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## DEPARTMENT OF POLITICAL SCIENCE, HISTORY & GLOBAL STUDIES

### Congressional Internship Program

## **Internship Guidelines**

#### ***Congressional Internship Program Overview:***

*The Congressional Internship Program (CIP) is a partnership between the University of the District of Columbia and Congressional offices. The CIP partnership affords outstanding students the opportunity to take advantage of the laboratory that is Washington, DC and gain real-world as well as hands-on experience by working on Capitol Hill for a member of Congress.*

*Participation in the CIP provides students with the invaluable opportunity to learn the inner workings of Congress, while sharpening their research, analytical, and communications skills. Additionally, students are able to forge relationships that will prove instrumental for advancing their career goals. CIP participants will also learn the day-to-day operations of Congress and the legislative process while performing support for key office staff. Furthermore, students will leave the CIP equipped with new credentials to serve as effective leaders in the public sector.*

*Simply, the CIP allows students to see first-hand why Washington, DC is like no other place in the world. Not only is Washington, DC the seat of government, it is a crossroads for a variety of governmental and cultural institutions and organizations. A testing ground for future leaders of the United States and the world.*

#### ***Congressional Internship Program Requirements:***

*To be eligible to participate in CIP, students must meet the following criteria:*

- *Have earned at least 60 credits towards an Bachelor's degree;*
- *Maintain a minimum GPA of 3.0 within a major and overall;*
- *Previously completed Introduction to American Government (POLI-206) and earned a 'C+' or higher in the course;*
- *Enroll in Legislative Process (POLI-307);*
- *Enroll in Capital Hill Internship (POL-495);*
- *Demonstrate a commitment to public service and leadership in and outside of UDC; and*
- *Commit to a 15-week, 20 hour per week internship*

***The Role of the Congressional Internship Coordinator:***

*The coordinator approves the applications of prospective CIP participants and monitors the progress of the students. He assists with their problems and/or concerns as needed. The coordinator also serves as the liaison with the Congressional internship supervisor to insure a timely evaluation of the student's internship experience.*

***The Role of the Government Relations Office:***

*The Government Relations Office (GRO) assists in obtaining student placements in Congressional offices. It serves as a liaison with the Congressional office to address programmatic issues. Lastly, the GRO is responsible for conducting a mandatory orientation for all CIP participants prior to their internship assignment.*

***The Role of the Congressional Office:***

*The Congressional office provides CIP participants with experiences that develop their profession and personal growth as well as an environment conducive for them to transition from the classroom to the professional world.*

*The Congressional office assigns a staff member who serves as the primary supervisor and insure that the internship facilities the professional growth of a intern. A "Learning Contract" signed by the intern, the Congressional office, and the Internship coordinator is required as an agreement by all parties toward that commitment. (See Appendix I).*

*The Congressional office representative provides a written midterm and final evaluation of the CIP participant. (See Appendix II). These evaluations are to be turned into the Congressional Internship coordinator on the date specified by the coordinator.*

***The role of the Congressional Internship Participant:***

*All CIP participants are expected to commit to a 15-week, 20 hour per week internship. They are expected to represent the University with distinction, comply with all work requirements, assigned duties, and professional standards as an employee of the Congressional office to which they are assigned. The responsibilities of a CIP participant may include, but are not limited to, handling research and responding to constituent requests and inquiries, providing staff members with research as requested, attending hearings and legislative markups, organizing and guiding tours, and providing administrative support to the Member and his or her staff.*

***Evaluation of Congressional Internship Participants:***

*Each CIP participant is evaluated in four different areas, **Personal Attributes** (attendance, dependability, initiative, and professionalism), **Technical Skills** (Problem analysis, achievement of work objectives, time management, and resource location and utilization), **Communication***

**Skills** (listening ability, concentration ability, writing proficiency, verbal proficiency, and ability to work with others), and **Job Performance** (accuracy, dependability, and neatness). [See Appendix II]

*The student's final grade is contingent upon the overall rating given by the Congressional office supervisor on the midterm and final evaluation and a twenty-five (25) page evaluative paper of the internship experience submitted by the student. Guidelines for the paper are provided by the CIP coordinator.*

***Congressional Internship Grievance Procedure:***

*If a student has a grievance with the Congressional office, the following steps must be taken to achieve resolution:*

1. *The CIP participant should schedule a meeting with the Congressional office representative to discuss the grievance and see if a resolution can be achieved.*
2. *If the CIP participant does not feel that an amicable solution has been reached, they should schedule a meeting with the GRO representative and the CIP coordinator. The meeting will occur no later than two weeks following the request.*
3. *The GRO and the CIP coordinator will conduct a meeting with the Congressional office and the CIP participant to come to an amicable solution.*
4. *If the grievance remains unresolved, and the intern is not held to be responsible for the problems that have developed, the GRO and the CIP coordinator will help the intern in locating another appropriate internship opportunity.*

**PLEASE NOTE: ANY DEVIATION FROM THE ABOVE REQUIREMENTS MUST BE APPROVED BY THE INTERNSHIP DIRECTOR**

## APPENDIX I

### ***CONGRESSIONAL INTERNSHIP LEARNING CONTRACT***

#### ***PART I***

**A.** Name \_\_\_\_\_ Student Identification No. \_\_\_\_\_

*Address* \_\_\_\_\_  
(Street) \_\_\_\_\_ (Apt. #) \_\_\_\_\_  
  
(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

*Telephone* \_\_\_\_\_

*Email* \_\_\_\_\_

*Address during Internship:*

*Address* \_\_\_\_\_  
(Street) \_\_\_\_\_ (Apt. #) \_\_\_\_\_  
  
(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

*Telephone* \_\_\_\_\_ *Email* \_\_\_\_\_

**B.** Congressional Office: \_\_\_\_\_

*Address:* \_\_\_\_\_  
\_\_\_\_\_

*Telephone:* \_\_\_\_\_

*Name of Supervisor:* \_\_\_\_\_

*Position:* \_\_\_\_\_

*Your position:* \_\_\_\_\_

**C.**

*Congressional Internship*

*Coordinator:* \_\_\_\_\_

*Department:* \_\_\_\_\_ *Telephone:* \_\_\_\_\_

*Address:* \_\_\_\_\_

**D.** Credits to be awarded for Internship: \_\_\_\_\_

*Department* \_\_\_\_ *Course No.* \_\_\_\_ *No. of Credits* \_\_\_\_

***PART II THE CONGRESSIONAL INTERNSHIP***

**A. JOB DESCRIPTION:** Describe in as much detail as possible your role and responsibilities while on your internship. List duties, projects to be completed, deadlines, etc., if relevant.

**B. SUPERVISION:** Describe in as much detail as possible the supervision to be provided. What kind of instruction, assistance, consultation, etc., you will receive and from whom, etc.

**C. EVALUATION:** How will your performance be evaluated? By whom? When?

**PART III**  
***LEARNING OBJECTIVES/LEARNING ACTIVITIES/EVALUATION***

The four components involved with this section are (1) identify learning objectives [what I want to learn] (2) state tasks and strategies to accomplish objectives [how am I going to learn the objectives] (3) evaluation [how am I going to show I learned the objectives] (4) Completion Date of each objective [completion dates of objectives should be throughout the internship period]. It is recommended that you identify one or more learning objectives in each of the following categories, with 2-4 specific strategies for each objective, and at least one method of evaluation for each objective.

- I.** Academic Learning & Application (i.e., related to the ideas, concepts or theories of your major or minor field(s) of study and/or ideas or theories related to your general education/courses.)
- II.** Skill Development (i.e., skills specific to your academic field, an occupation, oral and written communication, organization, problem solving, decision making, interpersonal relationships, etc.)
- III.** Personal Development (e.g., self-confidence, self-awareness, self-management, sensitivity and appreciation for diversity, clarification of values, career awareness and development, etc.)

<b><i>LEARNING OBJECTIVES</i></b> <b>What I want to learn</b>	<b><i>TASKS &amp; STRATEGIES</i></b> <b><i>How am I going to learn it</i></b>	<b><i>EVALUATION</i></b> <b><i>How am I going to show I learned it</i></b>	<b><i>TARGET DATE</i></b>

***Part IV***  
***The Agreement***

***This contract may be amended or terminated by student, Agency Supervisor or Internship Director at any time upon written notice, which is received and agreed to by the other two parties.***

***Student Signature*** \_\_\_\_\_ ***Date*** \_\_\_\_\_

***C.O. Supervisor*** \_\_\_\_\_ ***Date*** \_\_\_\_\_

***CIP Coordinator*** \_\_\_\_\_ ***Date*** \_\_\_\_\_

## APPENDIX II

### ***CONGRESSIONAL INTERNSHIP EVALUATION***

*Name of Student:* \_\_\_\_\_ *Evaluation Period* \_\_\_\_\_

*Congressional Office* \_\_\_\_\_

*Name of Supervisor:* \_\_\_\_\_ *Title* \_\_\_\_\_

*Signature of Supervisor* \_\_\_\_\_ *Phone #* \_\_\_\_\_

*Directions: Please use the rating code below to appraise the student's performance this semester.*

<b><u>Rating Code</u></b>	<b><u>Scale</u></b>
A	<i>No improvement is needed (very good or excellent performance)</i>
B	<i>Little improvement is needed (generally good performance)</i>
C	<i>Improvement is needed (generally mediocre performance)</i>
D	<i>Considerable improvement is needed (generally poor performance)</i>

#### ***Appraisal***

#### ***PERSONAL ATTRIBUTE:***

<b><u>Rating</u></b>	<b><u>Criteria</u></b>	<b><u>Comments (especially C's and below)</u></b>
____	<i>Attendance</i>	<i>punctuality, fulfillment of time obligation, etc.</i> _____
____	<i>Dependability</i>	<i>can be counted on to follow through with instruction</i> _____
____	<i>Initiative</i>	<i>self-starter, self-generator, etc.</i> _____
____	<i>Professionalism</i>	_____

**BASIC TECHNICAL SKILLS:**

*Ability to analyze problems* \_\_\_\_\_

*Achieves work objectives* \_\_\_\_\_

*Management of time* \_\_\_\_\_

*Ability to locate and utilize resources effectively* \_\_\_\_\_

*Listening ability* \_\_\_\_\_

*Written communication ability* \_\_\_\_\_

*Oral communication ability* \_\_\_\_\_

*Ability to work with others* \_\_\_\_\_

**PERFORMANCE:**

*Accuracy, reliability of work* \_\_\_\_\_

*Neatness of work* \_\_\_\_\_

**OVERALL RATING:**

*Overall rating of student* \_\_\_\_\_

*Please note any other comments on the back of this form or on a separate sheet and attached to this form.*