



2009 National Capital Area Leadership Award Application Information and Instructions

No matter your field of study or ultimate career choice, an internship in Washington, DC can be a life-changing experience. The wide variety of opportunities – in Congressional offices, federal agencies, non-profit organizations, trade associations, and many other potential sponsors – can provide you with a learning experience that will launch your career and open doors you never knew existed. These opportunities are available, no matter what field you're in -- health care, agriculture, forestry, engineering, business, or (insert your major here).

The OSU Alumni Association (OSUAA) and the OSUAA National Capital Area alumni created the National Capital Leadership Award to assist OSU students who are eager to experience life in our nation's capital. The ideal student applicant will work in a congressional or judicial office, government agency, non-profit organization or association, or private organization in the Washington, D.C., area. Applicants may be placed in the winter, spring or summer academic quarters.

One \$3,500 award is available for an undergraduate student for summer term 2009. Financial support will include \$3,000 disbursed through the OSU Business Office to the student billing account. In addition, \$500 will be awarded to the returning student for the term immediately following the completion of the internship (with the exception of a graduating senior, who will receive the full award during the internship). Returning student must be enrolled full-time to receive the \$500 amount. Preference will be given to candidates of junior or senior class standing and will be based on qualifications, including financial need. Students from traditionally underrepresented groups, including those who are of color and/or women, are encouraged to apply.

Applicants must be currently enrolled students at OSU. Students must have at minimum a four credit hour internship enrollment during the term the award will be granted to receive payment and are required to work a minimum of 160 internship hours during the experience.

Disbursements will not be authorized until the student provides verification of the secured internship. Verification needs to be submitted to the Alumni Association at least three weeks prior to the start of the term in which the internship will take place. While these are the minimum qualifications, applicants are encouraged to maximize their experience by securing internships that qualify for more credit hours and are of longer duration than 160 hours. Previous recipients are not eligible.

The National Capital Area alumni look forward to interacting with the scholarship recipient during this experience "inside the Beltway." In an effort to maximize this experience, they will assist the intern with social networking opportunities during the stay, as well as provide professional support, mentorship and any additional assistance.

The OSUAA board of directors and staff will include the award recipient in 2009-2010 OSUAA activities upon the recipient's return to Corvallis. Scholarship recipients will be requested to provide an evaluation to the Alumni Association regarding their internship experiences in Washington DC.

TO APPLY, please submit a complete application including:

- 1) application cover sheet (see information requested on the following page)
- 2) resumé
- 3) an official current transcript (for information about how to obtain a free transcript: <http://oregonstate.edu/registrar/transcripts.html>)
- 4) at least two letters of recommendation, one of which is from an OSU faculty or staff member

- 5) 1-2 page essay describing your internship plans and how an internship will help you address a concern or issue of importance to you

Application Deadlines for Summer term 2009 is May 1, 2009.

Applications may be MAILED, E-MAILED, or DELIVERED by 5:00 p.m. to:

Stephen Smith
Associate Director
OSU Alumni Association
204 CH2M HILL Alumni Center, Corvallis, OR 97331-6303

All finalists will be interviewed in Corvallis.

FOR MORE INFORMATION regarding the Scholarship Program, contact:

Stephen Smith, Associate Director, OSU Alumni Association
Direct: 541-737-7848
Email: osualum@oregonstate.edu

FOR INFORMATION ABOUT POSSIBLE INTERNSHIPS

OSU's Office of Government Relations can assist with questions regarding opportunities in specific Congressional offices. You are welcome to contact:

Kate Cusack, Director of Federal Relations
Oregon State University
Email: Kate.Cusack@oregonstate.edu

FOR ASSISTANCE IN PREPARING RESUMES, COVER LETTERS AND OTHER MATERIALS NEEDED TO APPLY FOR INTERNSHIPS

OSU Career Services
8 Kerr Administration Building
Corvallis, Oregon 97331-2127
541.737.4085
Email: Career.Services@oregonstate.edu
Visit: <http://oregonstate.edu/career/>



National Capital Leadership Award

Application Cover Sheet

PLEASE INCLUDE

Name:

Student ID number:

Campus address:

Permanent address:

Phone:

Email:

Major:

Class standing:

Educational focus or area of interest within your major:

INTERNSHIP INFORMATION

Name of position:

Number of credits to be earned:

Sponsoring organization and address:

Description of duties:

Internship contact in Washington, D.C. (name and phone number or e-mail address):

Advisor on OSU campus (name and phone number or e-mail address):

Other anticipated financial support to finance internship experience:

Anticipated length of stay for internship:

Note: Applicants do not have to have a secured internship offer in hand to apply for the scholarship. However, if a student has not provided the Alumni Association with a confirmation that an internship has been secured at least three weeks prior to the beginning of the academic quarter, the scholarship will be forfeited in order to enable others who have secured internships to participate. Students who have forfeited a scholarship may be considered for subsequent quarters, if an internship is subsequently secured.