



***Graduate Internship Application***  
***Public Administration & Policy Analysis***

Eligibility for an internship through the Public Administration Department requires the applicant to be an **classified** graduate student at SIUE, **CANNOT** be employed full-time, and **CANNOT** hold any other graduate assistantship/internship or student worker positions on campus. Some positions are subject to criminal background check, consumer/credit report & FBI fingerprinting by the agency.

Internship opportunities are available on an as-needed basis by the surrounding area agencies and cities. Before submitting your application and resume, you will need to have your resume reviewed by the Career Development Center, as well as reviewing interview strategies with the Career Development Center. Attached is a confirmation sheet which is to be signed by the Career Development Center representative with whom you had your appointment. The Career Development Center may be contacted at 618-650-3708.

After the meeting with the Career Development Center, you may submit your resume and application. Your resume will be reviewed and will be placed in a holding pool until a position becomes available. The PAPA department will be contacted by the employing agency when a position becomes available, and at this time, your resume, if matching the given criteria, will be emailed to the prospective employer. If selected for an interview, the employer will contact you directly for an interview.

**Please return this completed form to: Internship Director, Public Administration and Policy Analysis, Southern Illinois University Edwardsville, Campus Box 1457, Edwardsville, IL 62026-1457.**

Please include a 1-2 page resume with this form and any other information that you would like to include for additional support of your application. Email Internship Director at [mpaprogram@siue.edu](mailto:mpaprogram@siue.edu) with an MS Word resume and place in the subject line: Internship Resume.

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

(Print legibly)

Home phone: (\_\_\_\_\_) \_\_\_\_\_ Cell phone: (\_\_\_\_\_) \_\_\_\_\_

Term you plan to enroll at SIUE: \_\_\_\_\_ Hiring Unit: PAPA

Eligible to work in the United States: Yes \_\_\_\_\_ No \_\_\_\_\_

Undergraduate Grade Pt Avg: Overall \_\_\_\_\_ on a scale of \_\_\_\_\_ last two years \_\_\_\_\_ on a scale of \_\_\_\_\_.

Graduate Grade Point Average: Overall \_\_\_\_\_ on a scale of \_\_\_\_\_ last two years \_\_\_\_\_ on a scale of \_\_\_\_\_.

Graduate Degree Program: \_\_\_\_\_

**Please list three references:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

I acknowledge the conditions of accepting an Internship position with Public Administration and Policy Analysis that I may not be employed full-time or hold any other graduate assistantship at SIUE, and a 3.0 GPA or higher is required to receive and retain an internship.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Southern Illinois University Edwardsville is an equal opportunity employer and will not discriminate against any person on the basis of race, religion, national origin or sex in violation of Title VII.

Southern Illinois University Edwardsville prohibits discrimination against employees, applicants for employment and students on the basis of age, color, disability, marital status, national origin, race, religion, sex, sexual orientation, or veteran's status.

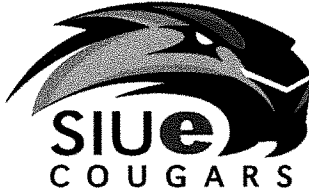
(Optional)

Gender: Female \_\_\_\_\_ Male \_\_\_\_\_

Ethnicity:

\_\_\_\_\_ Asian/Pacific Islander/Indian Subcontinent \_\_\_\_\_ American Indian/Native Alaskan  
\_\_\_\_\_ African-American \_\_\_\_\_ Caucasian \_\_\_\_\_ Hispanic \_\_\_\_\_ Other

Country of Citizenship: (if other than the United States) \_\_\_\_\_



***Graduate Internship Confirmation Slip***  
***Public Administration & Policy Analysis***

After meeting with the Career Development Center, please submit this form along with your application/resume and return to: **Internship Director, Public Administration and Policy Analysis, Southern Illinois University Edwardsville, Campus Box 1457, Edwardsville, IL 62026-1457.**

Name: \_\_\_\_\_ e-ID: \_\_\_\_\_ 800#: \_\_\_\_\_

**Your signature verifies that you attended a meeting with the Career Development Center to update your resume, practice interview skills, etc. in order to prepare for your internship placement.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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**Career Development Center:**

Signature: \_\_\_\_\_ Meeting Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_