆ Completed application, including Internship Interests checklist (below)
- ◆ Teacher apprenticeship supplement (next page, if applicable)
- ◆ Cover letter* and résumé
- ◆ Unofficial college transcript (can be printed from WebAdvisor)
- ◆ Letter of recommendation from a Hillsdale faculty or staff member

*Minimum 250 words outlining your interest and reasons for participating in WHIP. For the apprenticeship application, follow the requirements listed on the next page. You do not need to submit more than one cover letter.

Internship Interests

List your ideal internship: _____

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 Interview

Shortly after your application is received, you will interview with WHIP staff about your application and internship interests. Please watch for an e-mail regarding scheduling of this interview.

5 Acceptance

You will be notified by email of your acceptance within a week of your interview.

Once we confirm your enrollment, the WHIP staff will send housing forms and information on course registration. Later in the semester, there will be a short—but mandatory—on-campus orientation.

Liberal Arts Teacher Apprenticeship Supplement

The apprenticeship does not lead to, and is not intended to qualify students for, certification by the state of Michigan. Completion of the apprenticeship, while showing that the student is familiar with the classical model of education, does not guarantee employment. For more details about the program, please refer to the FAQs on the last page of this application or contact Dr. Jeffrey Lehman: jlehman@hillsdale.edu.

Meet the following requirements:

1. ___ GPA of 3.0 or higher
2. ___ Cover letter (500–600 words detailing your interest in K-12 classical education and your reasons for applying for the apprenticeship)
3. ___ Completion of EDU 360
4. ___ Completion of EDU 403 (K-3rd grade apprentices only)

Please answer the following questions:

1. Will you be enrolling in EDU 401 for 3 credits (part time) or for 6 credits (full time)? ___
2. At what level would you like to be placed? Circle all that apply and number the levels in order of preference. ___ K – 2nd ___ 3rd – 6th ___ 7th – 8th ___ 9th – 12th
3. What subject(s) would you like to work in? Circle all that apply and number the subjects in order of preference. ___ Math ___ Literature ___ History ___ Science ___ Civics ___ Physical Education ___ Art ___ Music ___ Phonics (K-3) ___ Latin ___ French ___ English Grammar Other(s): _____

Resident Assistant Position

Housing is guaranteed for all WHIP students. If you are interested in working as an RA, check here:

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. RAs report directly to the Kirby Center Operations Manager (and are 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 RAs 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 students and Operations Manager before being away overnight.

HILLSDALE HOUSE MOVE-IN AND MOVE-OUT

- The RA will move in two days before and move out 2 days after residents.
- Oversee and assist with the move-in and move-out process of residents.
- Ensure that residents complete both inventory and room condition forms in a timely manner.

MAINTENANCE

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

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

When can I apply? Does the Washington-Hillsdale Internship Program have any pre-requisites?

WHIP is open to Hillsdale upperclassman. We highly recommend that students wait until their junior year to participate in WHIP, but qualified sophomores may apply to WHIP for the spring semester.

The only prerequisite for the program is completion of POL 101: The U.S. Constitution.

Does the Washington-Hillsdale Internship Program require a minimum GPA?

We take many factors into consideration when reviewing an application. There is no minimum GPA for WHIP students. However, students who maintain a 3.0 on campus normally transition more easily into the demands of the program.

What are the requirements to complete a teacher's apprenticeship while participating in WHIP?

(1) A major in a discipline relevant to the classical model; (2) submission of written materials in support of the application, as required by the Application Committee; (3) completion of EDU 360 Philosophy of Education with a grade of "B-" or better; (4) for apprentices at the lower elementary (K-3rd grade) level, completion of EDU 403: Explicit Phonics Reading Instruction; (5) a cumulative grade point average at the time of application (no sooner than the close of the sophomore year) of 3.00.

To whom should my cover letter be addressed?

Student Programs Coordinator
c/o The Kirby Center for Constitutional Studies
and Citizenship
227 Massachusetts Avenue NE
Washington, DC 20002

Who should write my letter of recommendation?

The letter of recommendation may come from a Hillsdale faculty or staff member, or another mentor or former employer. However, we ask that letter of recommendation not be written by friends or family members.

How will I secure my internship?

WHIP 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 your career goals, please email WHIP@hillsdale.edu.

How expensive is WHIP? Is there financial assistance?

Tuition for WHIP is the same as the tuition for a regular full-semester of classes at Hillsdale College. Rent for the Hillsdale House is currently \$218 per week. Meal plans are not available, and students are responsible for their own food. A scholarship is awarded to all students accepted into the program—in addition to a student's regular financial aid package—to help defray the costs of room and board in D.C.

Where will I live for the semester?

Students live in the Hillsdale House, a townhouse on Capitol Hill located two blocks from the Kirby Center. Should the number of students exceed capacity at the Hillsdale House, students will also reside other college-arranged housing near to the Kirby Center.

Additional Questions?

Please email WHIP@hillsdale.edu with any additional questions.



HILLSDALE COLLEGE

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