



Hobby School of Public Affairs
UNIVERSITY OF HOUSTON

Civic Houston Internship Program (CHIP)

University of Houston

___ Spring

___ Fall

Name: _____

Address, City, Zip: _____

Telephone: _____ Alternate Phone: _____

Email Address: _____ Student ID Number: _____

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

Cumulative GPA: _____ Classification: _____

Graduation date: _____

Have you worked on a political campaign or been involved in any other governmental or political activity including a legislative internship? If yes, describe.

List any memberships in campus and/or community organizations. Please note all leadership positions held.

Are you bi-lingual or multi-lingual? If yes, list the language(s) and state whether your skill is oral only or oral and written.

List any technical skills that may be beneficial to an office such as software proficiencies (particularly Word, Outlook, and Excel), written and oral communication, database creation, web design and editing, photography, event coordination, etc.

Would you be most comfortable working for a Republican, Democrat, or no preference? _____

While specific office assignments **cannot be guaranteed**, provide a wish list of 3 public officials with offices in the Houston area that you would like to work for. If you do not have a preference, state "none". CHIP placements are within local, state and congressional offices, as well as nonprofits and the private sector. If you are seeking something in international affairs or pre-law, please see your academic advisor.

List any courses that you have completed that you believe are relevant to working in a government setting, or working within a nonprofit or public policy role.

List the names and departments of 2 faculty members who can comment on your performance. (No letters of recommendation needed.)

How did you learn about the Civic Houston Internship Program?

Students and host offices are asked to remain flexible in their schedule. What days and times would you be available to work as an intern?

What side of town do you live on? What is the maximum distance you are willing to drive to your internship office?

Are you a first generation college student (your parent(s)/legal guardian(s) have not completed a bachelor's degree at a four-year college or university?

CHIP is an internship program that requires enrollment and tuition payment for POLS/POLC 4390/4398. If you need to discuss how this course will fit in with your degree plan, please consult an academic advisor.

___I understand. (Please initial)

Personal Statement:

In the space below, in 500-800 words, discuss your interest in the Civic Houston internship, including how this experience could benefit your current academic interests and your long-term career plans in public service/politics/public policy. Also, state specifically how you could be an asset to your assigned office or organization.

Please email your typed application, transcript (online version is sufficient), personal statement, and a copy of your resume to:

Jessica Ruland O'Connor
University of Houston
Hobby School of Public Affairs
Bates Law Building
4104 Martin Luther King Blvd. | Room 5G
Houston, Texas 77004-5021
jlruland@cougarnet.uh.edu

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