

Department of Government
Lawrence and Jean Irwin Memorial Internship Stipends
General Information

Thanks to the generosity of the late Lawrence and Jean Irwin, the Department is able to award a number of stipends to help support students undertaking summer internships related to politics and government. The exact number of awards and the amount of each will vary from year to year, but in general about ten will be given, ranging from \$500 to \$1000 each.

Eligibility Considerations

1. Only declared majors in Government and Public Policy will be considered.
2. Internships covered include those with
 - local, state, federal or government agencies
 - international governmental organizations
 - legislative offices at any level
 - overseas government agencies
 - political parties or campaigns
 - political polling or consulting organizations
 - interest, advocacy or lobbying groups
 - policy/political research institutes or think-tanks
 - policy/political publications
3. Internships not supported will generally include those with
 - private sector corporations (unless directly related to politics)
 - law firms (e.g. legal assistants)
 - academic research institutions
4. Applications may be submitted before an internship has been offered/accepted, but no stipend funds will be disbursed until the student has submitted certification by an on-site supervisor that he/she will be undertaking the work; the Department reserves the right to contact the on-site supervisor at any point with regard to the intern's performance.
5. An effort will be made to support as large a number of eligible applicants as possible. At the same time, the largest stipends will generally go to those applicants whose internship entails substantial travel and housing costs; who are not receiving support from the organization with which they are interning or the College; and/or who are on financial aid.
6. Application forms are available on the Government website (<http://www.wm.edu/government/>)
 - application form
 - internship certification
 - personal statement

**Department of Government
Lawrence and Jean Irwin Memorial Internship Stipend
Application Form**

Where: Submit all materials electronically to the Chair of the Government Department. When: Materials may be submitted beginning April 1 and up until graduation day. How: Items (3) and (4) should be in typewritten form and attached to this sheet.

1. Applicant Information

Full Name: _____

C.S. Box: _____

Email: _____

Phone: _____

ID Number: _____

Major(s)/Minor: _____

Home Address: _____

Graduation Semester: _____

2. Internship Information

Internship Organization: _____

Internship Location: _____

Internship Dates: _____

Internship Hours per Week: _____

Internship Supervisor/Name: _____

Internship Supervisor/Title: _____

Internship Supervisor/Tel.: _____

Internship Supervisor/Email: _____

3. Funding/Budget: For items (a) through (e) please provide good-faith dollar estimates, if applicable, for the entire interning period; for (f) and (g), circle appropriate answers..

a) your internship will require transportation to another city:

estimate total costs _____

b) your internship will require daily transit costs to and from work:

estimate total costs _____

c) your internship will require paying rent (you are not living with family/friends):

estimate total costs _____

d) your interning agency will provide the following pay/compensation:

total compensation _____

e) your internship will already be supported other College funds (e.g. Monroe):

total award _____

f) you will be applying for support from the following College offices

Reves Center Yes___No___

Charles Center Yes___No___

other (identify) Yes___No___ _____

g) you qualify for need-based financial aid at the College: Yes/No

4. Signature

I hereby certify that all information provided above is, to the best of my knowledge, accurate.

Signature _____ Date: _____

[attach the following items]

5. Internship Certification: Attach brief confirmation from your internship supervisor (letter, fax or email) certifying the following (applications may be submitted before certification is returned, but any award is provisional until such time, with graduation as a final deadline).

a) that you have accepted a position

b) that it entails more than clerical duties

c) that it will last an equivalent of five full weeks, and

d) whether it will be compensated

6. Personal Statement: Attach a single sheet of two brief paragraphs on the following:

a) describe what you expect will be your duties and routine as an intern, and

b) clearly explain your interest in the position (why it fits with previous academic or extracurricular activities, and what you hope to gain from the experience).