

**WINTER TERM 2024
CONGRESSIONAL INTERNSHIP
WASHINGTON, D.C.**

The Department of Politics invites you to apply for an internship during Winter Term in the office of a member of Congress.

THE INTERNSHIP EXPERIENCE. Your duties as an intern will depend upon the office in which you are placed. Interns typically respond to constituent mail, answer phones, file, photocopy, run errands, attend hearings, and assist staffers with individual projects. Opportunities for more substantive work also exist, depending upon your experience, ability, enthusiasm and willingness to take initiative. In any case, you will learn how Congressional office work gets done. You will also learn a lot about the political atmosphere of Washington.

THE APPLICATION PROCESS. Applications are available on the [Politics Department website](#). The completed application, as well as a reference letter from a faculty member, must be submitted **by noon Monday, September 25, 2023, to politics@oberlin.edu**. Applications will be reviewed by members of the Politics Department and the Intern Coordinator. Applicants may be invited to short interviews as part of the application screening process. By applying for this program, you are committing yourself to accepting the internship if you are accepted and placed. **If you have second thoughts, you must withdraw prior to Fall Break.**

During Fall Break, the Intern Coordinator will present the successful applications to Congressional office staff in Washington, seeking intern placements. Since your application will be the major item for the staff to consider, please be sure that it is carefully completed. **Please note that this process facilitates placements, but does not guarantee them.**

We try to accommodate preferences for a particular Congressional office, but we can't guarantee that you will be placed in your office of choice. We have found that the success of an internship is largely independent of the specific office in which one works, and we try to place students in offices that have already established good relationships with our program. Frequently, a Congressional office will ask you to fill out its own application or arrange a phone interview with you; if this occurs, please submit their application promptly!

COMPLETING THE INTERNSHIP. After Fall Break, we will notify you of the status of your placement. If you are placed, it is **YOUR** responsibility to contact the office's staff person in charge of internships, and to make arrangements concerning your arrival, etc. You must be committed to the full Winter Term (this year: Jan. 3-30, 2024). We expect that you will complete your assignments conscientiously and cheerfully, following the political judgments of your employer rather than your own. Please support the good reputation we have developed with these Congressional offices!

NOTE: WE UNDERTAKE AN OBLIGATION TO CONGRESSIONAL OFFICES BY PLACING YOU. WE EXPECT YOU TO ACCEPT YOUR PLACEMENT. IF YOU ARE NOTIFIED THAT YOU ARE ACCEPTED INTO THE PROGRAM, DO NOT FIND ANOTHER WINTER TERM PROJECT!

After the placement has been made there will be a meeting of interns to convey further information and answer questions. We may also try to arrange one or two group activities for interns in Washington.

You must also register for Winter Term before the deadline (this year: November 17, 2023). You will not receive credit for your internship unless you register. **Your sponsor is Kristina Mani, Politics Department** and this is a group, off-campus, full-time project. In addition, after completing your internship, you must turn in a 1-2 page evaluation of your internship experience to Professor Mani by February 6, 2024, in order to receive Winter Term credit.

HOUSING. It is your responsibility to find housing in Washington during Winter Term. Career Exploration and Development has created this website for students seeking housing: <https://www.oberlin.edu/career/set/summer/internship-housing>

STIPEND. Need-based funding is available through the Winter Term office; apply by November 17!