The Washington Internship 2012

School of Politics and International Relations
ANU College of Arts and Social Sciences
Cover Photo: The 2011 ANU Washington Interns at the East Front of the United States Capitol Building
The Washington Internship: An Introduction

The Washington Internship is an upper-level course (POLS3021) offered by the School of Politics and International Relations which incorporates a seven-week internship in the United States Congress. The course is intended to offer students with a good background in American government and politics an opportunity to experience political life in Washington D.C. by working in the offices of members of Congress or on the staff of congressional committees and then to complete a program of research on a specialised aspect of American government, politics, and public policy.

ANU Washington Interns 2011

The Australian Ambassador to the USA, the Hon Kim Beazley, with the 2011 ANU Washington Interns, along with Vice-Chancellor Ian Chubb and Dr. Hart, at an Australian Embassy reception for the ANU and Flinders interns. From left: David Cross, Ben Hopwood, Lily Dempster, Ambassador Beazley, Professor Chubb, Ellie Pahlow, Joe Saunders, Elouise Fowler, Emma Boland, Dr. Hart and Sarah Moore.

The Washington Internship (POLS3021) will be offered in the first semester of 2012. The period of the internship in Washington will run from the first week of January until Friday 17th February. On returning from Washington, students taking this course will complete their research and submit a 6,000 word paper at the end of the first semester of 2012. The course convenor is Dr. John Hart, Reader in Political Science in the School of Politics and International Relations.

A parallel program is offered simultaneously at Flinders University and the internship component of the course is a partnership between the two universities, jointly managed by Dr. Hart and Professor Donald DeBats, Head of the American Studies Program at Flinders. An equal number of ANU and Flinders University students (six from each university) will
participate in the internship each year and are treated as one single group when in Washington.

In addition to Dr. Hart and Professor DeBats, the third member of the internship team is Mr. Steve Slattery, Vice President of Programs at The Fund for American Studies in Washington D.C., a body which organises internships and other academic programs for international students visiting the United States. Mr. Slattery has extensive contacts with Congress and it is he who negotiates the specific placements for us. He is permanently based in Washington and will be there for the duration of the internship in January and February.

The Washington Internship program also works very closely with the Australian Embassy in Washington, D.C. and officials at the Embassy have played a major role in facilitating this program. The ANU’s Washington office, headed by Jane O’Dwyer, is also based in the Australian Embassy and Jane is an important source of support for the Washington Internship program.

We are also grateful to the U.S. Embassy in Canberra for its enthusiastic support for the Washington Internship, for its assistance in facilitating the visa application process and for arranging the briefing session for the interns at the U.S. Department of State in Washington.

The program also depends on the services of The American-Australian Association in New York which acts as sponsor of the selected interns for purposes of the US Government’s visa application process.

The Washington Internship also has had a long and valuable relationship with Washington Intern Student Housing, the organization that provides your accommodation on Capitol Hill.

The Washington Internship at the ANU is also supported by the Australian Government’s Department of Education, Employment and Workplace Relations through its Study Overseas Short Term Mobility grant which provides a direct financial subsidy to students on this program. (See p.15 for further details).
Because of the limit on the number of internship placements in the US Congress available to us in 2012, the enrolment for POLS3021 is strictly limited to six students. As a consequence, admission to POLS3021 has to be selective. We always receive far more applications than places available and many very good applicants will inevitably be disappointed. There is no scope at the present time for increasing the number of placements we can secure in the US Congress.

Students interested in participating are asked to complete an application form, enclosed with this information pack, and submit it by **Friday 5th August 2011**.

Some of the ANU and Flinders interns in 2009. The Washington Internship is a jointly-run program by ANU and Flinders University and the twelve interns each year are treated as a single group while in Washington. This photograph is also included here partly to let you know that the weather in Washington during January and February runs from cold to freezing.

To supplement this Information Pack, there will be an Information Meeting for all potential applicants for the 2012 Washington Internship on **Friday 29th July at 1.00 p.m.** (see details on p.11) at which there will be an opportunity for you to ask any questions you may have about the program before submitting your application. Some of the previous ANU Washington Interns will be present at this meeting to talk about their experience and to answer questions. This document aims to provide as much preliminary information as possible about the internship arrangements through the 'Questions and Answers' section following. For those students accepted into POLS3021, there will be an additional, pre-departure full-day briefing session in November.
ANU Washington Interns 2005-2011

2005
Sarah Avery: Rep. Robert Wexler (Florida) & House Committee on International Relations
Helen Dearn: House Committee on Government Reform
Oliver Mendoza: Rep. Mike Ross (Arkansas)
Stephen Michelson House Committee on Government Reform
Genevieve Paterson: Owner-Operators Independent Drivers’ Association
Lauren Roche: Senator Lamar Alexander (Tennessee)

2006
Mary Bagnall: Rep. Vito Fosella (New York)
Duncan Harrod: Rep. Tim Ryan (Ohio)
Matthew Laing: Rep. Mike Ross (Arkansas)
Brooke Miechel: Senator Mike DeWine (Ohio)
Alexandra Tyson: Rep. Sam Graves (Missouri)

2007
Andrew Bell: Senator Richard Lugar (Indiana)
Jessica Buik: Rep. John Doolittle (California)
Lorna Clarke: Rep. Daniel Lipinski (Illinois)
Michael Jones: Rep. Lynn Westmoreland (Georgia)
Cigdem Kocak: Rep. John Boozman (Arkansas)
Shuyin Tang: Rep. Mike Ross (Arkansas)

2008
Ruth Cain: Rep. Dana Rohrabacher (California)
Madeline Cooper: Rep. Philip Hare (Illinois)
Kate Morrison: House Committee on Small Business and Rep. Nydia Velazquez (New York)
Alex Rafalowicz: Senator Ron Wyden (Oregon)
Mark Smyth: Rep. John Boozman (Arkansas)
Nick Swan: Rep. John Doolittle (California)
2009
Niamh Dobson: Rep Jim McDermott (Washington)
Kendra Fouracre: Rep. Mike Ross (Arkansas)
Greta McLeod: Senator Mel Martinez (Florida)
Samantha Robson: Rep. Phil Hare (Illinois)

2010
Helen Baxendale: Senator George LeMieux (Florida)
Ella Bauman: Rep. John Boozman (Arkansas)
Jack Pinczewski: Rep. Lynn Westmoreland (Georgia)
Sham Sara: Rep. Tim Ryan (Ohio)
Lauren Wilson: Senator Ron Wyden (Oregon)
Cameron Winnett: Rep. Frank Kratovil (Maryland)

2011
Emma Boland, Senator Kirsten Gillibrand (New York)
David Cross: Rep. Susan Davis (California)
Elouise Fowler: Rep. Ben Lujan (New Mexico)
Ben Hopwood: Rep. Mike Kelly (Pennsylvania)
Sarah Moore: Rep. Jeff Fortenberry (Nebraska)
Ellie Pahlow: Senator Kirsten Gillibrand (New York)
**The Washington Internship: The Undergraduate Handbook Entry (POLS3021)**

<table>
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<tr>
<th>Washington Internship</th>
<th>POLS3021</th>
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<td>(First Semester)</td>
<td>(6 units)</td>
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<td>Internship placement in Washington D.C. during January and February and supervised research program during first semester.</td>
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**Coordinator:** Dr. Hart

**Prerequisite:** Completion of Government and Politics in the USA (POLS2013A/B) at Credit-level or better.

**Syllabus:** This course consists of a six-week internship during January and February in the United States Congress or other institutions of the American national government in Washington, D.C. during which time students will begin work on a research project to be completed at ANU during the first semester under the supervision of the course coordinator.

Normally, students will be assigned to the office of a member of the U.S. Congress or the office of a congressional committee. The placement will be determined before departure for Washington. It is intended to expand the program and opportunities for placements in other areas of American government may arise. The research topic will be agreed between the internship provider, the student, and the course coordinator. Students will commence work on their topic during their internship and will be required to present a 6,000 word paper on the approved research topic at the end of the first semester of the year in which the internship is taken.

The purpose of this course is to give students with a good background in American government an opportunity to experience political life in Washington, D.C. firsthand and to pursue an advanced program of study and research on a specialised aspect of American government, politics, and public policy.

Admission to this course is selective due to the limited number of placements available in any one year and the firm requirement that participating students have a sufficiently high level of knowledge and ability to enable them to perform effectively during their placement in Washington.

Students accepted for this course will be responsible for the cost their own airfares, accommodation, health insurance, and other expenses. Further details are available from the course coordinator.

**Preliminary Reading:**

This course can be counted towards the Political Science major, the International Relations or a major in American Studies.
The Washington Internship: Questions and Answers

**What are the prerequisites for the Washington Internship Course?**
In order to be considered for admission to this course, you need to have completed, or be on the way to completing, Government and Politics in the USA (POLS2013A/2013B) and have passed the course at Credit-level or better. There is no possibility of waiving this prerequisite. If you are taking Government and Politics in the USA in the year you wish to apply for the internship that presents no problems, but admission to the internship for the following year would be conditional on achieving a Credit-level or better performance in the course.

![](image)

*Democrat Congressman Jim McDermott from the State of Washington hosts a group of the 2011 ANU and Flinders interns in his office on Capitol Hill.*

**Why is there a limit on enrolment in the Washington Internship?**
Getting congressional offices to take Australian students as interns is difficult, not least because the demand for internships from American students is high and American students will inevitably take precedence. We are lucky to get the six slots that we do have and the prospects of that number being increased are slim. Hence, we can only take six students in any one year. Inevitably, some very suitable and well-qualified applicants will miss out because of the quota on placements in Washington, but non-selection in one year does not preclude you
from applying again the following year. [Please note, however, that, at the time of publication of this brochure, there are no plans to continue the Washington Internship program after 2012].

**How do I enrol in the Washington Internship?**

You don’t – or rather you need to apply for admission to the course first. Again, because of the limited number of placements in Congress in any one year, and because of the need to ensure that participating students have a sufficiently high level of knowledge and ability to enable them to operate effectively in a congressional office, admission to this course is selective and competitive. The prerequisite is only a minimum admission requirement and you will need to submit an application form (enclosed with this information pack), provide requested information and, if short-listed for selection, you will need to satisfy an interview panel before selection is confirmed. Please note that this procedure is not deliberately designed to be draconian, but rather to ensure a fair selection process for a limited number of places available.

![A photo-op for Senator John McCain, Republican presidential candidate in 2008, - this one with ANU Washington intern Ellie Pahlow in February 2011.](image1)

![ANU Washington Intern Alex Rafałowicz presents a departing gift to Senator Ron Wyden of Oregon after working in his office for seven weeks in 2008.](image2)

**What is the selection committee looking for?**

Initial judgments will be made on the basis of the information you have provided on the application form. Your academic record matters, so does your work experience and your extra-curricular activities. The selection committee will be interested in your reasons for wanting to go on this program and the question on the application form that asks you for this is important. Your knowledge of American government and the working of the US Congress are also important. We wouldn’t put anyone into a congressional office without the necessary background knowledge to enable them to function properly and understand the institutional framework within which they would be working. The selection committee will also be making a judgment about your maturity, your personality, your ability to operate in a busy office sometimes under pressure, and your capacity to respond to a range of varied tasks efficiently and effectively. We are also looking for evidence that you can handle responsibility and can do so with appropriate discretion. We are obviously keen to avoid the possibility that
the work performance or behaviour of any ANU student in a congressional office causes that office to refuse to take one of our interns in future years.

Do fill out the application with care and provide as much information as you can. The selection committee will make an initial short-list of applicants who will then be invited to meet with the selection committee to discuss their application. Short-listing is necessary because, in most years, we have had four times as many applicants as there are places available. Usually about ten to a dozen applicants are shortlisted for interview. The selection committee (normally consisting of two people) uses the interview to discuss what you’ve said in your application and to give you an opportunity to expand on the points you have made. It is definitely not the intention of the selection committee to put you through a gruelling experience. The interview is simply an opportunity for you to give your application your best shot and for the selection committee to finalise what is always a very difficult decision.

Where You’ll be Working - The House of Representatives Rayburn Office Building on Independence Avenue (left) and Russell, Dirksen, and Hart Senate Office Buildings on Constitution Avenue (right).

What will I be doing in Washington?
ANU interns spend seven weeks in Washington assigned to the office of a member of the House of Representatives, a United States Senator, or a House or Senate committee. The internship will involve a combination of legislative work at the direction of a senior staff member in the office concerned and research undertaken for the paper to be submitted at the end of the course. It is not possible to be specific about the kind of tasks interns will undertake in a congressional office – that will depend on the particular placement – but the intern supervisor will be aware of the research element of this program.

One of the goals of the internship is to give you some experience of political life at the higher levels of American government and the tasks you are given will inevitably reflect the priorities and pressures of the office you are working in. There will always be some routine work, i.e. – sorting the mail, answering the telephones, taking constituents on a tour of the Capitol - but you may also find yourself attending congressional committee hearings, writing press releases, assisting the staff who are preparing speeches for the member of Congress, and doing some policy research. But these things can vary according to the office you are assigned to. They all work in slightly different ways. We expect you to work to the best of your ability no matter what the task or who you are working for. On the application form, we ask you to express any particular interest you have that will help make your placement a relevant one.
In addition to your work in Congress, you will be invited to attend a number of other functions relating to the Washington experience. The Congressional Liaison Office at the Australian Embassy usually arranges a briefing session on Australian-US relations for the ANU and Flinders interns shortly after your arrival in Washington and a similar briefing at the U.S. State Department has been a feature of this program for a number of years. The Australian Embassy has, in previous years, put on a welcome reception for the ANU and Flinders students participating in this program. In the past, The Fund for American Studies has invited ANU and Flinders students to events it has organised. Your weekends are, of course, free and they give you the opportunity to explore Washington D.C. and to travel to other parts of the US. Philadelphia, New York and Boston are within easy reach for a weekend trip.

The 2007 ANU Washington Interns with Dr. Hart photographed at The State Department following a half-day briefing on US-Australian relations from State Department officials

When do I go to Washington?
The internship component of the course will commence in the first week of January 2012 and run for seven-weeks. You will return to Canberra in time for the beginning of the first semester. The tentative arrival date for the 2012 internship will be Sunday 1st January and you will have a few days to get to know the place before formally commencing your placement in Congress. The internship will finish on Friday 17th February. Because of US visa conditions, you will have to leave the United States that weekend. You should not plan to stay in the U.S. for any period after that weekend. You’ll travel to Washington together which means that the cost of travel will depend on the deal that we negotiate with the airlines. Outward travel will be via Qantas or United Airlines, or V Australia from Sydney to Washington (Dulles) via Los Angeles, San Francisco or Dallas. There is no requirement to travel together on the return journey.
Accommodation in Washington?

Your accommodation in D.C. is arranged through Washington Internship Student Housing (WISH). WISH has a number of properties located on Capitol Hill. At the time of preparing this brochure, the accommodation arrangements for 2012 have not been finalised, but we hope for the same kind of arrangement as in previous years.

All WISH properties are fully furnished (including television, washing machines, dishes, cutlery coffee makers, etc.) and rent includes utilities.* In all previous years, apart from one, WISH has placed ANU students in The Congressional Apartments centrally located on Capitol Hill at the corner of Constitution Avenue and 2nd Street NE.

The rental charged for our 2011 interns was $US980 per month (sharing three to an apartment). We would expect a slight increase in rental charges for 2012. Payment for the accommodation is on a monthly basis – you have to pay for the whole of January and February even though you will be departing in the third week of February - and is made in advance before you leave for Washington.

WISH also requires each occupant to pay a refundable bond of $US200 and an administration fee of $US100.

You will be within walking distance of your congressional offices (the Senate office buildings are just across the street from The Congressional) and you are also within easy reach of two of Washington’s metro stations (Capitol South and Union Station). Shops and Washington’s famous Eastern Market are close by.

[* The Congressional does not provide bed linen and towels. However, previously purchased bedding by ANU Interns has been stored by the WISH Office and will be available to you. If you need additional bedding, bed linen, towels, they can be purchased very cheaply in Washington D.C. and advice will be given to you about all of this before you depart from Australia.]
What will be expected of me in Washington?

ANU students participating in the Washington Internship will be expected to be fully prepared to work under pressure in a busy, highly professional office in Congress. You will be expected to be in the office for all working days during your placement and work enthusiastically and diligently under the direction of the member of staff who will be supervising your placement. You will need to fit in with the work ethic of Capitol Hill, dress appropriately, and respect all matters of confidentiality that you may deal with in the course of your work. You must also respect the security arrangements on Capitol Hill and your security clearance. (Security passes must be surrendered at the end of your internship). It is possible that you may be invited to functions and receptions in your capacity as Australian interns on Capitol Hill – there will almost certainly be a reception at the Australian Embassy – and you should regard that as a representative duty and as part of the internship.

Right: Ursula Gwynn (2009) responds to a welcome speech at a reception for the ANU and Flinders interns at the Australian Embassy in Washington.
**Do I need a visa?**

Yes, you will require a US (J-1 Summer Work Travel Program) visa to participate in this internship (unless you are a US citizen and hold a valid US passport). The visa application process is both complex and costly and requirements (especially for the J-1 visa) have become more complex since September 11 2001.

There are two stages in the visa application process. Before you can apply for a J-1 visa, you will need to obtain visa sponsorship and, to do this, we work through the **American-Australian Association** in New York which is the sponsor of the Washington Internship for visa application purposes and has State Department authorisation to issue the sponsorship documentation (the DS-2019 form). Unfortunately, there are costs involved. For 2011, the AAA charged each applicant $US500 for processing the sponsorship application.

Once the DS-2019 form has been issued, you will then be able to apply to the U.S. Consulate for the J-1 (Summer Work Travel Program) visa. This is not a user-friendly procedure and involves further costs. You will need to pay a **visa application fee** of $US131, a **visa issuance fee** of $Aus157 (but this can vary according to the exchange rate at the time of application) and, since 9/11, the U.S. Government has also imposed the **SEVIS I-901 fee** which is mandated by Congress to support the automated system that keeps track of students and exchange visitors and ensures that they maintain their status while in the United States. The SEVIS Fee is $US35. You will also need to factor in the cost of a trip to Sydney in order to apply for the visa. The US Consulate requires that visa applications be made in person at the Consulate and there is no way around this requirement.

In total, the costs associated with the issuance of a J-1 visa will come to approximately $Aus1100 depending on the exchange rate at the time of application.

Finally, you must understand that ANU has no involvement in the decision about whether or not the US Government issues a visa to you, nor can it be held responsible should you fail to obtain the required visa. You are responsible for supplying all the necessary documentation for your visa application and completing the application forms correctly. Nearer the time, you will receive a detailed guide to help you through the visa application process and we assist you in organising your visa application appointment at the US Consulate. But, if your visa application is rejected by the US Government we can do nothing about that and it will mean that you will not be able to participate in the Washington Internship.
How much will the internship cost

It is difficult to be definitive about the costs of participating in the internship component of the Washington Internship course because some costs and charges may increase and the exchange rate has been fluctuating considerably. At the time of preparing this document, the Australian dollar was worth approximately $US1.06c, but, over the last twelve months, the Australian dollar exchange rate has fluctuated from 0.80c to 1.09c against the U.S. dollar.

The major components of your total cost will be the return air fare, the accommodation, visa sponsorship and visa application charges, food and other day-to-day living expenses, and any extras such as entertainment, travel within the US etc.

This year, the cost of accommodation at The Congressional Apartments was $US980 per calendar month and we would expect a slight increase in the rate before January 2012. We anticipate the total cost of accommodation in January/February 2012 to be about $US2100 (see p.11).

The air fares to and from Washington, D.C. are fluctuating at the moment because of the economic climate, the price of aviation fuel and the attraction of international air travel given the current strength of the Australian dollar. In 2011, the cost was around $2800 plus taxes, but it is anticipated that fares will be higher in 2012. The general uncertainty about airfares makes it impossible to give an accurate figure of what the airfare will be for travel six months away. As a very rough guide, the cheapest fare being advertised by Qantas online at the time this document was prepared (i.e. late May) for a return flight from Sydney-Washington was $3393 including taxes, although we would expect to get a better fare than that through the travel agent used for this program.

As indicated in the above section on visa costs, you will need to budget $Aus1100 for the costs associated with the visa sponsorship and visa application processes.

You will also need to budget for daily personal expenses including food, laundry telephone (phone cards are recommended for international calls), transportation costs around Washington and for any optional travel outside Washington. This will obviously depend on your lifestyle but this could average out at around $Aus50 or more per day.

The interns who went to Washington earlier this year estimated they spent, on average, about $Aus9,500-$10,000 all up for the travel, visa charges, accommodation, and cost-of-living for the seven-week internship.
**Is there any financial support available for the Washington Internship?**

It is anticipated that limited funds will be available through a new Department of Education funding initiative that supports eligible students engaged in short-term mobility experiences overseas. The 2011 Washington interns were supported through this initiative and each eligible participant received $2000. Further details will be provided to the students selected for the Washington Internship program in 2012.

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The 2011 Washington Interns on a tour of the Diplomatic Rooms in the US State Department. [The desk being observed is the one on which the Treaty of Paris was signed in 1783 to end the War of Independence.]

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**Do I need insurance?**

Students participating in the Washington Internship will be covered by ANU insurance during the period of the internship. This will cover work-related injury insurance, medical expenses, personal liability, and loss of baggage. Full details of the amount of coverage will be supplied to those students selected for the program. You should not need additional personal insurance. However, if you are carrying valuable items with you such as a laptop computer or a digital camera, you may need to seek advice on whether those items are covered under the ANU scheme. At the Briefing Day in November, the ANU Insurance Officer will be speaking to you to explain the insurance arrangements and to respond to any questions you may have.

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**What happens if anything goes wrong while I’m in Washington?**

In the event of any difficulties, the initial contact should be with the Washington Internship’s Washington organiser, Mr. Slattery (Fund for American Studies) who will be in Washington for the duration.

Should you be involved in any serious legal problem or passport/visa-related difficulty, the Australian Embassy is located in Washington and you will be given the emergency contact phone number of the Embassy. The Australian Embassy has been a strong supporter of the
Washington Internship program and will be aware of your presence in Washington. The ANU Office in the Embassy will also be able to assist in an emergency.

Dr. Hart is always contactable for the duration of the program and will be in Washington for part of the internship. You will be given contact telephone numbers prior to your departure.

**What happens when I return from Washington?**

Having completed the internship placement in Washington, students will return to Canberra in time for the beginning of the first semester and continue their normal ANU program which will include the remainder of POLS3021. Under the supervision of the course convenor, students will complete their research project and write a 6000-word research paper to be submitted at the end of the first semester. Further advice on the research project and arrangements for the POLS3021 course in the first semester will be provided before departure for Washington.

**When is the Internship Information Meeting?**

To supplement this brochure, there will be a meeting for all potential applicants for the 2012 Washington Internship on **Friday 29th July at 1 p.m.** in Copland Building, Room 1171 (The L.J. Hume Centre) at which there will be plenty of opportunity for you to ask any questions you may have about the program before submitting your application. Some of the previous Washington Interns will be present at this meeting so you will have an opportunity to hear from them as well.
What is the Briefing Day?
At the end of November, a full day briefing session will be held for the successful 2012 applicants. The briefing is designed to prepare you for the internship placement in Washington and to provide you with advice and information about living and working in Washington. An important facet of the Briefing Day is that we invite your parents and/or partner to join us so that they have a clearer idea of where you’ll be, what you’ll be doing, and how you’ll be living while you’re in Washington. The Briefing Day will give you all the prior information you’ll need. We encourage you to bring them to this event. (This will be a full-day program and will be held after the end-of-year examination period. Further details later).

How do I apply for the 2011 Washington Internship?
Included with this information pack is a Washington Internship application form. Before you complete the application form, please read this brochure carefully. If you have any questions about any aspects of the arrangements and requirements for the Washington Internship that are not covered in this publication, please contact Dr. Hart (see below) before submitting the application.

The quality of your application matters. Please provide as much information as you can and do make sure that all additional documentation has been attached to the application before you submit it. Incomplete applications will not be considered. (There is a ‘checklist’ on the last page of the application form).

You are advised to attend the Information Meeting on Friday 29th July (see p.16) before completing the application form.

Applications for the 2012 Washington Internship must be submitted no later than Friday 5th August 2011. Please note that no late applications will be accepted.

Any other questions?
Contact the Washington Internship convenor, Dr. John Hart, Copland Building, Room 1165, or phone 6125-4469 (Extn. 54469 internally).