

## Summer Internship Program

### Overview for Employers

The Institute of Politics (IOP) Summer Internship Program provides opportunities for University of Chicago (UChicago) students to pursue substantive, career-oriented internships in politics, policymaking and other public service fields. Every IOP internship is paid, which allows students to take advantage of these exciting opportunities regardless of their financial circumstances.

During the summer, the IOP offers more than 200 internships from Washington, D.C. to Tokyo, Japan. The IOP funds domestic internships at \$4,000 each, while students with international internships receive a \$5,000 stipend. In recent years, students have interned at the White House, the U.S. Department of State, the City of Chicago Mayor's Office, the American Enterprise Institute, and ABC News, among many other organizations.

Since UChicago is on the quarter system, our students are available for summer internships from mid-June through mid-September. Ideally, internships are full-time and allow students to work 40 hours per week for 10 weeks. Internship stipends are paid directly to the student by the University and each student is provided with a UChicago mentor. The IOP also provides pre-internship programming each May and career development programming for our interns in Washington, D.C. during the summer.

### How the Program Works

- Employer agrees to host a UChicago student via the IOP Internship Program
- Employer provides to the IOP a detailed job description, including duties, responsibilities and necessary qualifications
- The IOP posts the job description and begins publicizing the opportunity to students
- Students submit application materials (including resume and cover letter)
- The IOP reviews, bundles and sends along application packets for the employer to review
- Employer reviews applications and schedules interviews with top candidates
- Employers notify the IOP of their selection(s) and offers the internship to the student
- The IOP meets with the student to finalize paperwork, processes stipend information, assign a mentor, and confirm start and end dates.
- Internship begins
- Employers and students fill out a brief, end-of-internship evaluation for the IOP

### Program Benefits

These internships benefit both organizations and students in several concrete ways:

- UChicago students gain valuable hands-on experiences and skills to further their public service interests and careers
- Employers gain exceptionally bright, hardworking, and dedicated UChicago students who add capacity and work on projects crucial to the organization's goals and mission.

### Key Dates and Timeline

- January-April: Students review and apply for internship postings.
- February-May: Employers review application packets, interview candidates, and select their summer interns. IOP processes the paperwork on behalf of selected students.
- Mid-to-late June: UChicago students begin their internships at employers' organizations.
- Mid-August to Mid-September: Internships conclude

Deadlines are rolling and are based on employer preferences. Internship descriptions are posted for a minimum of two weeks. The entire application process from posting date to student selection takes an average of 4-6 weeks.

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