Washington Semester Program
Application Instructions

There are two distinct application processes required for the Washington Semester Program: first, an application to the Political Science department; second, an application to the Congressional office where you hope to intern.

1. An application to the Political Science department (located below), along with a copy of your UW transcript, is required to determine your eligibility for the program. Eligible students will have:
   1. an overall GPA of 3.0 or higher
   2. nine or more semester hours of Political Science course work
   3. Junior standing

Eligibility alone does not guarantee acceptance as a Congressional intern. Each Congressional office chooses their own interns from a highly competitive pool of applicants. Each office is also responsible for notifying internship applicants regarding their acceptance. The Political Science Department Application is essential to the process because each internship also includes an academic component and academic credit.

2. To be considered for an internship with one of the Congressional offices, students must apply to the office of their choice (among Wyoming’s representatives). We recommend that you research the web sites and other sources available before you make a final determination regarding the office to which you will apply. The second application process requires the following:
   1. Submit the online application for the office of your choice (as well as the Department of Political Science application described above)

If you are accepted by one of the Congressional offices for an internship, you must do the following before leaving for Washington:
   1. Sign your insurance waiver (if necessary)
   2. Pay your tuition
   3. Enroll in POLS 4560 to receive academic credit of 15 hours (discussed further below)
   4. Sign your travel reimbursement documents (prepared by the Political Science administrative staff)
   5. Secure housing

The political science department cannot take responsibility for a failure to fulfill these obligations. Upon notification of acceptance by a Congressional office, students must contact the Political Science office in order to enroll in POLS 4560. Students will then receive the Washington Semester Guidelines which outline the academic requirements necessary to fulfill in order to receive the 15 hours of UW/POLS S/U credit.
Academic credit for the Washington Semester Program is divided in the following manner. Six hours will be designated as Political Science credit and the full fifteen will contribute towards the College of Arts and Sciences upper division credit requirement. To be clear, the six hours of Political Science credit will contribute towards both the A & S upper division requirement and Political Science elective hours (with a total of 15 hours given for the entire semester). These credits are S/U, without exception. Students should consult with their advisor prior to applying to the program to determine the appropriateness of the program and its credit allocation to the student’s needs.

Securing housing is the student’s responsibility. While the Political Science office holds some housing information, the best source is the internship coordinator of the particular congressional office or recent interns of the Washington Semester Program.
Washington Semester Program
Application Form

This form will assist the University of Wyoming to determine whether or not you meet the requirements for the Washington Semester Program, and assist the various Washington offices in their intern selection process. Please submit the completed form and a copy of your UW transcript to the Political Science Office (Room 136 of the Arts & Sciences building) by TBA. The Department of Political Science will not consider incomplete application forms, nor will it notify applicants that their information is incomplete.

Name: ________________________________________________
Birthdate: ________________ WID#: _________________________
Address at school: ______________________________________
Home phone: ________________ Work phone: ________________
Email Address: _________________________________________
Person and number to contact in case of emergency: ________________
Offices Held/Honors/Awards:
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
Extracurricular activities: ______________________________________
_________________________________________________________________
_________________________________________________________________

Expected Date of UW Graduation: _____________
Current Grade Point Average (A=4.0): _____________
Are you currently a full time UW Student?: ______
# of Credit Hours Completed by the end of the current semester: _____________
Major of study: __________________________ Minor of study: _____________________

Please indicate in which Washington office you are particularly interested in serving (Please choose only one):
___ Wyoming Representative  ___ Senator Michael Enzi  ___ Senator John Barrasso
Please list the Political Science courses that you have completed, and the grade that you received in each. Remember that you must complete at least 9 credits of Political Science courses to be eligible for this program. One of your completed courses must be POLS 1000, American & Wyoming Government.

Please attach a copy of your UW transcript.

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List any special skills or talents that may contribute to an office:

________________________________________________________________________

________________________________________________________________________

Other Application Materials
Students MUST complete the internship application online for the office they would like to be placed as an intern. In addition to the POLS application, the online application usually includes a resume, an essay and 2 reference letters.

Please indicate whether you have completed the online application:
YES___________ NO ______
COMPLETED APPLICATION CHECKLIST:

An application will be considered complete when:

Student has completed and turned in to the Department of Political Science the following materials:

- Completed Department of Political Science Washington Semester Application

- Current UW transcript

Student has completed and submitted the online application for the Congressional Office of their choice and submitted Recommendation Letters, Resume and Essay to that office.

All Materials must be submitted no later than TBA.