

THE HARRISBURG INTERNSHIP SEMESTER (THIS)

Dear Students:

THE HARRISBURG INTERNSHIP SEMESTER (THIS) is one of a select number of full-time, fifteen-credit internships offered to Millersville University students. Students selected for this prestigious semester-long internship will have the opportunity to (1) work closely with people from all levels of Pennsylvania state government; (2) gain first-hand experience in the workings of state government and the creation of state laws and policies; (3) earn fifteen academic credits at Millersville University for completion of the internship; and (4) receive a sizable stipend.

Former Millersville University students chosen for this internship have served in the Department of Health, Department of Public Welfare, Department of State, Office of the Attorney General, and the Unified Judicial System. Many of those former interns have gone on to careers in state government—careers made possible by their participation in THE HARRISBURG INTERNSHIP SEMESTER.

If you are interested in applying for THIS, please see the attachment, which includes general information and an application for the spring 2020 semester. Also, visit THIS webpage at <http://www.passhe.edu/inside/ASA/THIS/Pages/default.aspx>. For questions, please contact Millersville University's Campus Coordinator, Professor Adam B. Lawrence, at 717.871.7503 or adam.lawrence@millersville.edu. The application deadline is **October 1, 2019**.

Thank you.

THE HARRISBURG INTERNSHIP SEMESTER (THIS)
Pennsylvania State System of Higher Education

General Information

The Pennsylvania State System of Higher Education (PASSHE), through its Educational Resources Group, sponsors a semester-long internship program for outstanding undergraduate students from the fourteen SSHE universities. Interns work with selected senior executives and legislators in various state government offices. Many interns have accepted policy or research positions in state government upon graduation.

Public Policy. Interns participate directly in public policy formulation/analysis and evaluation. Their work experience includes report and speech writing, research, and direct involvement with program initiation, implementation, and evaluation. Thus, the internship program provides students with a meaningful practical assignment as well as an enriching academic experience.

Seminar. Interns participate in an internship seminar that meets at the Dixon University Center and is supervised by a resident faculty member. The seminar integrates each student's work experience with a rigorous academic component. The seminar exposes students to the latest scholarship on public policy formation and includes elements of the legislative process, executive operations, decision-making, governmental budgeting, public personnel administration, and more specialized state governmental topics.

During each semester, leading policymakers from the Commonwealth address the seminar and participate in roundtable discussions with students. For example, the Secretary of Environmental Protection might talk about the department's involvement in combating acid rain and other pollutants in the environment; or the governor's policy chief might describe the process of developing major initiatives within the upper levels of administration. With the assistance of the faculty member, students integrate the contribution of policy makers with the academic components of the seminar. Texts, structured readings, and discussions augment the work of the seminar.

Academic Credit. Interns earn and receive academic credit in the following ways:

- (1) nine (9) credit hours for the experiential learning component of the internship that includes the day-to-day work, activity, and responsibility of a position in a state government office;
- (2) three (3) credit hours for the successful completion of a research project involving substantial analysis (this project is selected from the work-related experience, but may go well beyond that); and
- (3) three (3) credit hours for participation in an academic seminar.

Service Learning. Interns are encouraged to supplement the academic requirements with a volunteer service learning assignment. Volunteer placements extend and enrich the interns' academic major, career plans, or internship placement.

Selection Process. Interns may come from any academic major and are chosen through procedures determined on each campus. As part of the selection process, applicants must submit writing samples, letters of recommendation and, at the time of appointment, have maintained at least a 3.0 quality point average in sixty (60) undergraduate credit hours.

Interns are appointed and serve for one semester, either fall or spring. The internship normally accounts for fifteen (15) credit hours of a student's academic load and may be applied toward degree requirements consistent with the policies of the intern's home university and major department. Upon successful completion of the internship, each intern's grade will be included in his/her quality point average and made part of the academic transcript.

Stipend. Each intern receives a stipend of \$3,500.

Campus Coordinator. Each campus has designated a faculty member to serve as a campus coordinator, who develops appropriate campus procedures for recruitment, along with the process for reviewing and recommending prospective interns to the president of the university, who selects the interns. At Millersville University, the campus coordinator is Professor Adam B. Lawrence in the Department of Government and Political Affairs. He may be reached at 717.871.7503 or by e-mail at adam.lawrence@millersville.edu.

Additional Information: For additional information, please visit THIS webpage at <http://www.passhe.edu/inside/ASA/THIS/Pages/default.aspx>.

Application Process. On the page below is the spring 2020 application for Millersville University students. The application deadline is **October 1, 2019**. Late applications will be accepted only if vacancies exist. This form and all relevant materials should be submitted to Professor Adam B. Lawrence, THIS Campus Coordinator, Millersville University, Department of Government and Political Affairs, 102 Fulton House, Millersville, Pennsylvania 17551-0302. **All required materials (application, letter of interest, resume, transcript, and letters of reference) must be hand-delivered or sent through campus or U.S. mail. Electronic submission of required materials will not be accepted.**

For more information, please contact Professor Lawrence at 717.871.7503 or by e-mail at adam.lawrence@millersville.edu.

**THE HARRISBURG INTERNSHIP SEMESTER
Spring 2020 APPLICATION**

Name: _____ M#: _____

Address (Campus): _____

(Permanent): _____

Phone Number: _____ E-mail Address: _____

Major: _____ Class: Junior _____ Senior _____

Major Adviser: _____ Minor (if applicable): _____

GPA (must be 3.0 or above): _____ Credits earned (must be 60 or higher): _____

Application Checklist

____ 1. A two- to three-page letter of application explaining (1) your interest in applying for THIS; (2) any background information that you think is relevant; (3) your career objectives; and (4) what you hope to gain from the experience. (In addition to its relevance for the selection process, this will be given as a writing sample to the government offices where the selected applicants will interview for placement. Applicants may be asked for another writing sample.)

____ 2. Resume

____ 3. Academic transcript from Millersville University

____ 4. Two letters of recommendation that speak to your academic ability, communication skills, and readiness for a policy/research assignment at high levels of state government. Your maturity, judgment, and sense of responsibility should also be addressed in the letter.

Application Submission

The application deadline is **October 1, 2019**. Late applications will be accepted only if vacancies exist. This form and all relevant materials should be submitted to Professor Adam B. Lawrence, THIS Campus Coordinator, Millersville University, Department of Government and Political Affairs, 102 Fulton House, Millersville, Pennsylvania 17551-0302. **All required materials (application, letter of interest, resume, transcript, and letters of reference) must be hand-delivered or sent through campus or U.S. mail. Electronic submission of required materials will not be accepted.**