

# Civic Houston Internship Program (CHIP)

## University of Houston



### **The Hobby School of Public Affairs' Civic Houston Internship Program (CHIP)**

offers internships with government offices, nonprofit organizations, campaigns, and also with the private sector to University of Houston students each fall and spring semester. Since its inception over 25 years ago, the program has been a resounding success, placing more than 1700 interns in local offices throughout the greater Houston area, many of whom have been able to secure full time positions following their internships.

The Civic Houston Internship Program (CHIP) is open to University of Houston juniors and seniors, as well as post-baccalaureate students. Sophomores may apply as well but priority is given to upper level students. All majors are welcome. Students with a 3.0 GPA and higher will also be given priority in acceptance and assignment decisions.

Interns work an average of 8 hours per week over the 15-week semester and meet as a class four times during the semester. Grades are based on a daily journal, a term paper, and an assessment by the office supervisor. The internship course counts as 3 hours of upper level political science or public policy credit for University of Houston students.

### **Application Requirements**

As part of the application process, you will need to include:

- Typed application form
- Personal Statement
- Resume (please view an acceptable resume format here, on pg. 18)
- Unofficial academic transcripts



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UNIVERSITY OF HOUSTON

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\_\_\_ 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.

\_\_\_\_\_  
\_\_\_\_\_



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

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How did you learn about the Civic Houston Internship Program?

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Students and host offices are asked to remain flexible in their schedule. Please note that most offices operate within a 9 a.m. - 5 p.m. schedule. What days and times would you be available to work as an intern?

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What side of town do you live on? How do you plan on getting to and from your internship?

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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 in the U.S. or abroad)?

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

\_\_\_ 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](mailto:jlruland@cougarnet.uh.edu)

Visit [www.uh.edu/hobby/interns](http://www.uh.edu/hobby/interns) for information about Hobby School of Public Affairs' internships.

