Wittenberg University Local Government Management Internship Program
Application Requirements for Interested Students

Introduction

This new and exciting program, organized by Wittenberg University and sponsored by the International City/County Management Association (ICMA), is open primarily to undergraduate students interested in gaining experience in local public administration. No particular major course of study is required. The program is 8 weeks in duration and consists of an internship component and a class/seminar component. Students are placed as interns in a host local government department and given 1 or more projects to complete by the end of the program. On-site faculty are accessible at the local government office each day for students to consult on their projects, and to help facilitate the independent work that will be required for them to complete their assignments. They also take a class two nights a week in local government facilities, and are required to attend local government meetings. The typical weekly schedule for the internship component is 8-5 Monday-Thursday, and 8-12 Fridays. The internships are unpaid. Students receive 8 hours of credit for successful completion of the program. The total cost to the student is approximately $4700 and includes tuition, housing, transportation to and from the community, and 2 extended weekend excursions during the course of the program.

Requirements for Admission to the Program

Wittenberg Students: Must be currently enrolled at Wittenberg and have completed a minimum of 60 credit hours toward graduation, with a preferred GPA of 2.3. Contact Dr. Baker or Dr. Ankrom for more information.

Non-Wittenberg (Transient) Students: Must be currently enrolled at another college or university working toward a Bachelor’s degree with at least junior class standing at time of participation, and a minimum 2.3 GPA. Must also be interested in learning more about careers in local government management. Students will be accepted on a first-come, first-serve basis, assuming they meet all application requirements. To be accepted to the program, please complete the following program application, and include a resume, at least one letter of recommendation from a current professor, and a certified copy of your transcript. You will also need to apply to Wittenberg as a transient student in order to enroll in the program.

Click on this following link for instructions about applying to Wittenberg as a transient student.

Send all program application materials, including your Summer Session Application for Transient Students, and your $40 application fee to Dr. Baker at the address below. Please do not send to the School of Community Education office as noted on the transient student application form as your application may not
get processed correctly for this special program. Applications will be accepted until slots are filled. To ensure acceptance, students are advised to apply no later than December 1 for the following summer’s program. Send completed application to:

Professor Rob Baker, Ph.D.
Department of Political Science
P.O. Box 720
Wittenberg University
Springfield, OH 45501
Wittenberg University Local Government Management

Internship Program

Application for Admission (Transient Students Only)

Personal Data

Name: _______________________________ Sex: M        F         SS# _________________________

Permanent Home Street Address:  ________________________________________________________

City: ________________________________ State: _______    Zip: ____________ Phone: __________

Date of Birth: _____________Emergency Contact (Name, Address and Phone#): ________________

______________________________________________________________________________________

Academic Information

Your College/University: ________________________________________________________________

Expected Graduation Date: ___________________________ Mailing Address: ___________________

______________________________________________________________________________________

College Phone Number: _____________________ Your Email Address: _________________________

Major(s): _________________________________ Minor(s): __________________________________

Year in College: _____________________ Cumulative GPA: _________ Major GPA: _________

Name of Reference: _________________________________ Phone Number: ____________________

Also include with this application form:  A copy of your resume, at least one letter of
recommendation from a professor, a certified copy of your transcript, the completed application
for transient student admission to Wittenberg, and your $40 application fee.