



UCLA CENTER FOR AMERICAN POLITICS AND PUBLIC POLICY

2133 Rolfe Hall, Box 951484 • Los Angeles, CA 90095-1484

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capppp.ucla.edu/quarter-in-washington



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WINTER 2018 QUARTER IN WASHINGTON PROGRAM

The UCLA Center for American Politics and Public Policy (CAPPP) Quarter in Washington, DC offers an exciting combination of research and internships to 30 UCLA undergraduates each fall, winter and spring quarter. Students from any discipline are encouraged to apply.

INTERNSHIPS AND RESEARCH

In DC, students intern three to four days a week, take classes, and write a 20-30 page research paper. All CAPPP participants enroll in 12 units while in Washington: an 8-unit graded research seminar and a 4-unit internship course.

The Research Development Seminar (M191DC) guides students from proposal to finished paper. This 8-unit, upper division course helps students design, execute, write and present an original project, while placing their work in the broader context of empirical research in many disciplines. Students receive intensive, individualized attention to their intellectual development and writing and research skills.

Aided by resources and support from program administrators, students secure internships at Washington non-profits, think tanks, government agencies, trade groups, etc., such as the American Enterprise Institute, congressional committees, the Smithsonian, the Climate Institute, the US Department of Justice, or CNN. CAPPP students receive four units of P/NP academic credit for the internship (M195DC).

ELECTIVES

Students can also take one of several elective courses offered by the UC Washington Center. Instructors from a variety of Washington, DC fields, such as political speechwriters and foreign policy scholars, teach these upper-division courses. The classes, held in the evenings, take advantage of Washington's unique intellectual and cultural resources and are worth four upper division UC units each.

ELIGIBILITY

- All majors welcome
- 3.0 minimum GPA
- Full-time UCLA undergraduate
- One upper division UCLA course that provides broad background for proposed research project

FINANCIAL AID

For students accepted to CAPPP who receive financial aid, the UCLA Financial Aid Office adjusts its estimated cost of education to that of the CAPPP program (See "Budgeting for a Quarter in Washington" hand-out).

LIVING IN WASHINGTON:

THE UC WASHINGTON CENTER

All CAPPP students live in the UC Washington Center, located at 1608 Rhode Island Ave., NW, near Dupont Circle, in downtown Washington. Four students are assigned to each fully furnished two-bedroom, one-bathroom apartment.

Apartments include full kitchens, WiFi, and TV with cable access. Also housed within the Center are a small fitness room, 24-hour computer lab with printers, lounges, faculty offices, classrooms, laundry facilities, and a small shop for sundries and snacks. The Center has 24-hour guarded security, provides weekly light housekeeping service, and offers a variety of activities and field trips each week.

Students typically commute five to 30 minutes from the Center to their internships on foot or via the Metro subway system.

FOR MORE INFORMATION

Admission is selective. Further details on the program and the application process may be obtained at information sessions, on the web, or from the CAPPP office, located in 2133 Rolfe Hall.

If you have additional questions, please contact CAPPP Administrator Carol Ann Wald: cwald@capppp.ucla.edu

WINTER 2018 APPLICATION DEADLINE

THURS., MAY 4, 2017 @ 4:00 P.M.

ONLINE OR IN CAPPP OFFICE, 2133 ROLFE HALL

INFORMATION SESSIONS

THROUGHOUT APRIL

HELD IN 2125 ROLFE HALL

CHECK WEBSITE FOR SCHEDULE



CAPPp.UCLA.EDU/QUARTER-IN-WASHINGTON
FACEBOOK.COM/UCLAQUARTERINWASHINGTON

TIMELINE FOR WINTER 2018 CAPPP QUARTER IN WASHINGTON PROGRAM

May 4, 2017	Applications Due to CAPPP Office
Friday, May 12	Interviewees Announced via E-Mail
Mon., 5/22-Thurs., 5/25	Interviews with Professor James Desveaux in CAPPP Office
Thursday, 5/25	Decision Notifications Sent via E-Mail after 7 PM
Friday, 5/26	Mandatory Orientation for Admitted Students
Saturday, 1/6/2018	Program Begins in Washington, DC
Saturday, 3/17/2018	Program Ends; Students Depart Washington DC

REQUIRED APPLICATION MATERIALS

1. Application Form - *Submit online or in person.*

2. Short Essay - *Submit online or in person.*

Submit a well-written, well-organized, one-page, single-spaced essay on the topic and question you wish to research in Washington. Your essay might focus on a current domestic policy question, an international issue, an economic or sociological phenomenon, a historical question, or a politically relevant debate in art or literature—any topic that has national or international political or policy implications. Please give this essay a title and include your name, but exclude your student ID number. For more detailed guidelines on the essay, please see the “Essay Writing Guide,” available from the CAPPP office and on the CAPPP Quarter in Washington website.

3. Resume - *Submit online or in person.*

Submit a one-page resume, listing educational and work experiences, any special skills, honors, or awards, and other experience such as internships, study abroad or volunteer work. It is not necessary to state a career objective. Do not include any activities or jobs from high school. Be sure to include an email address and telephone number.

4. Letter(s) of Recommendation - *Submitted online by recommender or in sealed envelope signed across seal by recommender.*

Submit at least one letter of recommendation, preferably from a UCLA professor who knows your writing, thinking, and academic performance. A letter from a professor in your area of interest is best. A letter from a TA or employer is acceptable. You can submit additional letters if you wish. If chosen to participate in the program, you will be asked to submit a second letter of recommendation to assist in internship placement. We recommend that you secure this second letter as early as possible.

All letters must be written on **OFFICIAL STATIONERY** of department, organization, etc., and addressed “To Whom It May Concern.”
PLEASE NOTE: All letters of recommendation **MUST** either be submitted online, sent to CAPPP directly at the address below, or submitted with your other application materials in a **SEALED ENVELOPE, SIGNED ACROSS THE SEAL BY THE RECOMMENDER**. Open letters submitted by the applicant will not be accepted. Letters must be received by the application deadline.

5. Unofficial Transcript - *Submit online or in person.*

Include a current UNOFFICIAL transcript, available as a pdf from your MyUCLA.edu account. This is NOT a DAR. If you are a transfer student, provide unofficial transcripts of all course work at your previous institution.

6. Dean’s Certification: Consideration for admission to the CAPPP Quarter in Washington Program is contingent upon review from the UCLA Office of the Dean of Students. Upon receipt of your application, we will contact the Office of the Dean of Students to request a “Dean Certification Letter.” A Dean’s Certification Letter is verification of a student’s disciplinary history at the institution. It is completed in accordance with the guidelines in the UCLA Student Conduct Code. In some cases, students must also complete a second portion that requires certification of their academic history or progress. Please note, the UCLA Office of the Dean of Students will charge a \$5.00 fee for a Dean’s Certification Letter. This fee will be charged to your BruinBill account.

FOR QUESTIONS CONTACT:

Carol Ann Wald

UCLA Center for American Politics and Public Policy

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QUARTER IN WASHINGTON PROGRAM

UCLA Center for American Politics and Public Policy

WINTER 2018

Application Cover Sheet

LAST NAME _____		FIRST NAME _____		MIDDLE INITIAL _____	
UCLA ID# _____	BIRTH DATE _____	GENDER: Male <input type="checkbox"/>	Female <input type="checkbox"/>		
LOCAL MAILING ADDRESS _____		CITY _____	ZIP CODE _____	VALID UNTIL _____	
PERMANENT (PARENT) ADDRESS _____		CITY _____	STATE _____	ZIP CODE _____	
PERSONAL PHONE NUMBER _____		EMERGENCY CONTACT/PARENT PHONE NUMBER _____		E-MAIL ADDRESS _____	
MAJOR(S) _____		MINOR(S)/SPECIALIZATION(S) _____		YEAR IN SCHOOL (E.G. JR., SR.) _____	
CUMULATIVE UCLA GPA _____	EXPECTED GRADUATION (MONTH & YEAR) _____	HAVE YOU FILED A FAFSA FOR 2017-18? YES <input type="checkbox"/>		NO <input type="checkbox"/>	
NAME OF RECOMMENDER _____					
RECOMMENDER'S EMAIL ADDRESS _____					
OPTIONAL: NAME OF 2nd RECOMMENDER _____					
2nd RECOMMENDER'S EMAIL ADDRESS _____					
How did you hear about CAPPP? Flyer <input type="checkbox"/> Class Announcement <input type="checkbox"/> Friend <input type="checkbox"/> Email <input type="checkbox"/> Counselor <input type="checkbox"/>					
Other _____					

The following items must be submitted with this signed application form OR online:

- **Essay:** One page, single-spaced;
- **Resume:** Not to exceed one page;
- **Letter(s) of Recommendation:** Submitted online by recommender, or in sealed envelope, signed across seal by recommender;
- **Unofficial Transcript:** NOT a DAR; unofficial transcripts are available as pdf through My.UCLA.edu;
- **Other Transcripts:** If you have transferred from another school, please include unofficial transcripts.
- **Dean's Certification:** Applicants must authorize CAPPP to obtain a Dean's Certification through the UCLA Office of the Dean of Students. This certification will result in a release of information to CAPPP regarding disciplinary action, per the reporting guidelines outlined in the UCLA Student Conduct Code. The Dean of Students will charge applicants \$5.00 via BruinBill for this service.

Please do not staple your application. Submit all materials online via our website, or on paper to CAPPP office, 2133 Rolfe Hall, with this signed application form.

Once submitted, all application materials (including letters of recommendation) become property of CAPPP.

ALL APPLICATION MATERIALS DUE MAY 4, 2017

The information I have given is true and correct to the best of my knowledge. By signing below, I understand that by submitting my application and supplemental materials, I am waiving my right to privacy under the Family Educational Rights and Privacy Act (FERPA) for the purpose of participating in this program. I also waive my rights under FERPA to view any and all documents associated with my application. I understand that applicants will be screened through UCLA Residential Life and through the UCLA Office of the Dean of Students. If selected to participate in the program, I grant CAPPP the right to use my image in its advertising and marketing.

Signature _____ Date _____