

## The McCain Institute Internship Road Map – Fall semester

**Note: please refer Critical Dates Calendar for all important dates and deadlines.**

### 1. April:

1. Prepare application materials as listed below:
  - Prepare your Statement of Purpose
  - Prepare your Writing Sample
  - Request 2 Letters of Recommendation
  - Update your Resume
  - Request your Unofficial Transcripts
2. Submit your completed Application to the Study Abroad Webpage, before the deadline.
3. If you meet the eligibility criteria, SPGS will contact you via email or phone to schedule an interview for selecting students into The McCain Program.
4. Prepare well for the interview, attend the interview in business formal dress. SPGS will notify you through email regarding the interview results.

### 2. May:

#### If Accepted:

1. Complete all necessary items on the Study Abroad Office (SAO) webpage as posted including their online pre-departure orientation.
2. Submit 2 passport-sized photos to their office.
3. Submit the \$200 refundable housing deposit (check or money order made out to Washington Intern Student Housing) to the SAO no later than the deadline, at the attention of: Dr. Mandy Nydegger.
4. Make sure your 2018/2019 FAFSA is complete, updated, and processed before the deadline.
5. SPGS will notify you once registration authorization is issued and provide the line numbers for each course. You then register for the following fall classes:
  - POS 484 – Topic: ASU-McCain DC Internship Program = 6 credits
  - POS 484 – Topic: McCain Internship = 3 credits
  - POS 494 – Topic: McCain Institute Policy Design = 3 credits
6. Attend Mandatory 1<sup>st</sup> Group Meeting.
7. A Facebook closed group for McCain Internship Program is created and anyone of the selected candidates volunteers to manage this group.
8. Submit your Resume and Cover Letter to Career Center's Dropbox for review. Revise your Resume and Cover Letter based on feedback you receive.
9. Submit the revised Resume and Cover letter to Ms. Gisela Grant for review. Revise your Resume and Cover Letter based on her feedback.
10. You will receive an email from SPGS requesting to submit your BIO and photo for McCain Program website through Google Forms.
11. Apply for a minimum of 15 internship opportunities before the deadline. You will receive an email from SPGS to submit the internship application information through Google Forms.

### 3. 1<sup>ST</sup> week of June:

1. Apply for a minimum of 10 additional internship opportunities before the deadline. You will receive an email from SPGS to submit the internship application information through Google Forms.
2. Communicate with Ms. Gisela Grant on a weekly basis regarding your status.

### 4. Reminder of June - July:

1. Continue with your application process for the different (and additional) internships and keep following up to the places that you have applied.
2. During these months we will be contacting you to schedule mock phone interviews.

**5. August:**

1. Attend Mandatory Pre-Departure group meeting.
2. Move into WISH housing.
3. Practice your commute to your internship site.
4. Start of Internship and POS courses.

**6. Last week of November – First week of December:**

1. End of Internship and POS courses.
2. Move out from WISH housing.