

**Carnegie Mellon University Washington Semester Program (CMU/WSP)
Application- Fall 2017**

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 the Carnegie Mellon University Washington Semester Program, sponsored by the university's Institute for Politics and Strategy. 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 48 units for the CMU/WSP, interning three days per week in any sector or field of interest within Washington, DC, while taking CMU classes. The Institute for Politics and Strategy 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.

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 a semester in Washington, DC, ties into your curricular plans at Carnegie Mellon and how it will contribute to your professional development. We encourage you to define your internship interests in this essay.
- ☐ Your current résumé, reviewed by the Career and Professional Development Center. Please schedule a meeting well in advance of the application deadline, as you may not be able to schedule a meeting with short notice at this point of the semester. Please bring your essay to your CPDC meeting to help direct the focus of your résumé.
- ☐ Two letters of recommendation (please use the attached forms):
 - *Faculty recommendation:* At least one letter should come from a Carnegie Mellon 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 transcript 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>.
- ☐ Meet with your primary academic advisor to discuss your curricular plans and receive the required approval signature on the CMU/WSP application.

STUDENT INFORMATION

Name: _____
Last
First
MI

Birth date: _____ ☐ Male ☐ Female

Citizenship: _____ Visa type (non-US Citizens) _____

Home address: _____
Street
City
State
Zip

Home phone: (____) _____ Cell phone: (____) _____

Personal e-mail: _____

SCHOOL INFORMATION

Andrew User ID: _____ Anticipated Graduation Date: _____

Campus SMC address: _____
SMC Box No.
Pittsburgh
PA
15289
City
State
Zip

College: _____ Department: _____

Major(s): Primary: _____

Additional: _____

Minor(s): _____

Primary Academic Advisor: _____

RESUME REVIEW

Each applicant should have his/her résumé reviewed by the Carnegie Mellon Career and Professional Development Center before applying to the CMU/WSP.

CPDC Printed Name

CPDC Signature

CPDC Comments: _____

CMU/WSP COURSE INFORMATION & POLITICS AND PUBLIC POLICY MINOR
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CMU/WSP course descriptions may be found on the [CMU/WSP website](#) and in the IPS section of the undergraduate catalog. All students will enroll in the following courses for a total of 48 units:

84-360 Internship Seminar (12 units)

84-450 Policy Forum (12 units)

84-333 Power and Levers for Change in Washington, DC (12 units)

84-337 Biomedical Science Research, Policy, and Governance (6 units)

84-346 Legal Issues in Public Administration (6 units)

Students who participate in the CMU/WSP are eligible to earn a minor in Politics and Public Policy (full curriculum may be found on the [IPS website](#) and in the IPS section of the undergraduate catalog). Students may double count a maximum of one course in the minor with another major or minor.

Do you intend to declare a minor in Politics and Public Policy? ____ yes ____ no

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 CMU/WSP for the spring 2017 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
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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.) _____

SIGNATURE

The information disclosed on this application is accurate. I agree to abide by the regulations of the Carnegie Mellon University 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 CMU/WSP permission to contact my academic advisor, housefellow, supervisor, and/or references for further information on my behalf.

Signature _____ Date _____

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.

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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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?*

Please return this form along with your letter of recommendation.