



Thank you for your interest in the Public Forum Institute's internship program.

We are an independent, nonpartisan organization whose activities deal primarily with communications between the public and private sectors on public policy issues. Our activities include coordinating public policy forums with members of Congress, as well as conducting and analyzing congressional surveys.

The nature of the Public Forum Institute's work demands that we interact extensively with many congressional offices, offering our student interns considerable exposure to Capitol Hill. For this reason, we feel it would be an ideal internship opportunity for students interested in gaining experience in the U.S. Congress and public policy arenas.

There are several positions available throughout the year. While summer internships are full time, those who are here during the academic year often engage in one other activity during their time here. Assistance can be provided in arranging either temporary work or internships on Capitol Hill. College credit may be arranged if your college offers it. Please keep in mind that all internships are unpaid.

As an intern, you will be fully integrated into a project team, working directly with a staff member in the planning of an upcoming conference or other project. All work completed is used for active programs and may often be presented to members of Congress. The assignments will include a specific project, an assortment of support tasks to provide exposure in general to the office environment, and at least one optional research project under the direction of the President.

I hope this letter provides the information you are seeking about the Public Forum Institute. If you are interested in our internship program, please complete the enclosed application and mail it back to me personally. Thank you for your interest in our organization.

Sincerely,

Jonathan Ortman
President



INTERN ASSOCIATE PROGRAM

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I.

Introduction to The Public Forum Institute

The Public Forum Institute is an independent, bipartisan organization based in Washington, D.C. Combining research expertise with organizational skills, the Public Forum Institute plans conferences and workshops with members of Congress, as well as conducts surveys of Congress. Public Forum Institute projects advance the exchange of information and ideas, build understanding on public policy issues between the public and private sectors, and provide a basis for cooperation among government and business leaders at all levels.

II.

Overview of Intern Associate Program

Interns admitted to the program work as members of specific Project Teams. They are also given the opportunity to work directly with the president on at least one substantive research project, which may be used for college credit, depending on the guidelines set forth by the intern's academic institution. Specific projects may emphasize business, international affairs, or domestic policy issues, depending on the interests of the intern and current Public Forum Institute projects at the time of the internship. Ample time is also afforded for interns to attend Washington seminars, congressional hearings and other educational activities. An effort is made to include Public Forum Institute interns in group activities with other interns working in Washington, particularly in the summer, such as White House and Administration activities and social events.

While summer associates are full time, academic year interns often engage in one other activity during their time here. Assistance can be provided in setting up either temporary work or internships on Capitol Hill. We also encourage those participating in our internship program to attend lectures at various policy organizations, hearings of congressional committees and other like events that may arise. College credit for The Public Forum Institute Intern Associate Program may be arranged for those from institutions, depending on the requirements set forth by the university. All internships are unpaid.

III.

The Benefits of an Internship

The Public Forum Institute Intern Associate Program offers college students the opportunity to live and work in Washington, D.C. gaining experience in government and public policy. Interns have direct contact with congressional staff, as well as members of the executive branch and other elected officials. Interns may also be provided with assistance with contacts for jobs as well as references for prospective employers.

IV. How to Apply

Those interested in the program should complete an application and mail it to the address below. A supplemental resume and cover letter are optional. Photocopies of the master application enclosed in this packet are acceptable. If the master copy is missing, please have the Internship Coordinator in your Career Office contact Mr. Jonathan Ortman at (202) 467-2774 to obtain another copy for your school.

Application Deadlines:

For the Summer Associate Program - March 31

For the Fall Semester - August 31

For January Term - November 30

For the Spring Semester - December 31

If your school is on a trimester program, please indicate on the application form those dates you would be available to work. Completed applications should be mailed to:

Mr. Jonathan Ortman
President
The Public Forum Institute
2300 M Street NW, Suite 900
Washington, DC 20037

V.
**Comments about The Public Forum Institute
Intern Associate Program**

"The work I did was an invaluable part of my Washington experience. The Public Forum Institute exposed me to different aspects of politics in Washington. I even ate breakfast with Senator Paul Simon."

*Sarah Gonzales, Summer Associate
Duke University*

"The opportunities you allowed me at the Public Forum Institute exceeded my expectations and at the end of my internship I felt I had really accomplished something....I wish I could have stayed longer....I will never forget my summer at the Public Forum Institute."

*Joanna M. Nevins, Summer Associate
James Madison University, Harrisonburg, VA*

"The amount of responsibility I was entrusted with during my internship at the Public Forum Institute was unlike any other associate program on Capitol Hill. I became a part of the team from the very first day."

*Hershel Wancjer, Summer Associate
University of Michigan*

"I was given the opportunity to work with a business consultant, doing market research in the conference and convention industry. I also did extensive research in the Library of Congress seeking potential sponsors for upcoming conferences, which allowed me to work closely with the development director."

*Dimitri Potemkin, Summer Associate
Franklin & Marshall College, Lancaster, Pennsylvania*

"One part of your job is to keep abreast of Hill activities that affect the public policy conferences coordinated here. I strongly recommend attending any relevant hearing in the House or Senate. Often witnesses are prominent professors or Cabinet members and frequently they are speakers we use in conferences."

*Kim Brodtkin, Summer Associate
University of Pennsylvania in Philadelphia*

"I work with hundreds of internship sites every year and have found Public Forum Institute to be an excellent choice for students seeking exposure to Capitol Hill. The smaller size of Public Forum Institute gives a student an opportunity to make a real contribution as an intern."

*Paula Wishart, Administrator, Public Service Intern Program
University of Michigan*



THE PUBLIC
FORUM
INSTITUTE

INTERNSHIP APPLICATION

PERSONAL

Name: _____

Current Address: _____

Current Telephone: _____
(please note the best time of day to reach you)

Permanent Address: _____

Home Telephone: _____

Date of Birth: _____ U.S. Citizen: yes ____ no ____

Parent/Guardian: _____

Email Address: _____

EDUCATION

School You Attend: _____

Year in School: _____

Major(s): _____

Cumulative GPA: _____

Honors, Scholarships, Fellowships:

Extra-Curricular Activities:

OCCUPATIONAL EXPERIENCE

Please list all work experience beginning with the most recent:

1.

2.

3. _____

4. _____

References:

1. _____
2. _____
3. _____

Briefly explain why you desire to be an intern with the Public Forum Institute:

What do you hope to achieve during your internship in Washington?

Are there any types of work in which you have a special interest? If so, please circle below:

- a) Public Policy Research
- b) Corporate Liaison / Business Development
- c) Press
- d) Event Planning / Organization
- e) Other (please specify) _____

Are there any particular policy issues that interest you?

How did you learn of The Public Forum Institute's intern program?

Specific dates available for internship (very important):

Signature: _____

Date: _____