Application Form

What it is: The Carleton-Leeds Parliamentary internship exchange program is a unique opportunity for honours students in political science to combine academic study with Parliamentary internships in Canada and the United Kingdom. Students participating in the exchange will spend the fall term in Ottawa and the winter term in London. They will spend four days a week in each city serving as Parliamentary interns. In addition, they will take courses offered by Carleton and Leeds Universities. For Carleton students, the exchange will satisfy the requirements of the fourth year of the honours programme.

Who is eligible: Carleton students with a strong academic record, who will be in the fourth year of the honours or combined honours program in political science in 2017-18 are eligible. Selection will be based on academic merit and personal suitability for the exchange. Three to five Carleton students may be chosen.

Detailed course programme: Carleton students will take the equivalent of a full five-credit course load. Students will take the following courses:

- PSCI 4006 (F), 0.5 credit in Legislatures and Representation in Canada.
- PSCI 4903 (W), 0.5 credit in British Parliamentary Politics, offered by faculty of Leeds University with grades awarded by Leeds University. This course qualifies as a Carleton Honours Seminar.
- PSCI 4904 (3.0 credits), Carleton-Leeds Parliamentary Internships. (See course description over).
- PSCI 4908, Honours Research Essay (1.0 credit), Students are strongly encouraged to write on some comparative aspect of Canadian and British politics.

Practical considerations: Carleton students will be responsible for finding their own accommodation in Ottawa in the fall term. Students will be responsible for paying the full costs of accommodation in and transportation to and from London. Students may find living expenses in London to be significantly greater than those in Ottawa. Students will pay the regular tuition fee to Carleton; no other fees will be charged. Students should be advised that visas may be required for internship programs in the United Kingdom. Those students who are accepted to the program are responsible for informing themselves about the visa requirements that apply to them, and should follow the guidance of Leeds University as indicated in the information that they receive.

Application: Application forms are available online at: http://carleton.ca/polisci/undergraduate/internships/carleton-leeds/ or by contacting Lisa Polito, Undergraduate Program Administrator, Department of Political Science, Room B640, Loeb Building. The deadline for applications is April 13, 2017.
The central components of the Carleton-Leeds Parliamentary Internship Exchange are the internships in Ottawa and London. This document lays out the job-related and academic requirements of the internships for the Carleton students participating in the Exchange.

Internships in Ottawa will be with either a member of the House of Commons or with a Senator. In London, internships will be with a member of the House of Commons. Internships are arranged by Carleton University and Leeds University, respectively; although students are encouraged to state their preferences for placements, the final selection rests with the universities. As part of the placement process, students must state any partisan political memberships or activities; this information may be required by the Parliamentarians to whom students are assigned.

Students' job supervisor is the Parliamentarian to whom they are assigned. Students will undertake such work as is assigned to them by their supervisor. The expectation is that such work will allow students to learn about Parliament and the legislative process by participating in the work of a Parliamentarian. Job assignments should allow students to demonstrate initiative, independence and responsibility; it is therefore expected that they will go beyond routine clerical and office work. Possible assignments include, but are not limited to, handling constituency affairs, preparing background research, and attending and assisting at committee or caucus.

In Ottawa, students work four days per week from approximately Labour Day to the end of the December exam period. The exact duration and days of work are to be arranged between student and supervisor, taking into account the student's class schedule and the Parliamentary timetable. In London, students work from approximately the beginning of January to the middle of May; the exact duration and days of work will be set by Leeds University on an annual basis.

Students' academic performance will be evaluated as either satisfactory or unsatisfactory. These grades will be based on the following three criteria, the criteria to be weighted equally:

1. Letters of evaluation of the quality of their work from the Parliamentarians in Ottawa and London to whom students have been assigned;

2. a 25-30 page essay, submitted to the Department of Political Science by the end of May, which provides an analytic overview and evaluation of the student's internship; it is expected that this essay will be distinct from the honours essay and will integrate the academic and internship components of the Exchange;

3. an oral exam, held after the successful completion of the essay requirement, focused on the integration of the academic and internship components of the Exchange through a review of relevant non-confidential written work prepared by students during their period as an intern in Ottawa and London.

Grades will be assigned by a committee of the Department of Political Science including the Associate Chair. Because of the late date of the British term and of the difficulty in completing the honours essay in London, it is very difficult for students to be eligible for June graduation.
CARLETON-LEEDS PARLIAMENTARY INTERNSHIP EXCHANGE

Application Form • 2017-2018

Full Name ___________________________ Student Number __________________

Degree Programme and Year ________________________________________________

Carleton Email Address ______________________ Telephone __________________

Date of Birth ___________________________ Citizenship __________________________

Mailing Address
________________________________________________________________________

________________________________________________________________________

City/Province/Postal Code ___________________________ Telephone __________________

Home/Permanent Address
________________________________________________________________________

________________________________________________________________________

City/Province/Postal Code ________________ Telephone ______________________

Emergency Contact: Name ___________________________ Relationship ______________

Address ___________________________________________________________________

________________________________________________________________________

City/Province/Postal Code ________________ Telephone ______________________

PROFICIENCY IN LANGUAGES OTHER THAN ENGLISH:

1. _____________________________ Speak  Read

2. _____________________________ Speak  Read

Referees:

Give the names of two faculty members in the Department of Political Science who are
calified to assess your academic merit. Please request they send letters of reference directly
to Lisa Polito, Undergraduate Program Administrator, B640 Loeb Building.

1. __________________________________________

2. __________________________________________
STATEMENT:

Below, or on a separate sheet of paper, explain why you wish to participate in the exchange. Include a brief resumé of course work and any travel or work experience that might be relevant to the exchange. Also include a brief outline of your proposed honours essay.

Completed application forms, together with a resumé, should be submitted to Lisa Polito, Undergraduate Program Administrator, Department of Political Science, Room B640 Loeb Building. The deadline for application is April 13, 2017.

Date__________________________ Signature________________________________________

The personal information requested on this form is collected in accordance with Sections 38(2) and 41(1) of the Freedom of Information and Protection of Privacy Act (FIPPA), R.S.O. 1990, c.F.31. As amended. The information provided will not be used for any purposes other than those stated upon this form unless the applicant provides express written consent. Should you have any questions concerning your personal information please contact Sandy Herbert, FIPPA Representative for the Department of Political Science, B640 Loeb Building, Telephone 613-520-2763. Carleton University is fully compliant with FIPPA and endeavours at all times to treat your personal information in accordance with this law.