2013-2014 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.

Applicants may be placed in the spring or summer academic quarters. For the 2013-2014 academic year, two $3,500 awards are available to undergraduate students.

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. 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.

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, 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 2013-2014 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.

[ continued ]
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: February 10, 2014
Summer: May 12, 2014

Applications may be MAILED, EMAILED, or DELIVERED by 5:00 p.m. to:
Julie Schwartz
Associate Executive Director of Programs
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:
Julie Schwartz, Associate Executive Director of Programs, OSU Alumni Association
Direct: 541-737-7916
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 Sinner, Director of Federal Relations
Oregon State University
524 Kerr Administration Building
Corvallis, OR 97331
(541) 737-6320
Email: Kate.Sinner@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/