

## **INTERNSHIP ASSISTANCE PROGRAM**

### **Program Overview:**

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, **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)**. Ideally, candidates will have been members and active participants with the SAB for at least one year prior to application. To join the SAB, students may contact the Dole Institute at any time during the school year.

Campaign internships are not eligible for consideration.

### **Eligibility Requirements:**

1. A student in good standing at the University of Kansas and enrolled in the semester immediately prior to or immediately following the internship period.
2. Submit a completed application with all associated paperwork by deadline.

### **Application Process:**

Students interested in applying for assistance must submit a complete application and all supporting materials by 5 p.m. on the stated deadline. 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](mailto:doleinstitute@ku.edu)  
FAX (785) 864-1414

The internship assistance will be awarded by a selection committee at the Dole Institute of Politics.

***Completed applications, with all supporting materials, are due to the Dole Institute of Politics by: November 1, for internships during the Winter Break and Spring Semester.***

***-OR-***

***April 1, for internships during the Summer and Fall Semesters.***

### **Notification and Disbursement of Awards**

Applicants will be notified of their award status starting May 1<sup>st</sup> for Summer and Fall, and starting December 1<sup>st</sup> for Winter break and Spring. Funds must be used for time period applied for.



Amounts can be distributed twice a year, up to \$2000 based on need, merit, and relevance to the mission of the Dole Institute in relation to specific internships.

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 recognition (social media, newspaper, etc.) and public relations (newsletter and publications) of their award via the Dole Institute of Politics.

## **Application Guidelines**

1. The student will be selected from University of Kansas.
2. Applications are valid for the semester/break you submit it for.
3. Dole Institute Student Advisory Board members are given special and first consideration.
4. Selected students will allow for recognition (social media, newspaper, etc.) and public relations (newsletter and publications) of their award via the Dole Institute of Politics.
5. Applicants must be willing to speak to the Dole Institute Student Advisory Board or Friends of the Dole Institute about the internship after it has been completed.
6. Applications for unpaid internships may receive an amount greater than those with paid internships. Campaign internships are not eligible for consideration. Travel and living expenses can be estimated based on location of internship, past student experience, and current cost of living averages.

## **Application Requirements**

1. Completed application
2. Proposed internship details
  - a. Proof of acceptance for internship, although not required for applying, is required before disbursement of funds if selected.
  - b. Campaign internships are not eligible for consideration.
3. Current Resume (limit of 2 pages)-including campus and community involvement.
4. One letter of recommendation from a faculty or staff member familiar with the student's work.
5. Cost of living expenses worksheet
6. Essay (no more than 500 words) on financial need.
7. Essay (no more than 1000 words) on your goals for the internship in your education and/or personal/career **and** how the type of internship supports the mission of the Dole Institute.
8. If necessary, the student will make themselves available for an interview with the Selection Committee.

**Completed applications, with all supporting materials, are due to the Dole Institute of Politics by 5 p.m.:**

- **November 1**, for internships during the Winter Break and Spring Semester.
- **April 1**, for internships during the Winter Break and Spring Semester.

**See Page 1 for Application Process details**

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Dole Institute of Politics  
Intern Assistance Program Application



# Dole Institute of Politics

## Internship Assistance Program Application

Completed applications, with all supporting materials, are due to the Dole Institute of Politics by 5:00 p.m. November 1, for internships during the Winter Break and Spring Semester.  
-OR- by 5:00 p.m. April 1, for internships during the Fall Semester and Summer Break.  
***Late applications will not be accepted.***

### Print or type:

Semester/Time of Internship: \_\_\_\_\_ Year: \_\_\_\_\_

Name: Ms/Mr \_\_\_\_\_ Date of birth: \_\_\_\_\_

KU Student ID#: \_\_\_\_\_

Campus Address: \_\_\_\_\_

\_\_\_\_\_

Permanent Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*Office Use only: Application Number* \_\_\_\_\_

### Application Check list

- Pages 3-6 of Application completed
  - Financial Need essay
  - Internship proposal essay
  - Cost of Living Expenses worksheet
- Current Resume
- Letter of recommendation



# Cost of Living Worksheet

Please use the following list for expenses associated with your internship. If you will have special housing or will not require lodging for your internship, please explain. Detail expenses as much as possible, and please expound where possible.

## **Utilities:**

Gas \$ \_\_\_\_\_

Electricity \$ \_\_\_\_\_

Water/Sewage \$ \_\_\_\_\_

**Utilities Total** \$ \_\_\_\_\_

**Food** (daily \$ \_\_\_\_\_ x number of days \_\_\_\_\_) \$ \_\_\_\_\_

**Miscellaneous Non-Food Items and Toiletries** \$ \_\_\_\_\_

**Rent/Lodging (total)** \$ \_\_\_\_\_

Is special intern housing available? **Y N**

## **Travel:**

Personal car mileage \$ \_\_\_\_\_ (# miles x \$0.56)

Airfare \$ \_\_\_\_\_

Public transportation \$ \_\_\_\_\_

**Travel Total** \$ \_\_\_\_\_

**Other expenses:** \$ \_\_\_\_\_

Please explain \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Total expenses expected** \$ \_\_\_\_\_

**Do you anticipate any special circumstances? Y N**

**If yes, please explain any special circumstances in your statement of financial need.**

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**Amount of assistance you are seeking** \$ \_\_\_\_\_

Which type of internship will you be applying for; paid, un-paid, or both? \_\_\_\_\_

**On a separate page, in 500 words or less please provide a statement of financial need and what the aid would go toward.** (Please provide word count.)

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Dole Institute of Politics  
Intern Assistance Program Application



*Office Use only: Application Number \_\_\_\_\_*

*Office Use only \_\_\_\_\_*

SAB member: \_\_\_\_\_ Since \_\_\_\_\_

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

Previous Recipient of DIOP Intern Assistance Program Award? \_\_\_\_\_ If yes, when & amount? \_\_\_\_\_

Last/current semester at enrolled at KU: \_\_\_\_\_

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

Major area of study: \_\_\_\_\_

Additional Majors/Minors: \_\_\_\_\_

Expected date of graduation: \_\_\_\_\_

Letter of recommendation (attached) from: \_\_\_\_\_

Please provide two additional references (not relatives)

Name	Address	Relationship
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Contact Number	Contact email
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Name	Address	Relationship
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Contact Number	Contact email
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Dole Institute of Politics  
Intern Assistance Program Application



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Dole Institute of Politics  
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## Internship Proposal

**Have you already secured the internship?**

*- Must be able to demonstrate that internship has been offered if selected.*

**Field/type of internship you are applying for:**

*Campaign internships are not eligible for consideration.*

*Organizations to which you are applying to for an internship, (please list):*

**Location (city, state) of possible internship(s):**

**Please provide any web addresses and/or information about internships you are applying for:**

**Is this your first internship?**

**If not your first, where have you interned previously?**

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

**Length of internship:**

**You agree to be willing to speak to the Dole Institute Student Advisory Board or Friends of the Dole Institute about your internship after it has been completed:**

**In no more than 1000 words, please share in a short writing sample what your goals are for this internship in relation to how it would help your course of study and/or personal/professional goals. Include how this type of internship supports the mission of the Dole Institute by promoting political and civic participation, civil discourse in a bi-partisan, philosophically balanced manner, and/or advancement of history, politics, government, or related cultural studies. (Please provide word count.)**





# ROBERT J. DOLE INSTITUTE OF POLITICS

**The University of Kansas**

The mission of the Dole Institute of Politics is to promote political and civic participation as well as civil discourse in a bi-partisan, philosophically balanced manner. By providing a forum for discussion of political and economic issues, fostering public service leadership and encouraging participation in the political process, we emphasize that politics is an honorable profession and provide opportunities for all to interact with political leaders, practitioners and authors. The Dole Institute also emphasizes that only through political and civic participation can citizens redirect the course of our nation.

Three distinct components of the Dole Institute are utilized to accomplish this mission: unique displays that tell the compelling story of Bob Dole's life in the context of Kansas and The Greatest Generation; the largest congressional archives in existence that house all of the Senator's congressional papers and is the scene of critical historical research; and finally, the aggressive public programming conducted by the Dole Institute. While the objective is to accomplish this mission on a broad scale, our location at the University of Kansas provides a unique opportunity for outreach to young people and students.



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