



**Walker Institute of Politics and Public Service**

<http://weber.edu/walkerinstitute>

**Internship Application Checklist**

- 1. Cover letter**  
**(Applicable to Internship or general)**
- 2. Internship Application Form**
- 3. Resume**
- 4. Two Letters of Recommendation**  
**(One of which must come from a professor)**
- 5. Two Writing Samples**
- 6. Unofficial Transcript**

## The Walker Institute Internship Program

The Walker Institute internship program is designed to provide students with practical experiences in the realm of politics, government, and non-profit organizations at the local, state, and national levels. Students who serve political and government internships apply what they have learned in their Weber State University classrooms to practical circumstances and enhance the civic education that makes them active citizens. As interns, students will acquire the communication and organizational skills necessary for success in the workplace. Finally, internship work experiences give students a competitive edge when seeking employment. 75% percent of university students graduate with one or more internship experiences. 91% of employers **expect** internship experience from recent graduates.

In order to qualify, students should have attained at least a Sophomore class standing, although Juniors and Seniors will have priority. There is a preference for a cumulative GPA of at least 3.0. Qualified applicants must submit a Walker Institute application, which includes: a cover letter, a resume, two writing samples, an unofficial transcript, and two letters of recommendation, one of which must be from a Weber State University Professor.

### Academic Credit

Weber State students serving internships can register for up to 12 academic credits. The credit structure is as follows:

- POLS 4860 Washington D.C. Internships (1 - 6 credits)

To fulfill the requirements for these Washington D.C. internship credits, students must: 1. Submit a weekly journal record of his/her daily internship work and experiences; 2. Submit a research paper on a topic related to their internship and approved by the supervising professor, the length of which is determined by the number of credits taken (5 pages for 3 credits, 10 pages for 6 credits); 3. Provide an assessment from a supervisor. (Non-political science students may take political science internship credits, or make arrangements to take 4860 internship credits within their own departments where applicable.)

- POLS 4865 State & Local Internships (1 – 6 credits)

To fulfill the requirements for these internship credits, **state legislative interns must** take the legislative preparation class for 3 of these credits. To receive 1 – 3 additional credits, state legislative interns must write a longer internship research paper. The length of this paper will be determined by the number of credits taken. **Local interns must**: 1. Serve 50 hours per credit hour; 2. Write a research paper related to the topic of their internship, the length of which will be determined by the number of credits taken; 3. Provide an assessment from a supervisor.

- POLS 4870 Internship in Perspective (3 credits)

These internship credits are designed to enhance the POLS 4880 Internship Research credits.

- POLS 4880 Internship Research (3 credits)

To fulfill the requirements of the internship research credits, interns will write a research paper, between 10 – 15 pages long on a topic approved by the supervising professor.

For more information and questions, contact the Walker Institute at [carolmcnamara@weber.edu](mailto:carolmcnamara@weber.edu) or (801) 626-6206. The Walker Institute is located in the Social and Behavioral Science Building, rooms 344, 346, or 348.



**Walker Institute of Politics and Public Service  
Internship Application**

Date: \_\_\_\_\_ W# \_\_\_\_\_ Email: \_\_\_\_\_

Last Name

First Name

Cell phone

Address

Major: \_\_\_\_\_ Class Level: \_\_\_\_\_ GPA: \_\_\_\_\_

I am interested in an internship in the following area(s) (please check all that apply):

☐ Washington, DC      ☐ Policy/think tank      ☐ Administrative office  
☐ State Legislature      ☐ Campaign      ☐ Lobbying Group  
☐ Local Government      ☐ Federal Agency  
☐ other (please specify) \_\_\_\_\_

Semester desired for internship (rank 1 to 3, with 1 as most desirable).

Fall: \_\_\_\_\_ Spring: \_\_\_\_\_ Summer: \_\_\_\_\_

In case of emergency contact:

Last Name

First

Relationship

Address

Phone Number

I certify that the above information is correct. I agree to abide by and be committed to all the policies regarding internships of Weber State University and the Walker Institute, if accepted into this program. I understand that all of my applications materials become the property of the Walker Institute and will not be returned. I give the Walker Institute permission to release copies of the application and all of its parts to internship programs for selection purposes. Please return the application to the Walker Institute/ Carol McNamara, SSB 346, [carolmcnamara@weber.edu](mailto:carolmcnamara@weber.edu).

Signature

Date



## Confidential Letter of Recommendation

Applicant's name: \_\_\_\_\_

Letter provided by \_\_\_\_\_ Position \_\_\_\_\_

To the applicant: I waive the right of access to this letter under the provisions of the Freedom of Information Act.

Signature

Date

## Recommendation

To the provider: The Weber State Internship Program affords students the opportunity to receive academic credit for one semester of internship work in a policy, political, or government oriented internship. Please provide an assessment of how effectively the applicant will perform in such a position and whether the applicant is likely to benefit from the experience.

How well do you know the applicant and for how long?

How would you rank the applicant among other Weber State Students?

	Excellent		Good		Poor	
Intellectual Ability	1	2	3	4	5	
Writing Skills	1	2	3	4	5	
Maturity/Responsibility	1	2	3	4	5	
Industry/Initiative	1	2	3	4	5	
Self-Confidence	1	2	3	4	5	
Affability	1	2	3	4	5	

Please attach a letter, explaining more fully the qualities that recommend the student for an internship, or the contrary.

Please return to: Walker Institute of Politics and Public Service, Weber State University, Attention Carol McNamara, Director, 1219 University Circle, Ogden Utah, 84408-1219, or deliver to Room 346, Social & Behavioral Science Building. Direct questions to [carolmcnamara@weber.edu](mailto:carolmcnamara@weber.edu), or (801) 626-6206.



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