

Application Form

AMST3016 Internship Program: Washington DC

AMST3015 Internship United States Consulate

AMST7016 Honours Internship Program: Washington DC

**Application closing date for 2023 internships:
Friday 12 August 2022**

The Washington Internship Program and the Combined Washington Internship/Capital Semester Programs provide unique and high quality work experience and employment training for students. The objectives of the internships are to:

- enable students to develop high quality workplace knowledge and experience
- build students' confidence in their own abilities
- enable students to develop a contact network
- assist students to clarify their career goals and expectations
- assist students to develop workplace skills
- allow students to gain overseas referees who can comment on their work skills
- advantage students when gaining employment
- enhance the quality of the university experience for students
- give placement providers access to students with an international perspective on American politics
- establish links between placement providers and Flinders University
- transfer knowledge gained to relevant policy areas in the South Australian government through a post internship placement
- provide Australia with a pool of graduates with a high level of insight into American politics and government

Costs: refer to the Washington Internship Booklet and the sections that follow in this Application for cost information

Application Supporting Material

As well as submitting this completed Application Form, all students applying for a place in the Washington Internship Program and the Combined Washington Internship/Capital Semester program must provide:

1. a one-page resumé covering only the specific areas of: education, experience and skills
2. an example of written work prepared in a relevant pre-requisite topic, such as AMST1002, AMST2002 or AMST3013 (revised to maximum of 1500 words)
3. a one-page statement of interest in this internship, including what the applicant seeks to gain from this program
4. a copy of the applicant's academic transcript

4. a letter from your College indicating how the Internship will fit in your study plan
5. the signed declaration of responsibilities on page 8 of this application.

As all material will be forwarded to Directors of the Program in Washington and to the Washington offices to which you are applying, please send all documents as separate pdf files via email to Julie.Tonkin@flinders.edu.au, and deliver a hard copy of your full application with original signatures to Professor Don DeBats (room 244 Social Sciences South).

Both the electronic and hard copy of your application must be received by the 12 August 2022 deadline.

Personal Details	
Student Number	Date of Birth:
Family Name	
Given Names	
Home Address	
Postal Address	
Home Phone	Mobile:
Student Email *	

Emergency Contact Details	
Name	
Relationship	
Address	
Phone	
Email	

* all electronic communication will be directed to the Flinders email account.

Personal and/or Medical Circumstances

Are there any circumstances which may prevent you from successfully undertaking any of your preferred Washington Internship positions (for example criminal conviction, academic disqualification, medical condition or injury)? You **must** declare these matters. This information will be treated as strictly confidential, and will be made known to Placement Provider only after consultation with you:

Yes No

If you have ticked 'yes' please provide details below and attach any relevant documentation.

Please note: Flinders University will not refer a student to a Washington Internship placement position if the University considers that the student may place the Placement Provider at risk, act against the interests of the Placement Provider, or undermine the ongoing goodwill on which the Program rests.

Preferred Internship Positions

Students interested in internships with House or Senate offices should be aware that internship positions on Capitol Hill are highly competitive, especially in offices of high profile members. Preference is given to residents of the state or congressional district of the member of Congress; therefore, internship positions for non-constituents are therefore extremely limited.

Because of the competitiveness of the internships we cannot guarantee a specific placement. While each office is unique in its own way, every office shares similarities in the work offered and the exposure you will obtain to the American government and the public policy process.

Rank your preference for available Internship positions in the following areas:

- a) Senate Office
- b) House Office
- c) Senate/House Committee
- d) Public Policy or Interest Group

1 st Choice	
2 nd Choice	
3 rd Choice	

Please explain in one paragraph why you seek to work in your first preference as distinct from your statement in regard to participating in the Congressional internship program

Indicate whether you have a strong preference for being in a Democrat or Republican office or whether you would be happy to be placed in a position with either a democrat or Republican.

- Strong Preference for Democrat Office
- Strong Preference for Republican Office
- Either Democrat or Republican

The Internship placement should not be thought of as being party specific; while the organisers in Washington will work with partisan preferences, firm offers of placements cannot be rejected on partisan or ideological grounds.

Education	
Flinders Degree/s	
Majors and/or Minors (if applicable)	
Current year of study	
Expected completion date	
Overall Flinders GPA, converted to U.S. 4 point scale	

Pre-Requisite Topic Grades		
<p>Please list the grades you have received for all pre-requisite topics which you have completed: (must have completed 18 units of pre-requisite topics before taking up the internship: AMST2002 and at least 2 of the following AMST1002, POLI1003, HIST2076, AMST3013, and one topic chosen from, INTR1006, GOVT, 2003, INTR3001, AMST3015). The requirements for students undertaking the Bachelor of Laws and Legal Practice/Bachelor of International Relations and Political Science differ slightly.</p>		
TOPIC High Distinction=A+; Distinction=A; Credit=B; Pass=C; Fail=F	GRADE (Flinders)	U.S. conversion:

All applicants **must** have completed AMST2002 to be eligible for this internship.

Please list any other relevant tertiary studies, and attach any relevant documentation:

Please list any academic or relevant non-academic prizes, scholarships, or other achievements:

Work Experience

Employer name	Dates employed	Type of work / Duties

Capital Semester Program – AMST3016 (9 units) /XOTH2190A (4 units)

Are you interested in enrolling in The Fund for American Studies (TFAS) 17 week Combined Washington Internship Program/Capital Semester Program?

Yes No

If yes, please refer to the Washington Internship Booklet and the statements below to acknowledge that you are aware of the costs associated with the 17 week program.

Fees and costs of the 8 week and 17 week Washington Internship Programs

8 Week Washington Internship Program: Students accepted into the 8 week Internship Program will be invoiced by The Fund for American Studies for payment of an administrative fee of US\$500. This fee is to be paid to The Fund for American Studies prior to commencement of the Internship and for 2023 interns the deadline for that payment is December 13, 2022. These details are subject to change. It is the student's responsibility to become fully apprised of the fees associated with the internship. All invoices from TFAS must be paid by the student by the stipulated due date. Non-payment of fees will result in immediate expulsion from the program.

17 Week Washington Internship Program combined with the Capital Semester Program run by The Fund for American Studies. The fee for The Fund for American Studies Capital Semester Program is currently US\$18,340. We expect that TFAS will offer a scholarship to meet some of these expenses and that the total amount owing for each student for the 2022 Capital Semester Program (a fee that also covers accommodation for the full 17 weeks) will be approximately US\$7,000. This fee must be paid by the student prior to the commencement of the internship and for the 2023 interns the deadline for that payment is December 13, 2022. These details are subject to change. It is the student's responsibility to become fully apprised of the fees associated with the internship. All invoices from TFAS must be paid by the student by the stipulated due date. Non-payment of fees will result in immediate expulsion from the program.

Note: Approximate cost of accommodation for the 8 week program is US\$2500; the cost of accommodation for the 17 week program is included in the US\$7000 fee paid to The Fund for American Studies.

We estimate the total cost of the two Internship programs to be as follow:

Category	Expense	8 Week Program	17 Week Program
J1 US State Department Visa	US Consulate Fees	A\$550	A\$550
	American Australian Association Fee for Application and Processing	US\$860	US\$860
	Flight to Melbourne for interview	A\$300	A\$300
Air Ticket	International and Domestic	A\$2,500	A\$2,500
Housing	Washington Intern Student Housing	US\$2,500	US\$0
Food and Entertainment		A\$2000	A\$4000
The Fund for American Studies	Administrative Fee	US\$500	US\$0
The Fund for American Studies	Capital Semester Fee	\$0.00	US\$7,000
Estimated Total Cost to student in Aus and US \$		A\$5,350 US\$3,860	A\$7,350 US\$7,860
Estimated Total Cost in Aus \$ @.71		A\$10,751*	A\$18,340*
Estimated Cost/week in Aus \$		A\$1,344	A\$1,079

* These are the amounts for which a student is responsible. The total for the 17 week program takes account of the generous TFAS Scholarship of US\$6,791 and accommodation for 17 weeks is included in the A\$18,340.

I acknowledge being aware of the payment obligations outlined above

Signature: _____ Date: _____

Please refer to the Washington Internship booklet, Appendix 2, which provides a full list of costs associated with both 8 week and 17 week programs

Referees

Please supply the names of two referees (not family members). Your referees will be contacted by the Head of American Studies and asked to supply a written referee statement on letterhead.

Please inform your referees that we will make contact with them during the application process, ensure the contact details you provide are accurate.

An Employer (former or current):

Your connection to this person	
Title	
Name	
Company	
Address	
Phone	
Email	

Character Reference or Academic Reference:

Your connection to this person	
Title	
Name	
Company	
Address	
Phone	
Email	

Important Information

(Sign this declaration of your acceptance of the following responsibilities in pen and submit a hard copy with your application)

Declaration of Acceptance of Student Responsibilities

1. Students must familiarize themselves with the codes of conduct for [Flinders University](#).
2. Additional codes of conduct during placement are [The Fund for American Studies](#), and, for those enrolled in the 17 week program, [George Mason University](#). The Placement Providers in the US Congress will have their own codes of conduct and confidentiality expectations.
3. Students, whilst engaged in a Washington Internship Placement, shall be bound by the rules, regulations, protocols and by-laws of The Fund for American Studies, Flinders University, the Placement Providers and, as appropriate, George Mason University.
4. Students acknowledge and accept the above codes of conduct. Students who are placed in the Washington Internship Programs and who in the judgement of the Program Organizers in Washington and at Flinders violate the relevant codes of conduct applying to this position or do not complete the required financial payments to The Fund for American Studies will be dismissed from the Program; there will be no return of fees or expenses incurred. Students will not engage in bullying or any similar activity that brings the Washington Internship Programs, Flinders University, The Fund for American Studies, the Placement Providers or, as appropriate, George Mason University, into disrepute or endangers the wellbeing of other students. A student who is assessed by the Program Organizers of the Washington Internship Programs as having engaged in such conduct will be immediately dismissed from their program and will be required to return to Australia at their own expense. No refunds of fees or expenses will be provided. TFAS Dismissal Policy is specified in the attached addendum to this application form.
5. Standards of dress and behaviour shall be observed and maintained appropriately in keeping with the nature and purpose of the Washington Internships.
6. Students will work to fulfill the duties of Washington Internship placements within stated times established by the Placement Providers.
7. Students will respect the confidentiality of the Placement Providers. No reports in the form of oral, written, graphic or electronic information pertaining to the Placement Providers or its operations will be made available to any person or company without the consent in writing of the Placement Providers. If students wish to utilise information gained during the course of Washington Internship Placements after the completion of the placement, prior consent in writing must be obtained from the Placement Provider, and any material so produced must be approved by the Placement Providers before release.
8. Students will abide by any agreement made between the parties, and will not undertake any independent negotiations with the Placement Providers.
9. Students will perform all reasonable requirements of the Placement Providers, and meet all statutory requirements and workplace codes of practice.
10. Students will reside in the apartments to which the Washington Internship Program students are assigned. No overnight guests will be permitted in these apartments.
11. Students will be responsible for expenses prior to arrival in Washington, for the duration of the internship, and post departure from Washington.

12. Students will be responsible for the punctual payment of the costs and fees associated with the Internship.
13. It is each student's responsibility to become fully apprised of the fees associated with the Internship Programs, both the 8 week and the 17 week programs. All invoices from The Fund for American Studies must be paid by the student by the stipulated due date. Payments to The Fund for American Studies (currently expected to be US\$500 for the 8 week Program and US\$7000 for the 17 week Program) are the responsibility of the student and will be paid by December 13. Non-payment will result in dismissal from the Program.

In signing below you are indicating that you understand and accept all of the above obligations and responsibilities.

Signature _____

Declaration

To the best of my knowledge all information that I have provided on this form, is true and correct. I have read the Responsibilities of Students Statement and agree to the general and specific obligations and conditions outlined in that Statement. If any liability shall arise to the Flinders University of South Australia as a result of my providing false or misleading information, I agree to indemnify the Flinders University for any such liability.

Signed: _____ Date: _____

NOTE: Any violation of these rules will result, after appropriate consultation, in the termination of the Washington Internship Placement and the Flinders University enrolment in AMST3016 / AMST7016.

Checklist

Please tick the following boxes to indicate that you have completed this application:

- I have read and understood the Responsibilities of Students
- I have read and understood the costs associated with the Internship, both 8 week and 17 week program
- I have signed the Declaration of Responsibilities
- I have completed all sections of this application
- I have attached a one-page résumé listing education, experience and skills
- I have attached an example of my written work prepared in a relevant topic
- I have attached a one-page statement of my interest in this Internship, including what I seek to gain from this program
- I have attached a copy of my academic transcript and a letter of confirmation from my College that it will fit in my study plan
- I have indicated on this form information regarding all personal circumstances which may prevent me from fully participating in the Washington Internship Program
- I have provided the names of two confidential referees, and I have advised them that they will be approached by Prof Don DeBats for written statements

All applicants must submit their completed application via email and hard copy.

Please email all relevant documents, including a completed and scanned copy of this application form, as separate pdf files, to julie.tonkin@flinders.edu.au

Please deliver a hard copy of your full application with original signatures to Professor Don DeBats (room 244 Social Sciences South).

[Application closing date for 2023 internships: 13 August 2022](#)

The Fund for American Studies Policies Regarding Terms of Expulsion from the Capital Semester Program

The following three sections of The Fund for American Studies' Policies, Acknowledgement, Agreement and Release of Liability outline reasons a student might be dismissed before a program has concluded.

STUDENT ATTENDANCE & PARTICIPATION

The Fund for American Studies expects each student to attend every academic and co-curricular session, complete all reading assignments, and participate actively in class discussions. Students are also expected to adhere to scheduled internship hours and complete all internship assignments. Attendance will be recorded at all Program events (excluding optional social events), and students must ask permission of the professor and Program staff to be absent from any class or mandatory event. Failure to regularly attend all scheduled Program events will result in dismissal from the Program. If a student is removed from the Program or terminated from his or her internship, there will be no refund of money paid, and travel costs will be the responsibility of the student. Removal from the Program will also include forfeiture of the internship and housing.

POLICY REGARDING RESPECT

The Fund for American Studies expects participants in its programs to treat the staff, professors, intern supervisors, speakers, alumni, fellow students and any other people they come into contact with during the program with respect and consideration. Actions by any student that are seen as physically or verbally abusive to others are regarded as serious offenses. Students must understand that such abusive behavior is subject to disciplinary action and likely dismissal from the program. Students are required to abide by all applicable policies and procedures of George Mason University, including but not limited to, policies related to discrimination, sexual harassment, interpersonal violence, alcohol and drug use, and any case resolution process established for resolution of these and other issues. See for example: <http://waves.gmu.edu/mason-policies/>. The student acknowledges that it is the student's responsibility to know and abide by these and any other policies which apply to the student while participating in the Program and residing on the Washington Intern Student Housing.

POLICY REGARDING ACADEMIC INTEGRITY

Students are expected to hold academic integrity in the highest regard and TFAS will not tolerate dishonesty, cheating or plagiarism of any kind. Failure to follow procedure in class, at internship sites, or George Mason University policy, is subject to disciplinary action and likely dismissal from the program. Plagiarism shall be defined as submitting another person's work, whether previously published or not, as your own, or taking portions of another person's work, whether published or not, and presenting them as your own in your work without properly attributing them to the person who created the work. Fabrication of work for a class or internship is also not tolerated. While complaints related to academic integrity will be handled through the Office for Academic Integrity of George Mason University (available at <http://oai.gmu.edu/>), TFAS retains the right to take disciplinary action and/or dismiss a student from the Program in the absence of an adverse finding by the Office for Academic Integrity.

HOME UNIVERSITY POLICIES

Students are also expected to adhere to any policies from their home university that would apply to their participation during the semester program and academic courses. Discipline related to their home university's policies would fall under the jurisdiction of that university.

PROCESS OF EXPLUSION

If TFAS staff deem it appropriate to dismiss a student from the program because of an action or actions outlined above, the student will be notified in person and in writing by TFAS staff. TFAS will also notify the other parties including:

- **George Mason University:** The student will receive incomplete grades for in-progress classes or may be given the opportunity to complete the coursework depending on the date and circumstances of the dismissal.

- **The student's internships site:** The internship supervisor will be notified that the student is leaving the program and will not be completing the internship term.
- **The student's home university:** The home university will be notified by TFAS
- **Washington Intern Student Housing:** The student will be asked to leave program housing at the time of dismissal. The keys will be collected and WISH notified of the dismissal.