

## 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, nonprofit 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) funds 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.

Undergraduate students may apply for a \$3,500 internship scholarship for **spring** or **summer** academic quarters.

For each award, the financial support will be disbursed through the OSU Business Office to the student billing account. Preference will be given to candidates of junior or senior class standing and will be based on qualifications, including financial need. We encourage students from traditionally underrepresented groups, including those who are of color and/or women 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.

Internship verification needs to be submitted to the Alumni Association on letterhead from the internship supervisor at least three weeks prior to the start of the term in which the internship will take place. While these are the minimum qualifications, students 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 scholarship recipients during their experience "inside the Beltway." In an effort to maximize this experience, they will assist interns with social networking opportunities during their stay, as well as provide professional support, mentorship and additional assistance.

The OSUAA board of directors and staff will include the award recipient in 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. Résumé
2. An official current transcript (for information about how to obtain a free transcript: <http://oregonstate.edu/registrar/transcripts.html>)
3. At least two letters of recommendation, one of which is from an OSU faculty or staff member
4. 1-2 page essay describing your internship plans and how an internship will help you address a concern or issue of importance to you. Please also address your financial need and how this award would be utilized.

Applicants have the opportunity to apply according to the schedule below. Awards will be distributed based on the number and pool of qualified applicants; it is possible that awards may not be distributed each term.

## **Application Deadlines**

Spring/Summer term internship: February 17, 2017 (Funds to be distributed during spring term)

**Applications may be MAILED, EMAILED, or DELIVERED by 5:00 p.m. to:**

[osualum@oregonstate.edu](mailto:osualum@oregonstate.edu)

OSU Alumni Association

National Capital Area Leadership Scholarship

204 CH2M HILL Alumni Center, Corvallis, OR 97331-6303

**FOR MORE INFORMATION regarding the Scholarship Program, contact:**

OSU Alumni Association

Direct: 541-737-2351

Email: [osualum@oregonstate.edu](mailto:osualum@oregonstate.edu)

## **FOR INFORMATION ABOUT POSSIBLE INTERNSHIPS**

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

Gabrielle Serra

Federal Relations

Oregon State University

626 Kerr Administration Building

Corvallis, OR 97331

(541) 737-4514

Email: [gabrielle.serra@oregonstate.edu](mailto:gabrielle.serra@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](mailto:Career.Services@oregonstate.edu)

Visit: <http://oregonstate.edu/career/>