APPLICATION
Carnegie Mellon University Washington Semester Program
Spring 2014

From embassy headquarters to nongovernmental organizations, think tanks to advocacy organizations, and consulting firms to media outlets, Washington, DC, is a focal point for many international and public policy activities.

Undergraduates from any course of study who would value firsthand policy experience are invited to apply to Carnegie Mellon University’s Washington Semester Program, sponsored by the university’s Center for International Relations and Politics. In this semester-long program, students live, work, and study in Washington, DC, coming into direct contact with political, business, and community leaders and learning about the most pressing policy issues of the day.

Students earn 45 units for the Washington Semester Program, interning three days per week in any sector or field of interest within Washington, DC, while taking classes two days per week and in the evenings. The Center for International Relations and Politics sponsors events and a policy forum in Washington for students participating in the program to further enrich their experience and enhance their understanding of how Washington functions as a hub of international and public policy decision making.

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**Required Application Materials**

In addition to this application form, applications must include the following in order to be complete:

- A one-page essay, explaining how the Washington semester ties into your curricular plans at Carnegie Mellon and how it will contribute to your professional development.
- Your current résumé, reviewed and approved by the Career and Professional Development Center.
- Two letters of recommendation (please use the attached forms):
  - *Faculty recommendation:* At least one letter should come from a faculty member who has taught you in class. The letter should address your academic performance, ability to work in varied academic settings, ability to work independently, and writing skills. The recommender should also comment, if knowledgeable, on your extracurricular involvement, service, and leadership experience.
  - *General recommendation:* The second letter of recommendation may be written by a second faculty member or by another referee (such as a supervisor, coach, advisor, or volunteer coordinator) who can speak to how this opportunity complements your intellectual or career interests. The recommender should also comment, if knowledgeable on your extracurricular involvement, service, and leadership experience.
- Unofficial transcripts from Carnegie Mellon and official transcripts for any other undergraduate institutions where you have completed course work. You can download your unofficial transcript from SIO: [https://s3.as.cmu.edu/sio/index.html](https://s3.as.cmu.edu/sio/index.html).
- Meet with your primary academic advisor to discuss your curricular plans and receive the required approval signature on page 3 of CMUWSP application.

Application and supporting materials are due to the CMUWSP Academic Program Manager, Emily Half, Office: Baker Hall A60C, Mailbox: Baker Hall 154, no later than **October 4, 2013**.
<table>
<thead>
<tr>
<th><strong>Student Information</strong></th>
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<tbody>
<tr>
<td>Name: __________________  Last  First  MI</td>
</tr>
<tr>
<td>Birth date: ____________________  ___ Male  ___ Female</td>
</tr>
<tr>
<td>Place of Birth: _________________  Citizenship: _____  Visa type (non-US Citizens) ________</td>
</tr>
<tr>
<td>Home address: ____________________  Street  City  State  Zip</td>
</tr>
<tr>
<td>Home phone: (<strong><strong>) ____________  Cell phone: (</strong></strong>) __________________</td>
</tr>
<tr>
<td>Personal e-mail: ____________________</td>
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<table>
<thead>
<tr>
<th><strong>School Information</strong></th>
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<tbody>
<tr>
<td>Andrew User ID: _________________  Anticipated Graduation Date: _________________</td>
</tr>
<tr>
<td>Campus SMC address: ____________________  Pittsburgh  PA  15289  SMC Box No.  City  State  Zip</td>
</tr>
<tr>
<td>College: ________________________  Department: ________________________</td>
</tr>
<tr>
<td>Major(s): Primary: ________________________</td>
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<tr>
<td>Additional: ________________________</td>
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<tr>
<td>Minor(s): ________________________</td>
</tr>
<tr>
<td>Clubs and/or organizations: ________________________</td>
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CMUWSP course descriptions may be found on the CMUWSP website. All courses and grades will appear on the Carnegie Mellon transcript (not as transfer credit).

Rank your top two core course preferences:

<table>
<thead>
<tr>
<th>Congress</th>
<th>The Presidency and Executive Branch</th>
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<tbody>
<tr>
<td>General Research Seminar</td>
<td>Washington Media</td>
</tr>
<tr>
<td>International Politics and The Global System of the 21st Century</td>
<td></td>
</tr>
</tbody>
</table>

Rank your top two elective course preferences:

<table>
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<tr>
<th>American Political Journalism</th>
<th>Spies! The Politics of Intelligence</th>
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<tr>
<td>Campaigns and Elections</td>
<td>Sustainability and Social Change</td>
</tr>
<tr>
<td>Lobbying, Money, and Influence in Washington</td>
<td>The Theater of Politics</td>
</tr>
</tbody>
</table>

**Academic Advisor Approval**

Please discuss with the student what impact, if any, participation in this program will have on his/her progress toward graduation. The academic advisor’s signature below indicates approval of the student’s participation in the CMUWSP for the spring 2014 semester.

If advisors have questions, please contact Emily Half at ehalf@andrew.cmu.edu or 412-268-7082.

_________________________________________  _______________________________________
Academic Advisor Printed Name                Academic Advisor Signature
Friedman Fellowship Information

Do you receive institutional or federal financial aid through Carnegie Mellon? ____ yes  ____ no

If yes, applicants should attach a separate statement documenting any financial considerations. Applicants may submit their financial aid letter from Carnegie Mellon.

Have you lived, studied, or worked/interned previously in Washington DC? ____ yes  ____ no

(If yes, please elaborate.) ____________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

Resident Assistant

CMUWSP will hire a Resident Assistant (RA) for the Spring 2014 semester from amongst the program participants. The RA will be compensated with a salary of $4300/semester.

Are you interested in applying to serve as the RA for CMUWSP? ___ Yes  ___ No

Have you served previously as an RA at Carnegie Mellon? ___ Yes  ___ No

If yes, when did you serve as an RA? ________________________________

If yes, who was your housefellow supervisor? __________________________

Signature

The information disclosed on this application is accurate. I agree to abide by the regulations of the Washington Semester Program. I also grant Carnegie Mellon University permission to use any photographs of me and quotations taken in connection with the Carnegie Mellon University Washington Semester Program.

I grant CMUWSP permission to contact my academic advisor, housefellow supervisor, and/or references for further information on my behalf.

Signature ___________________________  Date ___________________________

Application and supporting materials are due to the CMUWSP Academic Program Manager, Emily Half, Office: Baker Hall A60C, Mailbox: Baker Hall 154, no later than October 4, 2013.
Faculty Recommendation Form
Carnegie Mellon University Washington Semester Program

To Be Completed by the Student

Name of Applicant: ________________________ Andrew User ID: ______________

Applicant’s Waiver of Right of Access to Confidential Statement

Under the Family Educational Rights and Privacy Act of 1974, as amended, students have a right to certain education records.

☐ I hereby freely and voluntarily waive my rights to any information contained in this recommendation form and agree that it shall remain confidential.
☐ I do not waive my rights to any information contained in this recommendation form.

_______________________________________ ___________________________
Student Signature Date

To the Recommender

This recommendation will be reviewed by the Carnegie Mellon University Washington Semester Program selection committee. Your candid assessment of the student is vital to the selection process. If you do not feel qualified to assess the student, please ask him/her to choose another evaluator. Should you have any questions about the program, please feel free to contact cmuwsp@andrew.cmu.edu.

In your recommendation letter, we ask that you address the following topics:

1. In what capacity and for how long have you known the applicant? In which course(s) have you taught the applicant and when?

2. Please discuss the applicant’s academic performance, ability to work in varied (including non-traditional) academic settings, ability to work independently, writing skills, and flexibility.

3. Please comment, if knowledgeable, on the applicant’s extracurricular involvement, service, and leadership experience.

4. How do you anticipate that a semester in Washington, DC, including academic work and a policy-related internship, will enhance the applicant’s academic and/or professional career?

Please return this form along with your letter of recommendation.

Application and supporting materials are due to the CMUWSP Academic Program Manager, Emily Half, Office: Baker Hall A60C, Mailbox: Baker Hall 154, no later than October 4, 2013.
General Recommendation Form
Carnegie Mellon University Washington Semester Program

To Be Completed by the Student

Name of Applicant: ____________________________ Andrew User ID: ________________

Applicant’s Waiver of Right of Access to Confidential Statement

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☐ I hereby freely and voluntarily waive my rights to any information contained in this recommendation form and agree that it shall remain confidential.
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____________________________________________________  ______________________
Student Signature                              Date

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In your recommendation letter, we ask that you address the following topics:

1. In what capacity and for how long have you known the applicant?

2. Please discuss the applicant’s professional or academic performance, ability to work in varied settings, ability to work independently, writing skills, and flexibility.

3. Please comment, if knowledgeable, on the applicant’s extracurricular involvement, service, and leadership experience.

4. How do you anticipate that a semester in Washington, DC, including academic work and a policy-related internship, will enhance the applicant’s academic and/or professional career?

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