

2016 Application

SUMMER  
**POLICY**  
**INSTITUTE**



Connecting WV's Future Leaders  
to Policy Work & Networks

**The West Virginia Inaugural 2016 Summer Policy Institute (SPI) will be held July 29-31, 2016 at West Virginia Wesleyan College in Buckhannon. The application deadline is April 1, 2016.**

### **What is it?**

The Summer Policy Institute will bring together highly-qualified undergraduate and graduate students for a three-day learning experience, where participants are given an opportunity to become better informed about vital West Virginia specific policy issues, network with fellow students and leaders, and prepare for their future studies and work in policy-related fields.

The Institute is hosted by the staff of the WV Center on Budget and Policy.

### **Who can participate?**

SPI is open to any undergraduate or graduate student at a West Virginia college or university, or graduate from a West Virginia high school, who has completed a minimum of 24 hours of college credit. SPI participants are chosen by a competitive application process aimed at selecting students with strong academic training, diverse experiences, and a clear interest in the study and practice of public policy. Particular emphasis is given on selecting a class of participants from a range of educational institutions, fields of study, and geographic and cultural backgrounds.

**No cost to students. Tuition is waived for accepted applicants.**

### **The Program**

SPI involves a combination of seminars, panels, workshops and keynote addresses involving leading policy experts from government, academia and community organizations. Subjects will include West Virginia's legislative process, state budget and taxes, education, poverty and opportunity, and more.

#### **Eligible Applicants:**

The SPI is open to students accepted to and currently enrolled in their Junior/ Senior undergraduate degree programs and graduate degree programs at accredited public or private colleges and universities. Applicants must be in good standing. No specific major or prerequisite course work is required, but applicants should be interested in state government, legal research and/or policy analysis. Interested students in all academic disciplines are encouraged to apply.

**Available Positions:**

There are 50 positions available.

**Length of Program:**

The program will begin July 29 and adjourn July 31, 2016.

**Accommodations and Transportation:**

Lodging and meals will be included in the SPI program tuition. It will be the responsibility of the attendee to secure transportation to and from the event.

**Application & Selection for the Summer Policy Institute:**

Students interested in the SPI should discuss the opportunity with their academic advisors on campus to ensure that potential participation will fit into their education plans and complement their future career goals.

To apply, students must submit the following:

Application form, application checklist and all items listed on the “detailed application requirements” page of this booklet.

**ALL APPLICATION MATERIALS MUST BE RECEIVED ON OR BEFORE**

April 1, 2016

(Late or incomplete applications will NOT be considered.)

Acceptance letters will be sent to attendees by May 1.

SUMMER POLICY INSTITUTE APPLICATION FORM

Name: \_\_\_\_\_

(Last)

(First)

(Middle)

What do you prefer to be called \_\_\_\_\_

E-mail address \_\_\_\_\_

Secondary email address (optional) \_\_\_\_\_

Your campus phone number (if applicable): \_\_\_\_\_

Secondary phone number (optional) \_\_\_\_\_

Mailing address that can be used during the school year to send reading materials:

\_\_\_\_\_

Please select from among the racial/ethnic/cultural identity categories listed below, and/or provide information to describe yourself. «American\_IndianNative\_American» «BlackAfrican\_American» «AsianPacific\_Islander» «WhiteCaucasian» «Middle\_EasternNorth\_African» «HispanicLatino» «Prefer\_not\_to\_respond» «Other»

Please select from among the gender identities listed below, and/or provide information to describe yourself. «Male» «Female» «Prefer\_not\_to\_respond1» «Other1»

List the name of your high school and the city it was located. If outside of West Virginia, please also list the state. \_\_\_\_\_

Please list any post-secondary degrees you have already earned; list degree, institution, and year.

Graduate Institution: \_\_\_\_\_

Graduate Major/Type of Degree Sought: \_\_\_\_\_

Cumulative Grade Point Average (Graduate): \_\_\_\_\_

Undergraduate Institution: \_\_\_\_\_

Undergraduate Major/Type of Degree Earned: \_\_\_\_\_

Final Grade Point Average (Undergraduate): \_\_\_\_\_

Number of graduate hours earned by the end of the semester immediately preceding the start of the internship: \_\_\_\_\_

Contact in case of emergency (Name, Address & Telephone): \_\_\_\_\_

\_\_\_\_\_

Please include three topics that would be of most interest to you:

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Please outline (briefly) your long-term career objectives:

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#### DETAILED APPLICATION REQUIREMENTS

1. Please enclose a copy of your resume. Your resume should include your current (and permanent, if different from current) address and telephone number(s) and your e-mail address. Your resume also should include your educational history, employment history, extracurricular activities and any other relevant information you care to provide.
2. Please enclose a brief statement – no more than one page in length – stating the reasons you wish to attend the 2016 Summer Policy Institute. (You may want to include how the SPI may complement your educational or career goals, skills you possess that may be beneficial in the information exchange you will participate in and/or any other information you believe to be relevant.)
3. Please enclose two letters of reference – one academic and one character letter. (The academic letter of reference should be obtained from faculty who know your academic work, while the character letter of reference should be obtained from someone outside academia. You may wish to ask those writing for you to explain briefly in what capacity they have come to know you; to evaluate your academic skills, interpersonal skills, professional skills, strengths and/or weaknesses; and/or assess how they believe you would perform in an office setting with state leaders.
4. Please enclose copies of your graduate and undergraduate academic transcripts from each institution of higher education you have attended. Online versions of these documents are accepted, sealed versions may be requested at a later date. (Note: If you are in your first semester of graduate study and do not yet have a graduate transcript, please enclose a note from each instructor from whom you are currently taking a course that states your current grade or standing in the instructor’s course.)
6. Please mail the complete packet of your application materials in one envelope to:

Summer Policy Institute Committee

West Virginia Center on Budget and Policy

Attention: Tara Martinez

723 Kanawha Blvd., Suite 300, Charleston, WV 25301

Or complete the application online at [www.wvpolicy.org](http://www.wvpolicy.org) follow the Summer Policy Institute logo.

7. All application materials must be submitted together in ONE ENVELOPE and received by the committee at the address above by no later than April 1, 2016.

#### APPLICATION CHECK LIST

As an applicant for the Summer Policy Institute, I have obtained the following documents and am placing them into one envelope to mail to the SPI Committee.

(If I have not placed a check mark beside an item on the list, I have written in the margin an explanation of why that particular document is not included in the envelope.)

\_\_\_ Completed two-page application form

\_\_\_ Resume

\_\_\_ Statement on my interest

\_\_\_ One academic letter of reference

From (name & institution):

\_\_\_ One character letter of reference

From (name):

\_\_\_ Graduate transcript(s)

\_\_\_ Undergraduate transcript(s)

\_\_\_ (If applicable: If this is the first semester of graduate study, letters from instructors stating applicant's standing in each course.)

\_\_\_ This check list.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

#### ADDITIONAL INFORMATION

1. Should you have any questions about the application procedure or other issues, please feel free to contact Tara Martinez, SPI Committee.

By phone at 304-720-8682; by mail to the West Virginia Center on Budget and Policy, 723 Kanawha Blvd., Suite 300, Charleston, West Virginia 25301; or by e-mail: [tmartinez@wvpolicy.org](mailto:tmartinez@wvpolicy.org)

For general information about the West Virginia Center on Budget and Policy please visit [www.wvpolicy.org](http://www.wvpolicy.org)

2. Applicants are advised to keep copies of their application materials, as the WVCBP is not responsible for applications lost, damaged in the mail, etc.

3. Applicants are trusted to use the honor system in providing information; all information provided is expected to be accurate.

4. All materials submitted are for the confidential use of the SPI Committee. Application materials will not be returned.

5. The SPI seeks to attract a diverse pool of applicants. NO APPLICANT WILL BE DISCRIMINATED AGAINST BECAUSE OF RACE, GENDER, AGE, PHYSICAL DISABILITY, POLITICAL AFFILIATION, RELIGION, SEXUAL ORIENTATION OR ETHNIC/NATIONAL ORIGIN.

Thank you for your interest in the West Virginia Center on Budget and Policy's Inaugural 2016 Summer Policy Institute.

Best of luck to you in your educational endeavors.