

**LEVINE INTERNSHIP AWARDS
IN AMERICAN GOVERNMENT, POLITICS, AND LAW
APPLICATION PROCESS
Skidmore College ~ Office of Academic Advising**

Award Competition: These internship awards honor the memory of Erwin L. Levine, who was a Skidmore Government Department Professor of American Politics and Law from 1961 until his retirement in 1988. Through the generosity of his family and friends, these awards celebrate the life and legacy of a beloved teacher; respected scholar; treasured colleague; and inspired student of the history, theory and practice of American politics and law. The Levine Internship Awards are offered on a competitive basis to support Skidmore students who wish to undertake government internships in fields related to the practice of American government, politics and/or law. Students may propose an internship in government, political, or legal offices and must demonstrate appropriate academic preparation. Examples of internship sites include: city, state, or federal government office, federal agencies (e.g., State Department) or international agencies addressing U.S. political and legal issues (e.g., the United Nations), a pressure group lobbying Congress, or a Presidential library with an emphasis on the president's politics.

Summer grants are awarded in an amount up to \$3,000.

Eligibility: All students must be enrolled at Skidmore College full-time and be in good standing with the College to apply. Skidmore students from any major or minor may apply. Students are not required to apply for academic credit. International students should check with Student Academic Services before applying to identify any requirements they need to meet to qualify for this award. ***These awards cannot be combined with any other award, scholarship, stipend or grant.***

Application Process: The deadline for applying is **4pm Friday 30 March**. Applications should be submitted to Sandi Jeska in the Office of Academic Advising. If you have any questions, please contact Sandi Jeska (sjeska@skidmore.edu) or call the Office of Academic Advising at 518-580-5720.

UNDER NO CIRCUMSTANCES WILL LATE PROPOSALS BE ACCEPTED!

Below are the requirements to apply:

1. Complete **Application Form**
2. **Application Essay-** Attach a brief essay (2-3 pages; typed) describing the relevance of your internship for the study of American government, politics, and/or law. Describe your preparation for the internship and how the internship experience will enhance your liberal arts education. You must also provide a specific description of the activities and responsibilities of the internship. This application process is competitive, and your essay will be judged on the quality and clarity of the writing. No vague or poorly written proposals will be accepted.
3. **Faculty Recommendation Letter-** Each applicant must have a faculty sponsor who endorses the proposed internship experience. Strong endorsements will describe the students' preparation for the internship, the quality of the internship experience, and how the student's experience will further the students' Skidmore education and career prospects. The faculty letter must include the faculty name, student name, and date.
4. **Internship Supervisor:** The on-site supervisor of the internship must submit a signed letter or email detailing the duties and work schedule for the student.

Selection Criteria:

1. Quality of Personal Statement
2. Substance of Internship
3. Academic Standing
4. Consistency of Internship and academic/career goals
5. Faculty recommendation letter
6. Rigor of internship as outlined by Internship Supervisor or Coordinator

Stronger applications will propose internship activities that demonstrate clear links to their Skidmore education (previous courses, major or minor, plans for a senior thesis, etc.) and future career plans.

LEVINE AWARD APPLICATION FORM

All applications must be returned by 4pm on Friday, 30 March to Sandi Jeska in the Office of Academic Advising. If you have any questions, please contact Sandi Jeska (sjeska@skidmore.edu) or call the Office of Academic Advising at 518-580-5720.

Student's Name: _____ Class Year: _____

Major(s): _____ Minor(s): _____

Are you an International Student (Please check one): Yes No

Cell Phone: _____ E-Mail Address: _____

Faculty Sponsor: _____ Dept/Prgm: _____

Faculty Advisor: _____ Dept/Prgm: _____

Most Recent GPA: _____ Cumulative GPA: _____

Descriptive Title of Internship: _____

On-Site Supervisor (name and title): _____

Name of Organization: _____

Address of Organization: _____

Phone: _____ FAX: _____ E-Mail: _____

Dates of involvement in the internship: Begin: ___/___/___ Conclude: ___/___/___

Total number of weeks for the internship: _____

Total number of hours per week for the internship: _____

Are you applying to any other internship awards, stipends, grants or loans? _____

Please indicate whether you receive financial aid Yes [] No []

Will this be a paid internship? Yes [] No []

For Office Use Only

- Date Received
- Application Form Completed
- Application Essay
- Faculty Recommendation Letter
- Internship Supervisor Letter
- Student's Cumulative Record Attached
- Reviewed by the Associate Dean of the Faculty for Academic Advising