**JOHN GOODWIN TOWER CENTER**

**FOR PUBLIC POLICY & INTERNATIONAL AFFAIRS**

**Undergraduate Summer Internship Application**

**Eligibility:** SMU Sophomores & Juniors with a 3.0 minimum GPA

*other eligibility requirements are noted below*

**Scholarship Duration:** Summer following the academic year of application cycle

**Applications Open:** September 1

**Applications Due: November 1, 5 p.m.**

**Award Announced: February 1**

**Award Amount:** Between $3,000-$5,000 as noted below

The Tower Center offers fellowships to SMU undergraduate students to pursue internships in public policy & international affairs in Washington, D.C. The Tower Center does NOT place students at organizations in Washington, D.C. - it is the responsibility of the student to secure a relevant internship, but the Tower Center may provide assistance. Please read below for additional eligibility and application requirements for the Rubottom Foreign Service Scholarship, the Jack C. and Annette K. Vaughn Foreign Service and International Affairs Internship and the Kelli and Gerald J. Ford Scholarship.

**Deliverables:** The fellow is expected to submit the following by **August 15** of the academic year:

* A 1-2 page short paper on a subject or issue congruent with the internship, including any policy recommendations the intern would make and should include a reflection piece considering the practical experience gained through the internship.
* An interview of a Foreign Service Officer or policy expert for publication on the Tower Center blog.

**Rubottom Foreign Service Scholarship**

The Rubottom Foreign Service Scholarship was established by Ambassador R. Richard and Billy Ruth Rubottom. The objective of this scholarship is to encourage students to consider careers in the U.S. Foreign Service and in international affairs by providing opportunities for research and practical experience. Industrial–based and/or corporate internships would not qualify for consideration of this scholarship award.

**Additional Eligibility Requirements:**

* **Foreign Language Requirement:** minimum of 3 years of study of a modern foreign language.
* **Career:** interested in a career in the U.S. Foreign Service or international affairs

**Award Details:** The fellow will be designated as a Rubottom Fellow and will receive an award in the amount of $3,000 which will be distributed at the beginning of the summer term.

**Jack C. and Annette K. Vaughn Foreign Service and International Affairs Internship**

The Jack C. and Annette K. Vaughn Foreign Service and International Affairs Internship provides students with the opportunity to gain firsthand knowledge of American foreign affairs. The objective of the internship program is to encourage students to consider careers in the U.S. Foreign Service and international affairs.

**Additional Eligibility Requirements:**

* **State Department Intern Program:** Students must apply for the State Department Intern Program and meet eligibility requirements of the program, including a background check for security clearance ***The State Department makes final choices for its internship program.***
  + The deadline to apply for the State Department Summer Internship is generally between August - October. Information can be found at: [careers.state.gov/intern/student-internships/](https://careers.state.gov/intern/student-internships/). ***It is the responsibility of the applicant to apply by the State Department deadline.***
* **Citizenship:** Applicants must be U.S. Citizens

**Award Details:** The fellow will be designated as a Jack C. and Annette K. Vaughn Foreign Service and International Affairs Fellow and will receive an award in the amount of $5,000 which will be distributed at the beginning of the summer term.

Students selected by the Tower Center but not chosen for the State Department Intern Program should seek out an internship at another international affairs center, government agency, or think tank in Washington, D.C. *It is the responsibility of the applicant to secure an internship, but the Tower Center may provide assistance.*

**The Kelli and Gerald J. Ford Scholarship**

The Kelli and Gerald J. Ford Scholarship is awarded to highly qualified SMU sophomores and juniors with a strong interest in public policy & international affairs.

**Award Details:** The fellow will be designated as a Kelli and Gerald J. Ford Fellow and will receive an award in the amount of $3,000 which will be distributed at the beginning of the summer term.

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**Rubottom Foreign Service Scholarship**

**Terms and Conditions**

1. Applicants must have completed 60 hours of coursework with a minimum GPA of 3.0 and commit to a minimum of 3 years of study of a modern foreign language.
2. The fellow will commit to securing an internship in Washington, D.C. (or another approved location) focused on foreign service or international affairs for the summer.
3. The duration of the scholarship is the summer following the academic year.
4. The fellow will be designated as a Rubottom Fellow and will receive an award in the amount of **$3,000** which will be distributed at the beginning of the summer term.
5. The fellow is expected to submit the following by **August 15** of the academic year:

* A 1-2 page short paper on a subject or issue congruent with the internship, including any policy recommendations the intern would make and should include a reflection piece considering the practical experience gained through the internship.
* An interview of a Foreign Service Officer for publication on the Tower Center blog. The interview should be limited to 4-5 questions and should include a picture of the individual interviewed.

1. Fellows must maintain satisfactory progress and performance in their academic coursework. This means maintaining a B average. Fellows who do not meet these requirements may have their award withdrawn.

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**Jack C. and Annette K. Vaughn Foreign Service and**

**International Affairs Internship**

**Terms and Conditions**

1. Applicants must apply concurrently for the State Department Intern Program.
2. If a student is awarded the Vaughn internship but is not selected for the State Department Intern Program, the student should seek an internship opportunity in another international affairs center, government agency, or think tank in Washington, D.C. It is the responsibility of the applicant to secure an internship but the Tower Center may provide assistance.
3. The fellow will be designated as a Jack C. and Annette K. Vaughn Foreign Service and International Affairs Fellow and will receive an award in the amount of **$5,000** which will be distributed at the beginning of the summer term.
4. The fellow is expected to submit the following by **August 15** of the academic year:

* A 1-2 page short paper on a subject or issue congruent with the internship, including any policy recommendations the intern would make and should include a reflection piece considering the practical experience gained through the internship.
* An interview of a Foreign Service Officer for publication on the Tower Center blog. The interview should be limited to 4-5 questions and should include a picture of the individual interviewed.

1. Fellows must maintain satisfactory progress and performance in their academic coursework. This means maintaining a B average. Fellows who do not meet these requirements may have their Internship withdrawn.

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**FOR PUBLIC POLICY & INTERNATIONAL AFFAIRS**

**Kelli and Gerald J. Ford Scholarship**

**Terms and Conditions**

1. The fellow will commit to securing an internship in Washington, D.C. (or another approved location) focused on public policy & international affairs for the summer.
2. The duration of the scholarship is the summer following the academic year.
3. The fellow will be designated as a Ford Fellow and will receive an award in the amount of **$3,000** which will be distributed at the beginning of the summer term.
4. The fellow is expected to submit the following by **August 15** of the academic year:

* A 1-2 page short paper on a subject or issue congruent with the internship, including any policy recommendations the intern would make and should include a reflection piece considering the practical experience gained through the internship.
* An interview of a policy expert in the field of the student’s internship for publication on the Tower Center blog. The interview should be limited to 4-5 questions and should include a picture of the individual interviewed.

1. Fellows must maintain satisfactory progress and performance in their academic coursework. This means maintaining a B average. Fellows who do not meet these requirements may have their award withdrawn.

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**Undergraduate Summer Internship Application**

**Application Form**

**Date:** Click or tap here to enter text.

**Name:** Click or tap here to enter text. **SMU ID:** Click or tap here to enter text.

**SMU Email Address:** Click or tap here to enter text. **Phone Number:** Click or tap here to enter text.

**Local Mailing Address (SMU/Dallas):** Click or tap here to enter text.

**Hometown:** Click or tap here to enter text.

**Major(s):** Click or tap here to enter text.

**Minor(s):** Click or tap here to enter text.

**Graduation Year:** Click or tap here to enter text. **GPA (Cumulative):** Click or tap here to enter text.

**Did you apply for the State Department Internship Program?**  Yes  No

**Have you been accepted into the State Department Internship Program? If yes, which office?**

Yes, at Click or tap here to enter text.  No  Don’t know yet

**If not the State Department, please list organizations at which you have applied or plan to apply for a summer internship. Please provide as much detail as possible.**

Click or tap here to enter text.

**How does this internship align with your long-term career goals? What are your objectives, motivations, and personal experiences in seeking this internship and your reasons for considering a career in the U.S. Foreign Service or international affairs. If applicable, please identify your strengths and explain how they could be useful for a career in foreign service. (500-700 words).**

Click or tap here to enter text.

**Recommendation Letters.** Two letters of recommendation (one from an SMU faculty member) submitted directly to Olisa Dellas ([odellas@smu.edu](mailto:odellas@smu.edu)).

***Please answer the following questions to be considered for the Rubottom Scholarship:***

**Modern foreign language being studied (college level):** Click or tap here to enter text.

**Years of study of modern foreign language (college level):** Click or tap here to enter text.

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Please submit your completed application by **November 1, 5 p.m.** to Olisa Dellas ([odellas@smu.edu](mailto:odellas@smu.edu)).

Completed application should include:

1. Application form
2. One-page resume
3. Two (2) letters of recommendation, sent directly to Olisa Dellas