

Internship Planning Resources at UCSB

INTERNSHIP PLANNING RESOURCES AT UCSB

Internships seem to be a hot item these days, and rightfully so! A recent survey of UCSB grads shared that students having career related experiences prior to graduation were twice as likely to obtain positions relating to their majors and requiring a college degree. Liberal studies majors were also shown to receive an average of \$2400 more per year in their first career positions!

WHAT IS AN INTERNSHIP?

There are several types of internships:

Academic Internship — A faculty supervised course offering unit credit usually on a P/NP basis for academic work which results from and is directly related to a field experience in your major or career area. Academic internship courses are normally open to juniors and seniors only. For more information on academic internship opportunities at UCSB, see list provided in this guide.

Internship — A supervised learning activity that offers general career exposure and preprofessional training. An internship requires a time commitment of about 100 hours per quarter (10 or more hours per week), and can be paid or not, depending on the agency or firm which offers the position. Unit credit for internship activity can be earned only if you are enrolled in an academic internship course during the period of your internship.

Independent Study — Faculty directed research which you conduct independently for credit. The research topic depends on your academic interests which could be generated from a professional-level experience, such as an internship.

Practicum — A supervised work activity required to fulfill a course of study in certain professional areas such as teaching, counseling, and so forth. Work sites for the practicum are usually pre-selected and must be approved in advance by the department of your major. A practicum at the undergraduate level is normally completed in the senior year.

Workstudy — A form of financial aid which is earned by working with a public agency (university, schools, government office, etc...) or non-profit organization. A workstudy position may be designated as an internship, and if the job duties are so designed will be regarded as a paid "internship" if enrollment in an academic internship course is being considered.

Volunteerism — A job or activity that provides service to an individual, group or agency without compensation to the volunteer. These positions can offer excellent pre-professional exposure and training, but do not demand the same time commitment required from an internship.

GENERAL NOTES ON INTERNSHIP PLANNING

The number and types of internship opportunities vary from year to year, so it is wise to plan early — one quarter in advance is minimal. To gain the most from an internship, the following are suggested:

- (1) Know what you want in terms of your overall academic and career goals.
- (2) Utilize the academic and career planning services offered on campus.
- (3) Select your internship carefully, and consider the ratio of your time commitment to the benefits and/or units you expect to receive.

CAB's Internships

The A.S. Community Affairs Board is a student run organization offering a variety of volunteer and pre-professional experiential learning programs to interested UCSB students. Between 350-500 students are placed quarterly in a volunteer or career related position with local Santa Barbara agencies. We offer a wide range of valuable opportunities for students who are seeking involvement. There are twelve CAB volunteer projects in total. While some students may wish to obtain academic credit for their involvement, independent study credit for volunteering will need to be negotiated with a faculty member. Generally volunteers work under the advisement of an agency director or his/her designated volunteer coordinator. Through the volunteer experience students can gain invaluable work related skills in education, law,



health services, counseling, probation, law, youth services, speech and hearing, as well as management and human relationship skills.

To get involved in a volunteer or pre-professional experience you must have a minimum GPA of 2.0. All majors are welcome. From there you will need to come up to the CAB office and fill out a volunteer application and make an appointment to see a student project leader. We have an unlimited number of volunteer opportunities available; however, our pre-professional program offerings are limited. General student placements range in duration from one to three quarters; hours and the day of the week are flexible.

For further information regarding any of the Community Affairs Board projects, we are located on the third floor of the UCen or call 961-4296.



The Applied Learning Program has grown substantially in the past two years: last year 250 students of all majors were placed in pre-professional internships. During 1982-83 plans are to serve 100-150 students per quarter in internships of their choosing. A variety of approximately 300 internships are currently on file and available to applicants.

Internships through the Applied Learning Program are generally 10-20 hours per week for a minimum of one quarter. Most of these internships are unpaid or provide only a stipend or bonus at the completion of the quarter. Credit for internships is not available through the Applied Learning Program, but it sometimes can be arranged

through individual departments. The real pay-off of an internship appears to be the experience and training received.

Former interns have said at the completion of their internships: "I feel more confident," "It (the internship) bolstered by belief in myself," "My internship gave me a whole new set of experiences and opened up my sights to a new career goal."

In order to apply for an internship through the Applied Learning Program, one must be an upper division student; there is no grade point average requirement. Attendance at an Internship Orientation Workshop at the Placement Center is the first step toward placement. There the particular logistics of applying

Applied Learning Internships

are explained and samples of available internship descriptions are displayed. A resume and an application form, which is available at the workshop, are required; these must be submitted via an appointment with one of the Applied Learning advisors.

Because of the success of the program and a limit to the number of students the Applied Learning Program is able to place per quarter, it is advisable to apply at least one quarter in advance. Should there be no appropriate internship available, ample time is necessary for a new internship offering to be generated by the staff of the Applied Learning Program, including Lois Shaw, Employment Development Specialist. Others in the Applied Learning Program available to serve you are Tom Knowlton, internship advisor, Kate Silsbury, Coordinator, and peer advisors Nora Levesque, Sharon Clark and Dulce Urias. Isla Vista internships are available through Naola Mitchell, who is also the Metropolitan Student Lobby representative. Her office is on the third floor of the UCen; she can be reached at 961-2139.

Also on the second floor of the Placement Center is the Applied Learning Program's part-time

and seasonal employment office. On and off-campus part-time jobs of a temporary and permanent basis are always available. Positions are posted on the Job Board and remain there for three weeks or until the job is filled. To make use of this service, one must be a registered student, a spouse of a registered student or a UCSB graduate within the preceding year.

Students who are skilled at certain types of work such as languages, painting or construction, child care, housework, typing or who have trucks for hauling and moving may place their names and phone numbers on file in the Special Skills file. People calling in for special services are referred to these students.

Information and application forms regarding seasonal employment, summer camps and regional and national internships are available through the Applied Learning Program, as well as research books and employment information.

The second floor of the Placement Center's front office staff, headed by Ann Amoot directs students to appropriate information and or advisors. For further information, call 961-4418.

Directory of Academic Internship Opportunities

The following is offered solely as a reference tool. Students should contact the individual academic departments about getting units for internship activity, since eligibility and enrollment are determined and authorized by departments and their faculty only.

ANTHROPOLOGY: Cultural and Physical

No internship course. Archaeology area includes traditional field work as part of the major requirements.

ART: Art History and Art Studio

No internship course. Upper division courses in Art Studio offer actual work in your respective art media.

ASIAN AMERICAN STUDIES: Program offers no major

ASIAN STUDIES

No internship course.

BIOLOGICAL SCIENCES:

Aquatic Biology, Bio-Chemistry, Molecular Biology, Biological Sciences, Botany, Environmental Biology, Pharmacology, Physiology, Zoology.

191 *Introduction to Health Care Delivery* 2 units. Enrollment prerequisites include 3.0 GPA upper division standing, and consent of the instructor.

Offered in conjunction with Santa Barbara Medical Foundation Clinic. Weekly class meetings plus three hours per week field observation with a medical or surgical specialist "on call" at the Clinic or a local hospital. Field assignments are arranged by instructor. Students getting work experience with community clinics or other health service agencies need to seek alternative academic opportunities, such as in Chicano Studies or Sociology.

Biological Sciences Contact: Health Service Advisor, BLDG 478, 961-3852.

BLACK STUDIES: African Area Studies and Black Studies

195A-B *Community Involvement and 197 Field Research* 4 units each. Offer opportunities for community and field work that is directly related to the Black experience. For more information about eligible projects and enrollment, contact the Chair of the Department of Black Studies, South Hall 3631, 961-3847.

CHEMISTRY

No internship course. Traditional laboratory practice is included in study for the major.

CHICANO STUDIES

192 *Internship in Chicano Studies* 4 to 12 units per quarter. 12 units maximum, 8 of which can be applied to the major. P/NP basis only. Recommended prerequisites are 3.0 GPA, upper division standing, and completion of a lower division course from ethnic study area, sociology, or anthropology. Consent of the instructor required prior to enrollment.

Directed field research through observation, participation and relevant readings on contemporary problems and decision-making processes as they affect the Chicano population. Weekly seminars plus 10 to 40 hours per week field work. Student obtains own position (paid or volunteer) which should offer practical, decision-making experience in government, social service agencies, or community liaison organizations. Presence and active participation in seminars, completion of paper or project, and positive evaluation of work performance by field supervisor are required to pass the course. Application forms available in Department.

Chicano Studies Contact: Administrative Assistant, BLDG 406, Rm 209, 961-4076.

CLASSICS:

Classical Archeology, Classical Civilization, Classics, Greek, Latin
No internship course.

COMPARATIVE LITERATURE

No internship course.

COLLEGE OF CREATIVE STUDIES

No internship course. Student-designed and conducted seminar required for the major.

DANCE

No internship course. Traditional practicums in dance are incorporated in preparation for the major.

EASTERN LANGUAGES:

Chinese, with Mandarin or Classical Chinese emphasis.
No internship course.

ECONOMICS:

Business Economics, Economics, Economics/Mathematics

171 *Senior Accounting Internship* 1 to 4 units per quarter. 4 units maximum. P/NP basis. Requires senior standing, declared major, 3.0 or higher GPA, interview with instructor.

192 *Field Research in Economics* 4 to 12 units per quarter. 12 units maximum. 4 of which can be applied to the major. Letter grade. Requires upper division standing, 3.0 or higher GPA, approval of internship plan by Undergraduate Committee and faculty advisor.

Student develops own internship project in economics and submits to

department for review by Undergraduate Committee. Upon approval, student finalizes "internship contract" with faculty advisor to determine requirements for units and grading. Also highly competitive, this internship is restricted to traditional projects in economics. It is strongly recommended that initial application be made no less than one quarter prior to planned internship activity.

Economics Contact: Undergraduate Advisor, North Hall 3045, 961-2981.

EDUCATION: No undergraduate major.

122A/B/C *Practicum in Field Observation in School Settings* One unit each section. Requires completion of Education 121, upper division standing, and consent of the instructor.

Although UCSB does not offer an undergraduate degree in education, this course allows undergraduate students to gain practical experience in the real world of teaching. Field assignments are made by the department. The nature of the assignment depends on whether you wish to "explore" teaching as a profession, or are seeking pre-professional training.

Graduate School of Education Contact: Pre-professional Advisor, Phelps 1188, 961-3976.

ENGINEERING: Chemical and Nuclear

No internship course. Laboratory and independent research projects on campus are offered as part of the studies for the major.

ENGINEERING: Computer Science

No internship course. Computer lab work is included in study for the major.

ENGINEERING: Electrical and Computer

193 *Internship in Industry* 1 to 4 units per quarter. 4 units maximum which count as departmental elective. Letter grade. Requires consent of the instructor.

Offered in conjunction with engineering practice in local industrial or research firms. Student obtains own position, develops internship plan, and seeks out faculty sponsor from the electrical or computer engineering area. This course offers an excellent opportunity for summer internships, but arrangements for units should be made in advance.

Electrical/Computer Science Contact: Chairperson, 4121 ENGR. BLDG, 961-3821.

ENGINEERING: Mechanical and Environmental

No internship course. Environmental engineering majors may wish to inquire about internship opportunities in the Environmental Studies Department.

ENGLISH

No internship course.

ENVIRONMENTAL STUDIES

192 *Internship in Environmental Studies* 4 to 12 units per quarter. 12 units maximum, 4 of which can be applied to the major. P/NP basis. ES major, 3.0 GPA and upper division standing are recommended. Departmental consent required prior to enrollment.

Faculty directed field work with government, private firms, or public agencies concerned with environmental issues (energy, housing, law, etc.). Paid and volunteer positions are generated and listed by the department. Non-majors accepted if positions and faculty sponsors are available. Inquiries should be made no less than one quarter in advance of planned internship period, earlier if out-of-town internship is planned. Written report and field work evaluation are required.

Environmental Studies Contact: Internship Coordinator, Phelps 3314, 961-3185.

FILM STUDIES

No internship course. Check out Speech Department for alternative.

FRENCH AND ITALIAN

No internship course.

GEOGRAPHY

193 *Internship in Geography* 1 to 12 units per quarter. 12 units maximum, 4 of which can be applied to the major. P/NP basis. Requires upper division standing, declared major, 3.0 GPA and/or departmental approval.

Practical experience and research on geographical problems under faculty direction as an intern with local, state, or federal agencies, or with private firms and business organizations. Periodic and final reports required. Positions (mostly volunteer) are arranged and listed by the department, but student may arrange for own position (paid or volunteer) which must be approved in advance.

Geography Contact: Internship Coordinator, Ellison 5704, 961-3663.

GEOLOGICAL SCIENCES

192 *Field Internship in Engineering Geology* 1 to 4 units per quarter. 4 units maximum which can be applied to the major. Requires upper division standing, 3.0 GPA in major, completion of Geology 113A/B, and consent of the instructor.

Individualized, practical approaches to problems in engineering geology by working under faculty supervision as intern with local or

state agencies, or private firms. Student spends most effort in carrying out field work, but must prepare written reports. Early inquiries should be made and internship plan needs to be arranged with your departmental Undergraduate Advisor.

Geological Sciences Contact: Undergraduate Advisor (as assigned), GEO SCI BLDG., 961-3471.

GERMAN and SLAVIC LANGUAGES and LITERATURES

No internship course.

HISPANIC CIVILIZATION

No internship course.

HISTORY

196 *Internship in History 2* to 8 units maximum, cannot be repeated. P/NP basis. Must be taken concurrently and in conjunction with History 199.

Enables student to obtain credit for history-related work as intern with state or federal agency (the Capitol Hill and Sacramento Programs are recommended). A written report which meets the requirements of History 199 is required in order to receive the internship units. Student must obtain own internship position and submit internship proposal for approval prior to beginning internship.

History Contact: Undergraduate Secretary, Ellison 4834, 961-2991.

POLITICAL SCIENCE

192 *Field Research in Political Science 4* to 12 units per quarter. 12 units maximum, 4 of which can be applied to the major. P/NP basis. Requires upper division standing 3.0-3.2 GPA approval of internship plan prior to enrollment.

Faculty directed research on the political process through participation and observation in relevant field work. Paid or volunteer internship positions that allow examination of leading political roles in American politics at the local, state or federal levels. Emphasis can be on political science or public administration. Major written report and positive evaluation from field supervisor are required. Student obtains own position (research information available in department), which must be approved prior to enrollment.

Political Science Contact: Undergraduate Advisor, Ellison 3829, 961-4192.

PSYCHOLOGY:

Developmental, Experimental, Physiological, and General.

141P *Practicum in Perceptual Development*; 142P *Practicum in Learning Disabilities*; 143P *Practicum in Developmental Socialization*; 144P *Practicum in Infancy Development*; 147P *Practicum on Behavioral Concomitant of Adult Aging 8* units for each practicum period as appropriate and required for your major emphasis. Requires senior declared major, completion of related course prior to enrolling for the practicum, and departmental approval.

Supervised participation in community organizations that provide experience in the related study. Practicum sites are usually determined and arranged by the department. Participation for the practicum must be arranged prior to enrollment for units.

Psychology Contact: Undergraduate Secretary, PSY BLDG 1332, 961-2884.

RELIGIOUS STUDIES

No internship course.

RENAISSANCE STUDIES

No internship course.

SOCIAL SCIENCE: Combination Social Science

For internship opportunities, check with department of your emphasis.

SOCIOLOGY

191A *Field Projects in Community Development and Social Services 1* to 4 units per quarter. 6 units maximum, 4 of which can be applied to the major. P/NP basis. Requires completion of Sociology 1, upper division standing, and permission of the instructor.

Faculty directed studies on the problems, dilemmas and potentialities of serving institutions whether established or alternative type agencies. Student obtains own internship position which must include direct participation in a specific community setting. Internship plan must be prepared in advance for presentation to sponsoring faculty member. Internship forms are available in department and should be obtained at least one quarter prior to internship activity in order to get approval before enrollment.

191B *Seminar in Community Development and Social Services 4* units. Completion of 191A and consent of the instructor.

Continued internship experience for students who have taken 191A, for systematic exploration of the problems of institutional and community development. Concrete field work arrangements and project plan must be approved prior to enrollment.

Sociology Contact: Undergraduate Advisor, Ellison 2834, 961-3422.

191C, 191D, 191E *Field Placement in the Helping Professions 1* unit per quarter each. Including 191A, 6 units maximum, 4 of which can be applied to the major. P/NP basis.

Offered in conjunction with the Student Health Center, these internship courses offer an opportunity to combine theory and communication skills with field placements. Active participation in lectures and written reports are required. All field activity is arranged by Student Health Center, and these courses must be taken in sequence.

For 191C/D/E, Contact: Health Education Office, BLDG 588, 961-2630.

LAW AND SOCIETY

192 *Field Research in Law and Society 1* to 8 units per quarter. 8 units maximum, 4 of which can be applied to the major. P/NP basis. Requires upper division standing with good academic record.

Students seeking greater understanding of the legal system participate as interns in law related agencies (law offices, probation departments, etc.). A research paper related to the field work is required.

Law and Society Contact: Chairperson, Ellison 3724, 961-2114.

LIBERAL STUDIES

Internship courses offered through the department of your program emphasis are accepted, but since most internship courses are offered on a P/NP basis only, your internship plans should be reviewed with an academic advisor in the College of Letters and Science to assure that units will fulfill requirements for the major.

LINGUISTICS

No internship course. Field methods courses are included in study for the major.

LITERATURE, FILM, and CULTURE

No internship course.

MATHEMATICS:

Mathematics, Mathematical Sciences, Economics/Mathematics

193 *Internship in Mathematics 1* to 4 units per quarter. 4 units maximum which count as an elective. Consent of the instructor required.

Faculty sponsored internship in industrial or research firm. Student obtains own position and prepares proposal for internship project. Academic requirements are arranged with the sponsoring faculty member.

Mathematics Contact: Undergraduate Affairs Advisor, South Hall 6607, 961-4079.

MEDIEVAL STUDIES

No internship course.

MILITARY SCIENCE

190 *Advanced Military Science Field Study 4* units. For ROTC cadets only. Departmental placement to fulfill practicum requirements for the major.

MUSIC

No internship course. Traditional performance courses and laboratories are included in the study for the major.

PHILOSOPHY

No internship course.

PHYSICS

No internship course. Laboratory experiments are included in study for the major. Also, highly qualified students may be selected to work on research projects with faculty and graduate students, with credit offered under 142L Experimental Research in Molecular and Solid State Physics, or under 143L Experimental Research in Nuclear and Elementary Particle Physics.

SPANISH AND PORTUGUESE

No internship course.

SPEECH: Communication Studies, Speech and Hearing

191 *Practicum in Communication Studies 1* unit per quarter. 3 units maximum which counts as elective. P/NP basis. Requires upper division standing, proven scholastic ability and consent of the instructor.

Faculty supervision for participation in formal, practical work in the field. Two upper division courses in the area of the internship must be completed prior to enrollment. Formal proposal outlining internship plan must be submitted and approved. Enrollment depends on availability of faculty sponsor.

Speech Contact: Undergraduate Advisor, Snidecor Hall 1693, 961-2281.

OTHER

Although Ergonomics and Physical Activities are no longer offered as majors, students who have ergonomics emphasis, or are in the Athletic Coaching Program are offered excellent internship opportunities. The advisor in Ergonomics or Physical Activities should be contacted for specific details.

STEPS TO ARRANGING YOUR ACADEMIC INTERNSHIP

1. Get information on all requirements from the contact person identified above. If the department of your major does not offer an internship course, check out other departments that offer internships related to your major or career area, since non-majors are often accepted if all other requirements are met.
2. Select and obtain appropriate field work position. If the department offering the internship does not list the accepted job sites, utilize the Applied Learning Program, Capitol Hill, or other campus resources that can help you find the appropriate job, and will provide many other forms of services to make your internship experience beneficial.
3. Prepare your internship plan, outlining how both field and academic requirements will be met, and present it to an internship coordinator or faculty sponsor for approval.
4. Enroll in the appropriate internship course.

This supplement is a cooperative endeavor conceived by the UCSB Experiential Learning Consortium. Current members of the Consortium are Lisa Harrison, Richard Jenkins, Kate Silsbury and Christine Iriart. Our hope is that others involved in experiential learning programs on campus will join us. Contact Richard at 961-4296 or Kate at 961-4418.

Environmental Studies Internship Program

The Environmental Studies Program offers interested UCSB students many opportunities for work in environmental agencies. Between 70-80 intern positions are offered each quarter locally, statewide, and in Washington D.C to students demonstrating high motivation and enthusiasm. Students work under the direction of a faculty member for academic credit while obtaining valuable work experience in planning, environmental law, journalism, forestry, education, energy, politics, and many other fields.

To qualify for an internship with the Environmental Studies Program, you must be upper division Environmental Studies major with a 3.0 GPA. Approximately 15 positions are open each quarter, however, to non-majors by successful petition to the department chair. Internships range from 1-3 quarters in length with the variable hours from one day per week to full time. Interns complete and evaluation of their agency and a written paper during the course of the quarter.

Environmental Studies is a multi-disciplinary major offering direction to students interested in the total environment and its management. It is designed to provide a knowledge of the characteristics of the environment and the working approaches to the solution of environmental problems. The major is designed to facilitate a second major and all students place an emphasis in one major field of study.

Internships combined with the appropriate coursework in the department can lead to positions in urban and regional planning, national resources management, environmental impact analysis, outdoor education, conservation administration, public interest lobbying, parks management, and many other career areas.

Contact Lisa Harrison, internship program coordinator, at 961-3185 or stop by Phelps Hall 3314 for more information.

(Winter quarter internships must be set up by Thanksgiving).

EOP/SAA Academic & Career Planning



Generating new and better opportunities for students to integrate their formal academic training directly with pre-professional or professional-level work experiences is basic to the academic and career planning services offered by the Educational Opportunity Program and Student Affirmative Action (EOP/SAA) offices. Professional staff in the EOP provide their students with information on campus and community resources (internship, work-study, and career-related employment, for example) that offer such opportunities, and encourage the students to make full use of such resources. On an individual basis, students enrolled through EOP/SAA are also advised and given guidance on making professional decisions in relation to their academic majors or study programs. An important part of the career planning process are the workshops for graduate school or professional planning that are offered in conjunction

with the Counseling, Career Planning and Placement Services, the Graduate Division, and other programs and centers at UCSB.

Cooperative projects for all EOP students are centrally planned and initiated by a Career Planning Committee. Chaired by Dr. Hyman Johnson, the Committee includes a professional staff member from each of the EOP units (Michael Aldaco, Chicano and Others; Linda Billey, Native American Indians; Keiko Inoue, Asian and Pacific Islanders; Diane Williams-Hale, Blacks), and Christine Iriart, coordinator of special projects for EOP/SAA.

By establishing the committee format, EOP/SAA is better able to coordinate career planning and academic training projects for all EOP students. The Committee also functions as a centralized communication unit for planning projects in conjunction with other programs, centers and departments.

Under special projects,

the Committee concentrates on areas of particular need for advancing the graduate and professional opportunities for EOP students. Last year, a program offering faculty-initiated research training was developed, allowing EOP students to work closely with professors in both an academic and pre-professional setting.

In support of the University's commitment to increase the graduate level enrollment of minority and other underrepresented groups, EOP/SAA will continue to offer the faculty directed projects as a means of establishing a pool of talented students qualified to enter graduate and professional programs.

Anyone interested in knowing more about the faculty program or other career planning projects of EOP/SAA may contact any member of the Career Planning Committee at UCSB.



Channel Islands National Park

The Channel Islands National Parks Service has four internship openings for Island Naturalists and several Resource Management Assistant positions available each quarter. Full time naturalists work on all islands conducting nature walks and evening programs and demonstrate the necessity that we respect the islands while learning about them. Part time naturalists work for two quarters specifically on Anacapa Island. Interested students need a background in the natural sciences, and an ability to work well with people. Interns are also needed to assist research scientists and resource management specialists in performing research and assisting in mandated research programs related to the natural and cultural resources of the Channel Islands. Interviews will be held on Nov. 9. Call 961-3185 for information and application.



Capitol Hill Internships

GAIN PRACTICAL EXPERIENCE IN A WASHINGTON OR SACRAMENTO INTERNSHIP

Want to spend an exciting quarter in Washington D.C. or Sacramento working for a congressman, senator, private interest group, federal or state agency? You can be in the center of action if you are accepted by the Capitol Hill Program and are placed in an internship in our state or national capitol.

The Capitol Hill Program is a non-profit, completely student run organization which screens students and assists in placing them in political internships and securing housing. The program has placed 650 students since 1973 and it has an excellent reputation for sending quality interns.

The internships are ten weeks during the summer, and are eligible for academic credit which is the responsibility of the student to obtain. It should be stressed that one need not be a political science major to apply. Virtually any major is acceptable (less than half of CHP interns have been political science majors).

WHAT WILL I DO? It is difficult to generalize about the tasks and duties of an intern, for they vary greatly from office to office. The responsibilities may include monitoring the House and Senate floors, researching, composing legislation, answering mail, running sundry errands, and attending hearings. The quality of work assigned to the intern greatly depends on his/her display of initiative, interest and hard work.

HOW TO APPLY-Applications must be in two quarters prior to the time of the desired internship, although this quarter only the program is accepting interns for winter quarter. The prospective intern must write a three page essay, submit two teacher recommendations, have upper division standing and a 3.0 minimum GPA (occasionally we make an exception), and interview with the CHP Board of Directors.

An internship offers work on the professional level for practical and educational experience. The student gains a knowledge of the inner workings of our government and different perspective of our nation.

WHO TO CONTACT-The Capitol Hill Program office is located on the third floor of the University Center, room 3581D, inside the Finance Board Office. The phone number is 961-2798. The Board of Directors is composed of five former interns: Joni Feldner, Carl Costigan, Todd Doyle, Donna Ellison, and Heidi Zoesch. They hold daily office hours, so stop in and get an application or just come by to chat. Applications for Spring interns are due November 8.