



Women's Policy, Inc.

APPLICATION FORM Class of 2016 Congressional Fellowships on Women and Public Policy

The program is open to applicants who are currently enrolled in, or have recently completed, a graduate program leading to a degree.

In January 2014, Women's Policy, Inc. (WPI) became the new home for the Congressional Fellowships on Women and Public Policy. The fellowship program places current or recent graduate students in the Washington, D.C. offices of Members of Congress and congressional committees. WPI Fellows work 40 hours per week from January through August as legislative aides on public policy issues. Following a mandatory two-week orientation to Capitol Hill in January, Fellows meet once a week at issue seminars with women's advocates, congressional staff, researchers, and lobbyists. WPI expects to award at least five Fellowships for 2016.

Over the years, Fellowships have been made possible by Amgen, Betta, Emily, and Martha Ehrenfeld, The Kahn Education Foundation, and the Newcomb Institute of Tulane University, among others.

For 2016, Fellows will receive a stipend of approximately \$1,500 per month gross. An additional sum of up to \$500 is provided for the purchase of health insurance with submission of a bill from a provider. WPI also will reimburse Fellows up to a maximum of \$1,500 (\$750 per semester) for the cost of tuition at their home institutions. Please note that WPI will **not** cover non-degree courses in Washington, DC, student fees, books, or non-tuition expenses. WPI is **not** responsible for funding transportation to and from Washington or for finding lodgings for students. It is up to the Fellow to make all arrangements for satisfying her institution's academic requirements.

PURPOSE

The program is designed to:

- Develop a cadre of talented women experienced in public policymaking at the national level;
- Encourage more effective participation by women in policy formation at all levels of government;
- Examine how policies affect women and men differently and encourage the formulation of policy options that recognize the needs of all people;
- Promote activities that encourage the translation of research into policy;
- Raise awareness that national and international issues concerning women are interdependent;
- Increase understanding that those issues often defined as "women's issues" are, in fact, "human issues" of equal importance to men and women.

PROGRAM

Orientation and placement: An intensive two-week orientation program for all Fellows begins in early January 2016 in Washington, DC. Attendance at orientation is required for all Fellows with **no** exceptions. Following and during orientation, Fellows interview for House and Senate assignments. Fellows are generally placed in their Hill offices by late January; they work through August 2016. Required weekly meetings continue through the course of the program. Fellows are granted 7 vacation days that can be taken at any time with approval of the Congressional office and notification to WPI.

ELIGIBILITY

Only students who are currently enrolled in a master's, doctoral, or professional degree program at an accredited institution in the United States or who have completed such a program within the past 18 months are eligible.

WPI **strongly recommends** that applicants have completed at least nine hours of graduate coursework *before* applying, and have a demonstrated interest in research or political activity relevant to women's social and political status. Competition often includes attorneys, doctors, MBAs, and PhD candidates with extensive professional and volunteer experience. To examine the credentials and Fellowship work of previous Fellows, go to <http://www.womenspolicy.org/our-work/congressional-fellows/>.

SELECTION CRITERIA

Fellows are selected on the basis of academic competence as well as demonstrated interest in the public policy process. They are expected to be articulate and adaptable, and to have strong writing skills. Applicants with a variety of traditional and non-traditional academic backgrounds will be considered.

WPI promotes equal opportunity in its fellowship program and welcomes qualified applicants of any age, gender, race, religion, sexual orientation, experience, and academic field.

APPLICATION DEADLINE

Applications must be received at WPI no later than Monday, June 1, 2015 via regular mail or by email to webmaster@womenspolicy.org. Faxed applications **will not be considered**. The most heavily weighted part of the application is a 1,500-word autobiographical essay demonstrating interest, experience, and writing ability. Applicants must also present transcripts of previous academic work (college and graduate level) and three letters of reference sent directly to WPI. Semi-finalists will be interviewed in June and July. Awards will be announced by early August.

Send original application and supporting materials to:

**Congressional Fellowship Program
Women's Policy, Inc.
409 12th Street, SW, Suite 600
Washington, DC 20024**

WPI WILL NOT ACCEPT FAXED APPLICATIONS OR CONSIDER ANY APPLICATION THAT ARRIVES LATER THAN MONDAY, JUNE 1, 2015.

2016 APPLICATION FORM

The Congressional Fellowships on Women and Public Policy

Deadline: June 1, 2015

SECTION I

Name:

(Last)

(First)

(Middle)

Mailing Address:

(Street)

(City)

(State)

(Zip Code)

Home Address: (If different from above)

(Street)

(City)

(State)

(Zip Code)

Telephone:

(Day)

(Evening)

E-mail address _____

SECTION IV - Previous Academic Record (Please attach a copy of your most recent resume)

Please list chronologically, with most recent institution first.

Institution	Dates Attended	Major	Degree(s) Received
-------------	----------------	-------	--------------------

SECTION V - Employment, Volunteer Work, and Civic Activities

List most recent activity first. If space is insufficient, attach a separate listing.

A. Organization Name	Type of Work	Dates of Activity
----------------------	--------------	-------------------

SECTION VI - Demonstration of Competence and Interest

Please attach an autobiographical essay of no more than 1,500 words that tells about yourself and how you got where you are today. The essay should also be responsive to the following points:

- What experiences led to your interest in women's issues?
- Which issues most interest you?
- How would this fellowship affect your long-term personal and professional goals?

SECTION VII

Append a list of papers/reports you have worked on or conferences/presentations you have organized concerning governmental, organization, or business policies affecting women. DO NOT INCLUDE THE PAPERS THEMSELVES.

SECTION VIII - Working in the Congressional Environment

The U. S. Senate and House of Representatives are rewarding but stressful places to work. Offices are crowded, deadlines are tight, egos are large, and staff can be territorial. Please indicate in one paragraph the skills, maturity, and flexibility you offer to cope with such challenges.

SECTION IX - Special Circumstances - Optional

Beyond the formal record of your academic and employment history, you may append a statement of not more than one page to indicate special and unusual skills, interests, or experiences that you consider important in the evaluation of your qualifications for this fellowship. This could include obstacles you have overcome, family situations, special needs, etc.

As the June deadline approaches, we will notify you by email that (1) your application has been received and (2) what, if any, materials are missing from your application.

APPLICATIONS, SUPPORTING MATERIALS, AND OFFICIAL TRANSCRIPTS SHOULD BE MAILED TO:

**Congressional Fellowship Program
Women's Policy, Inc.
409 12th Street, SW, Suite 600
Washington, DC 20024**

OR E-MAILED TO: webmaster@womenspolicy.org