



DOLE INSTITUTE OF POLITICS INTERNSHIP ASSISTANCE PROGRAM

The Robert J. Dole Institute of Politics has established a program to provide financial assistance to students at the University of Kansas in their pursuit of careers in public service, politics, museum/archival studies or related fields. Financial assistance is available to offset the travel and living expenses associated with an internship. The Internship Assistance Program is open to all eligible University of Kansas students. The Dole Institute of Politics welcomes applications from all majors and without regard to race, gender, or ethnicity. While the Internship Assistance Program is open to all eligible University of Kansas students enrolled in the semester immediately prior to or immediately following the internship period, preference and first priority is given to students who are active members of, and in good standing with, the Dole Institute of Politics Student Advisory Board (SAB). To join the SAB, students may contact the Dole Institute at any time during the school year.

Applications for unpaid internships may receive an amount greater than those with paid internships. Campaign internships are not eligible for consideration.

Notification and disbursement of awards:

The internship assistance will be awarded by a selection committee at the Dole Institute of Politics. Applicants will be notified of their award status starting May 1 for summer and fall, and starting Dec. 1 for winter break and spring. Funds must be used for time period applied for.

Amounts can be distributed twice a year, up to \$2250 each cycle based on need, merit, and relevance to the mission of the Dole Institute in relation to specific internships. Amount can be distributed between applicants as deemed by selection committee.

Individual awards will be dispersed in a timely manner upon confirmation of internship appointment. Funds will be dispersed via check in the student's name. Selected students will allow for public recognition of their award via the Dole Institute of Politics.

Application Process:

- ◆ Students interested in applying for the award must submit a completed application and all supporting materials **by 5:00pm on April 1, 2019**. Applications can be submitted via email, fax, mail or in person to:

Dole Institute of Politics
ATTN: Dole Internship Assistance Program
2350 Petefish Drive
Lawrence, KS 66045
doleinstitute@ku.edu
Phone: (785) 864-4900

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Application Checklist: *(incomplete applications will not be considered)*

- Completed application
- Proposed internship details
- Proof of acceptance for internship *(not required for applying, but is required before disbursement of funds if selected)*
- Current résumé (limit of two pages) — including campus and community involvement.
- One letter of recommendation from a faculty or staff member familiar with the student's work
- Completed essays with word counts

General Information:

Name: _____ Date of Birth: _____

KU Student ID #: _____

Campus Address: _____

_____ Cell Phone: _____

Permanent Address: _____

_____ Email: _____

Are you a Dole Institute Student Advisory Board (SAB) member? YES NO

If yes, when did you join? _____

Explain your involvement with SAB. Please be as detailed as possible:

Essay prompts:

ESSAY #1 (500 words or fewer): Provide a statement of financial need and what the aid would go toward. Please include location of internship. *(Indicate word count)*

ESSAY #2 (1,000 words or fewer): Share in a short writing sample what your goals are for this internship. *(Indicate word count)* This sample should address the following questions:

How does this internship help the course of your study and/or personal or professional goals?

What would your duties consist of during your internship?

How does this type of internship support the mission of the Dole Institute of Politics?

[\(Click here to read the Dole Institute's mission statement.\)](#)

Office use only: Application number _____

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Academic and Internship Information:

Are you a previous recipient of a Dole Institute internship assistance award? YES NO

If yes, when and what amount? _____

Last/current semester at enrolled at KU: _____

Level of degree seeking (bachelor's, master's, doctorate): _____

Major area of study: _____

Additional majors or minors: _____

Expected date of graduation: _____

Is this your first internship? YES NO

If not, where have you interned previously? _____

Time of the internship (spring, summer, fall, winter break / year): _____

Length of internship: _____

Amount of assistance you are seeking: \$ _____

Which type of internship will you be applying for: (paid, un-paid, or both?)

Have you already secured the internship? YES NO

Please list internship secured, or all internships to which you have applied:

Organization	Internship Program	Field of Work	Location

Office use only: Application number _____
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