From embassy headquarters to non-governmental 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 (CMU/WSP), 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 classes two days per week and in the evenings. 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.
“My semester in DC changed how I viewed my time at Carnegie Mellon and it changed how I viewed myself. Previous to DC, I had always thought that I was fit to handle diversity, but throughout my semester in DC, I truly began to gain the skills needed to understand and listen to people who had opinions that greatly contrasted with my own.”

MELANIE DIAZ, DC ’17
CMU/WSP, SPRING 2015
INTERNSHIP: COUNCIL ON HEMISPHERIC AFFAIRS (COHA)

CMU/WSP Application Components

• CMU/WSP application form
• One-page essay
• Current résumé, reviewed by the Career and Professional Development Center
• Two letters of recommendation
• Unofficial transcript from Carnegie Mellon and official transcripts for any other undergraduate institutions where the student has completed course work

All application materials must be submitted no later than Friday, October 2, 2015, to Emily Half, Academic Program Manager.

CMU/WSP Eligibility

• Full-time undergraduates from any college at Carnegie Mellon University are eligible to apply.
• Applicants should demonstrate a strong academic record with a minimum cumulative QPA of 3.0. Exceptions may be made for students with lower QPAs based on strong recommendation letters and application materials.
• The junior year is the ideal time to participate in the CMU/WSP. However, the program is open to second-semester sophomores, juniors, or first-semester seniors. Sophomores must declare a primary major before attending the CMU/WSP.

UCDC Consortium

Carnegie Mellon University is a member of the University of California Washington Center (UCDC) consortium of schools. As a partner in the consortium, CMU/WSP students will have the opportunity to participate in courses and events sponsored by participating schools.

The University of California Washington Center is situated in a safe neighborhood near Dupont Circle and is within walking distance to many major landmarks and internship sites. The 11-story building has 24-hour security and houses approximately 230 students from the consortium of schools.

Academics

Carnegie Mellon students who participate in the CMU/WSP will earn a total of 48 units, and their courses and grades will be listed on their Carnegie Mellon University transcripts. Students will intern three days a week or approximately 24-25 hours and take classes the remaining days and some evenings. The academic program will consist of the following:

• Policy Forum (12 units)
• Internship Seminar (12 units)
• Core Seminar (12 units)
• Elective Forum (12 units)

CMU/WSP course descriptions may be found on the CMU/WSP website and in the undergraduate course catalogue. Final selection of courses will take place after students are admitted to the program.

Policy Forum

Carnegie Mellon University’s Policy Forum seminar takes a critical look at Washington, DC, as an arena for decision making in domestic politics and US foreign policy. It does so through weekly roundtable discussions with a diverse set of thought leaders. Based on intellectually significant essays that students are expected to read in advance of each class, these discussions give students an opportunity to ask probing questions about the three branches of the US government, media, embassies, advocacy groups, international organizations, and nongovernmental organizations.

“Overall the Carnegie Mellon University Washington Semester Program was an incredible experience in which I was able to learn more about the most important issues of the day, as well as delve deeper into my personal and professional interests…It was truly a breathtaking experience, and I only wish that it could have been longer.”

XIYU WANG, DC ’16
CMU/WSP, SPRING 2015
INTERNSHIP: AMERICAN ENTERPRISE INSTITUTE: ECONOMIC POLICY STUDIES
Internships

Through the CMU/WSP, students gain valuable professional experience and make long-lasting professional and personal contacts. The CMU/WSP welcomes students with a wide array of backgrounds and interests, and students may pursue available internships in any sector or field in the Washington, DC, area.

Students participating in the CMU/WSP will intern three days per week for approximately 24-25 hours per week. The ultimate responsibility for securing an internship rests with the individual student. The internship search process is an important part of the professional development experience.

The CMU/WSP provides support to students in securing internships. After acceptance into the program, students will meet individually with CMU/WSP administrators to develop a personalized internship search strategy. The CMU/WSP will assist with placement in or referral to specific internships and will help in crafting cover letters, résumés, writing samples, and mock interviews.

Sampling of Recent CMU/WSP Internship Sites:
- Brookings Institution
- C-SPAN
- Center for American Progress
- Congressional Offices
- Council on Hemispheric Affairs
- Embassy of France
- Foreign Policy Magazine
- NAACP
- Near East South Asia Center for Strategic Studies
- Office of the U.S. Trade Representative
- Polaris Project
- Potomac Institute for Policy Studies
- S. Daniel Abraham Center for Middle East Peace
- U.S. Coast Guard - Office of International Affairs
- U.S. Department of Education
- U.S. Department of Justice
- U.S. Department of State
- U.S. Department of the Treasury
- U.S. Global Leadership Coalition
- U.S. Trade and Development Agency (USTDA)
- The Kennedy Center
- The White House
- Vera Institute of Justice
- World Affairs Councils of America

*Please keep in mind that some internships at Federal agencies require student to have junior-level status in order to apply.

Friedman Fellowships

Students with strong academic records and financial need who are accepted to the CMU/WSP are also eligible for a Friedman Semester Fellowship, which helps to defray the cost of a semester in Washington, DC.

The Milton and Cynthia Friedman Fellowship Grants were created through a generous gift from Cynthia Friedman, currently a trustee of the university, in memory of her husband Milton, an alumnus of Carnegie Mellon. The grants encourage and support student participation in internships located in the nation’s capital. They are designed to foster significant work experiences that complement students’ academic studies and assist them as they make career and graduate education decisions. During the fall and spring semesters, fellowships are available on a competitive basis to undergraduates accepted into the CMU/WSP. There is no separate application process for the Friedman Fellowship. Awards are made by the admissions committee based on the strength of students’ CMU/WSP applications.

“During the semester, I completed an internship with the U.S. Department of State. I worked in the Bureau of Human Resources, where I was responsible for planning events for the hundreds of interns at the State Department. These events included a series of speakers as well as visits to noteworthy DC locations like the Supreme Court, the Pentagon, and the Federal Bureau of Investigation. Because I was given a large amount of autonomy in planning these events, I gained valuable skills in management, leadership, and organization.”

MEGAN STEINMETZ, DC ’15, HNJ ’16
CMU/WSP, SPRING 2014
INTERNSHIP: U.S. DEPARTMENT OF STATE
Housing – University of California Washington Center (UCDC)

Students will live in the University of California Washington Center (UCDC) building. Residential apartments are located on the upper floors of the building with classrooms conveniently located on the lower four floors. The building offers 24-hour security, and electronic identification is required for entrance to the residential floors.

Each apartment includes a living room, two bedrooms housing four students, one bathroom, and a kitchen. The apartments are fully furnished and equipped with standard kitchen appliances, cookware, and dinnerware. Students may take advantage of the UCDC Residential Life staff, fitness facilities, laundry facilities, mailboxes, a student lounge area, and an outdoor deck.

Program Cost

Students who attend the CMU/WSP will continue to pay Carnegie Mellon tuition, the standard double room fee, and other fees to Carnegie Mellon for the semester in which they are in Washington, DC. Students are eligible to receive the same financial aid package they receive while attending Carnegie Mellon. To discuss specifics of financial aid packages, please contact The HUB.

Faculty Lead

Dr. Kiron Skinner, Faculty Director, Carnegie Mellon University Washington Semester Program
kskinner@andrew.cmu.edu

APPLICATION TIMELINE

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>September 10, 2015</td>
<td>Information Session*</td>
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<tr>
<td>September 15, 2015</td>
<td>Information Session*</td>
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<tr>
<td>September 21, 2015</td>
<td>Information Session*</td>
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<tr>
<td>October 2, 2015</td>
<td>CMU/WSP Application Deadline</td>
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<tr>
<td>October 9, 2015</td>
<td>Admission Decisions Announced</td>
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* All information sessions will take place in Baker Hall 154R from 4:30-5:30 p.m. Refreshments will be provided.