Course Objectives

This course has three primary objectives: 1) to improve students’ job search skills, 2) to help students find internships in Washington, DC for the summer, and 3) to prepare students to work in the nation’s capital. I have planned for us to get together a total of eight times throughout the semester, but that may change based on our needs.

Course Requirements

Your primary responsibility is to apply for internships, so the majority of our meetings will be devoted to making sure you are equipped to do so. You will keep me updated on progress surrounding your internship applications by handing in class reports and discussing them in class. This is a one-credit course, and you will be receiving a letter grade from me at the end of the semester. Grades will be based on your contributions to class, weekly reports, and dedication in applying to internships and preparing for your time in Washington.

Required Events and Meetings

There are several events outside of class which you are required to attend. They include:

Careers and Internships in Federal Government Agencies: How to Find and Apply
Friday, February 07, 2014
12:15-1:15 p.m.
1305 Linden Drive, Room 120, Middleton Building
One or both of the following two fairs:

**Spring Public Service Fair**  
Thursday, January 30, 2014  
11 a.m.-2 p.m.  
Union South

**Spring Career and Internship Fair**  
Monday, February 03, 2014  
4-8 p.m.  
The Kohl Center

**Resume Drop in Hours and the L&S Career Center**

Before our second meeting, utilize their resume drop in and advising service. Drop-In Hours, M-F, 1-3pm.

**Individual Meetings with Career Guidance Counselors**

After improving your resume through the drop in service, meet with a career guidance counselor with L&S to utilize their expertise. I’m just one guy with his own ideas, and there are lots of talented staff across the university. Tap into as many as possible.

To schedule an appointment, stop by their office between 7:45 am - 4:30 pm or call 608-262-3921.

**Schedule of Class Meetings**

**Meeting 1 – January 21 @ 6:30 pm**
- Introductions
- What makes a top employee/intern?
- Program Costs
- Summer Housing in Washington
- Brainstorming Where to Look for Internships
- Resumes
- Do You Have What Employers Want? Assessment  
  o Distribute and Discuss Worksheet
- Weekly Report 1 Due  
  o Updated Resume  
  o List of organizations to which you are interested in applying

(Meet individually with Dave between the first two class meetings.)
Meeting 2 – February 4 @ 6:30 pm
- Placement Discussion
- Cover Letters
- Do You Have What Employers Want? Assessment
  - Discussion
- Weekly Report
  - Evaluate a fellow student’s resume based on meetings with UW-Madison resume consultation services (see above).
  - Provide an updated list (with contact information) of places to which you plan to apply.

Meeting 3 – February 18 @ 6:30 pm
- Panel of Last Year’s Interns Facilitated by Ellie
- Weekly Report
  - Include at least 3 questions for last year’s interns about their internships.
  - Summarize lessons learned from meetings with Letters & Sciences Career Services.
  - Updated list (with contact information) of at least 3 (not the same as last week) places to which you plan to apply.
  - Final copy of your resume and a draft cover letter to one of your organizations. Bring paper copies to class.

Meeting 4 – March 4 @ 6:30 pm
- Interview Techniques
- **APPLICATIONS FOR INTERNSHIPS SHOULD BE UNDERWAY**
- Weekly Report
  - Update on applications sent to organizations.
    - Summarize lessons learned from Spring Mock Interview Day.

Meeting 5 – March 25 @ 6:30 pm
- Networking
- Panel of Political Professionals
- **YOU SHOULD HAVE APPLIED FOR INTERNSHIPS BY NOW**
- Weekly Report
  - Include at least 3 questions for panel.
  - Update on internship applications and response.
  - (Meet individually with Dave between 5th and 6th meetings.)

Meeting 6 – April 8 @ 7:00 pm
- Life in Washington, DC
- Internship Opportunity Update and Brainstorming
- Selections from *Washington Post Intern Guide* (to be announced)
- Weekly Report
  - Update on internship applications and responses.
Meeting 7 – April 22 @ 6:05 pm
• Panel of Last Year’s Interns about Living in Washington, DC Facilitated by Ellie
• Assigned Reading to Be Announced
• Succeeding as an Intern
• Weekly Report
  o Update on internship applications and responses.
  o Include at least 3 questions for panel.

Meeting 8 – May 6 @ 6:30 pm
• Final Logistics
• Weekly Report (TBD)

Weekly Reports
Weekly reports will be emailed to me on Mondays before class by 5:00 pm unless otherwise specified.