



## *The NTDC Scholarship Program* **Program and Application Information for the Spring 2025 Semester**

*The NTDC Scholarship Program* was established to provide University of North Texas students an opportunity to participate first-hand in the American political process, learn how the various Washington DC entities formulate public policy, and learn how other governmental agencies interact with that process.

The program's objective is to provide students with an insight into public life and the policy-making process by working in governmental, nonprofit, and private sector internships. Furthermore, the internship offers students real world experiences where they can apply classroom learning. During the internship, students will refine their career interests, develop leadership and professional skills, and gain a deeper understanding of American politics. The ability to translate academic theory to professional practice is essential to a successful internship experience. *The NTDC Scholarship Program* exists to give students the opportunity to gain real experience in a professional work setting. Students can measure, in a supervised setting, how well they are prepared for a career path while sampling what a specific profession has to offer.

Applicants must meet certain requirements. More importantly, applicants must demonstrate a positive attitude, a strong work ethic, good communication skills, and creativity. Life on "the Hill" can be extremely rewarding, but it can also mean late nights and hard work. Extra hours spent today can mean a job tomorrow. Successful Capitol-area interns also have a passion for policy-making, excellent public speaking skills and a commitment to the program.

Scholarships are available to undergraduate students who have completed a **minimum of 60 semester credit hours with a minimum cumulative grade point average of 3.0**. Graduate students must have completed a minimum of 15 semester hours with a minimum cumulative grade point average of 3.25 to be eligible to participate. All majors and disciplinary backgrounds are encouraged to apply. Please note that the financial award can affect financial aid. If you receive the financial award, please be sure to verify everything with financial aid before your departure.

**Applications are due Friday, October 11<sup>th</sup> by 5:00 p.m.** For additional information about the program, please contact the office at either 940.565.4909 or e-mail [NTDC@unt.edu](mailto:NTDC@unt.edu). Applications may be submitted with all components in their entirety or through multiple submissions as components are completed, but it is the responsibility of the candidate to confirm that all components are on file by the deadline.

**For spring 2025, we will be sending students to both Washington DC and Austin, Texas!**

Applications are submitted via email:  
[NTDC@unt.edu](mailto:NTDC@unt.edu)

or

If you prefer to submit a hard copy, we can take printed materials in Hurley Administration Building, Suite 207 Monday-Friday 8am-5pm.

## All applicants must provide the following information

### Recent Photograph:

Attach a recent headshot of yourself to the application.

### Résumé:

Include a one-page resume that outlines your educational background, honors and recognitions, work experience, special skills (including foreign language proficiencies), etc. If you do not have a current resume, check with the Career Center for advice on format.

### Transcript:

While an official transcript is preferred, an unofficial one will suffice. Official UNT transcripts may be obtained from the Registrar's Office.

### Letters of Recommendation:

Two letters of recommendation are required. At least one letter **must** be from a faculty or staff member at UNT. Letters may be given to the student who will then attach them to their application and other supporting materials, or they may be sent directly to the Vice President for Student Affairs Office or [NTDC@unt.edu](mailto:NTDC@unt.edu) by the person making the recommendation. It is the student's responsibility to make sure that the recommendation is received by the deadline.

### Essay:

The essay component of your application is an essential part of your profile and will be sent to potential congressional or agency placement sites. Congressional or agency supervisors will rely heavily on your essay to assess your writing and communication skills and determine whether you will be a good match with their organization. The essay also allows you to provide more details about your life experience and aspirations outside your transcript and resume. Take time to write a clear, thoughtful essay about your interests and goals to present yourself in the best possible manner. **Do not** specify a specific office or type of internship, but rather make the essay reflect your abilities and career plans. Your essay will be evaluated on content, style and writing ability. This essay should be typed, double-spaced, and not exceed 1,000 words.

### Your essay can include:

- Academic, professional, and personal goals for the internship within the context of the specific area or program initiative you have selected.
- Demonstrated leadership on campus and in your community.
- A brief discussion of your personal background.
- Major issues related to the field in which you wish to work. Included in this discussion should be your personal views on at least one of these issues.
- Skills you want to learn and those you want to improve.
- How your previous experience or interests have helped you prepare for the kind of internship you are requesting.

Do not try to write a research paper. Simply demonstrate that you have a serious interest and some background knowledge about issues that are important in your field. Your essay should indicate your concern for the issues, as well as your desire to learn more about them.

### Social media accounts:

Due to the nature of the internship part of the application process includes research into an applicant's social media history. It is important that all interns represent themselves in a positive and professional image both in person and online. Freedom of speech is an important aspect of social media, but applicants must understand that any content posted to the internet can be seen as a reflection of UNT, the NTDC Program, and your internship office placement. Please note that any content posted under "privacy." settings are still considered "public". Please take the time to clean up content on your social media accounts that may include but not limited to:

- Statements or posts that are or can be easily misconstrued by readers
- Alcohol or drugs
- Politically charged
- Politically incorrect
- Inappropriate
- Bullying
- Threats

\*Note: You **must** include the handle/link to your account, even if the account has been deactivated. If you do not share your account handles and are found to have accounts that you kept out of this application, it will count as an incomplete application.



***The NTDC Scholarship Program  
Application Form***

Complete the following application and attach additional materials listed below. Type or print clearly.  
**Applications are due Friday, October 11, 2024, at 5:00pm, for Spring 2025 internships.**  
*This application is for interns for the Spring 2025 term only.*

**General Information:**

Name: \_\_\_\_\_  
First Middle Last

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Permanent Mailing Address: \_\_\_\_\_

Residence Classification: In-State  Out-of-State  International (Non-U.S. Citizen)

Name of Your Home District U.S. Representative: \_\_\_\_\_

Facebook URL: \_\_\_\_\_

Twitter URL: \_\_\_\_\_

Other social media accounts: \_\_\_\_\_

**School Information:**

EUID#: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Freshman  Sophomore  Junior  Senior  Masters  Doctoral

Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

Cumulative Grade Point Average: \_\_\_\_\_ Anticipated Date of Graduation: \_\_\_\_\_

**Please attach the following to this application:**

- Recent Photograph
- Résumé
- Official UNT transcript
- Two Letters of Recommendation (One letter from a UNT Faculty Member or Administrator)
- Essay: Explain why you are interested in a Washington DC internship, how it will enhance your educational or career goals, and the issues or policy areas of interest to you. This essay should be typed, double-spaced, and not exceed 1,000 words.