



DEPARTMENT OF GOVERNMENT AND POLITICS

GVPT Internship Program – Spring 2025

The Government and Politics Internship Program enables students interning in local, state, regional, and national political or policy institutions to receive course credit for their internship experience.

The GVPT Internship Program is a one-semester, two-course program in which students will develop an understanding of how their internship connects to the greater policymaking and governing process.

Students enroll in the following courses:

- **GVPT377 Experiential Learning: Government and Politics Internship Program**
 - 3-credit academic course that *may* be used towards the GVPT major requirements per GVPT's ['Experiential Learning Credits'](#) policy.
 - GVPT377 is **mandatory** for participation in the GVPT Internship Program. If you cannot fit GVPT377 into your schedule, you should pursue alternate options for internship credit.
 - The course will meet **February 19, March 26, and April 23 from 6-9:15pm. There are no exceptions or alternatives for these dates.**
- **GVPT376 Experiential Learning**
 - GVPT376 is purely elective credit and does NOT count towards GVPT major requirements. It is graded on a satisfactory/fail basis.
 - Students earn 3 to 6 elective credits for GVPT376; the number of credits earned depends upon the total number of internship hours worked during the semester.

You must complete your internship to earn credit for GVPT377 and GVPT376. You are able to get paid during your internship and participate in the program.

Requirements:

- Current GVPT major
- Minimum 3.0 GPA
- Minimum 60 credit hours
- Must not have earned credit previously for the same internship
- Must not have previously completed the GVPT Internship Program
- Internships cannot be on-campus positions (with the exception of START)
- Priority is given to students who still need to satisfy a GVPT course of choice and who may use GVPT377 to do so.

Admission to the GVPT Internship Program is competitive and meeting eligibility requirements does not guarantee admittance to the program. It is strongly encouraged that you apply early as this is a popular program that often has every spot filled. If the program fills before the application deadline, we will begin reviewing applications for waitlist spots.



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Benefits:

- Receive 3 course credit hours towards GVPT major requirements
- Receive general elective credit for the hours worked at your internship
- Network with other students in similar internships
- Learn how to market your internship on your resume and in job interviews
- Develop relationships with professionals who can serve as references for future employment opportunities

Time Commitment:

- Students are expected to intern between 9-20 hours per week during the semester.
- GVPT377 is a weekly academic course with online and in-person components. Students must be able to attend in-person class dates to participate in the program.
- There are no class meetings for GVPT376; you are earning credit for the hours spent working at your internship. Your internship supervisor will complete an evaluation of your performance.

Application Materials:

- Completed intake form. This form **MUST** be signed by your site supervisor. Applications without a signature will be considered incomplete.
- A cover letter detailing what you hope to gain from your internship and how it fits into your future career goals in government and politics. Please include contact information for one academic or professional reference with your cover letter.
- A current unofficial transcript. You may download this through Testudo.
- One-page resume highlighting previous employment or internships and relevant courses
- A short writing sample, less than 2 pages, that illustrates your research, analysis, and critical thinking skills. An example could be an excerpt from a paper you've written for class. Please provide a header that gives the context of the sample (i.e. research paper written for state and local government class)



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Important Policies:

You are responsible for knowing the following policies:

- GVPT students are able to apply 6 experiential learning credits towards GVPT major requirements. GVPT considers experiential learning to consist of approved internship programs (GVPT377, Federal/Global/Maryland Fellows **Fall** courses [**NOT** including ENGL381/HONR368A]), GVPT research and independent studies (GVPT388), the GVPT Undergraduate TA program (GVPT386/389), Mock Trial (GVPT217 and 317), and Moot Court (GVPT439L, GVPT439M, and GVPT439N). Opportunities that put students beyond the six credit limit will be considered **elective credit**.
- Students are limited to registering for 17 credits prior to the first day of classes. Admission to the GVPT Internship Program does not override this policy.
- Priority for admission to the GVPT Internship Program will be given to students who still need to complete a GVPT course of choice and can use GVPT377 to do so.
- You must complete your internship in order to remain enrolled in and receive credit for GVPT377 and GVPT376.

Deadline:

Applications are reviewed on a rolling basis. Space is limited. Therefore, it is strongly recommended that you submit your application early. **The final application deadline is 5PM on January 22, 2024. If this program fills prior to the final application deadline, applications will be reviewed for waitlist spots.**

Submit application materials to Shayna Shor, GVPT Academic Advisor, via email at sshor@umd.edu using subject line: GVPT INTERNSHIP APPLICATION - YOUR FIRST & LAST NAME. Students will be notified of their acceptance to the program via email.



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GVPT Internship Program Applicant Intake Form

Name: _____

UID: _____

Email: _____

Phone: _____

Please check the appropriate box for the following questions:

- 1) I will have at least 60 cumulative credits at the end of this semester Yes No
- 2) This will be my first time taking GVPT377 and GVPT376 Yes No
- 3) I have not exceeded 6 GVPT experiential learning credits Yes No
Note: see our experiential learning policy [here](#) for a full list of what counts towards experiential learning in GVPT
- 4) I still need to complete at least 1 upper-level GVPT course of choice Yes No
- 5) I am able to commit to the synchronous meeting sessions for GVPT377 Yes No
- 6) I understand I cannot earn credit for one internship through multiple programs Yes No
Note: This means you may not register for multiple credit-bearing programs to cover the same internship
- 7) I am submitting this application with all required supporting documents Yes No

By signing below, I affirm that the information enclosed on my application materials is true and confirm my understanding of the requirements for the GVPT internship program.

Student Signature: _____

Date: _____



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GVPT Internship Program Applicant Intake Form

Name: _____

UID: _____

Email: _____

Phone: _____

Internship Site: _____

Division (if applicable): _____

Internship Site Address: _____

Start Date: _____

End Date: _____

(month/day/year)

(month/day/year)

Hours per Week: _____

Total Hours/Semester: _____

Please list below your duties and responsibilities at your internship:

To be completed by the internship site supervisor:

Supervisors, by signing below you are confirming the internship dates, weekly hours, and position responsibilities as noted above.

Is a security clearance required for this position? Yes No

If yes, has it been approved? Yes No N/A

Supervisor Name: _____

Supervisor Email Address: _____

Supervisor Signature: _____

Date: _____

Student Signature: _____

Date: _____