



Córdova Joint Committee on Congressional Internships

Puerto Rico Legislative Assembly

PART A
Internship
Application
Form

GENERAL INFORMATION

Name _____ * Social Security # _____ - _____ - _____
Last First Middle Initial

Gender () F () M Date of Birth ____ / ____ / ____ Place of Birth _____ U.S. Citizen? () Yes () No
Month Day Year

Address _____
Street City, State/Zip

Phone _____ Cell Phone _____
Area Code Number Area Code Number

Mailing Address _____
City, State/Zip

Personal E-mail _____

College or University E-mail _____ College or University _____

Person whom the Program should contact in an emergency _____
Last First Middle Initial

Relationship to the Applicant _____

Emergency contact's phone (Day) _____ (Night) _____
Area Code Number Area Code Number

TERM FOR WHICH YOU ARE APPLYING

Year _____ () Fall Semester () Spring Semester

OTHER IMPORTANT DATA

Use the following code to indicate your proficiency in the English Language: **3** = Fluent **2** = Adequate **1** = Slight

Speaking _____ Reading _____ Writing _____

Foreign countries visited _____

Have you worked with a computer? Yes _____ No _____ If yes, which types you used _____

Which software packages have you used? _____
Excel, Word, Power Point, Internet Explorer

* The Social Security number provided by the applicant shall not be displayed in such a way that could be seen by the public, but will be kept as confidential data use as an internal reference, in accordance to information privacy laws.

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INTERNSHIP AGREEMENT

- I understand that this application form, plus the supporting documents I provide, become the property of the Córdova Program and will be shown to potential supervisors of my Internship. I will not request that the materials be returned or transferred to other institutions or potential employers.
- I certify that I personally have completed this application and that the information I am providing is complete and accurate.

Signature of Applicant _____ Date _____

CAMPUS SPONSOR INFORMATION

- I have reviewed this application and endorse this student's candidacy for a TWC internship program.
- I certify that he/she will be receiving academic credit for this internship experience, as detailed on the Internship Application. I recognize that I am serving as a campus liaison of faculty for this student for the duration of the program and will receive all evaluations for the student.

NAME _____ TITLE _____

DEPARTMENT OF OFFICE _____

COLLEGE OR UNIVERSITY _____

MAILING ADDRESS _____

E-MAIL _____

PHONE _____ FAX _____

SIGNATURE _____ DATE _____

Córdova Joint Committee on Congressional Internship
Senator Melinda K. Romero Donnelly-Chair
The Capitol PO Box 9023431 San Juan, Puerto Rico 00902-3431
Phone: 787.977.4725 Fax: 787.977.4728 E-mail: internado.cordova@gmail.com

ACADEMIC INFORMATION

Status during Program: () Junior () Senior () Or Graduate () Other

Your school's calendar: () Semester () Quarter () Trimester () Other

College or University _____ City _____ State _____

Dates Attended / / to / / Mayor _____ G.P.A. _____ Expected Date of Grad. _____
Month Day Year Month Day Year

Number of credits you will receive for your internship _____ Department Awarding Credits _____

Number of credits you will receive for your internship course _____ Department Awarding Credits _____

Total Credits Approved (at present) _____



HOUSING POLICY

By living in the housing provided by the Córdova Program during your Internship you must accept the following rules and regulations:

- The Program is not responsible for loss or damage to personal property and recommends that you insure your valuables.
- The Program does not permit pets on the premises.
- The Program reserves the right to change student's accommodations at any time, fill a vacancy in the room by placing another person in the room without prior notice and enter the room for inspection or repairs.
- The Program reserves the right to expel any student from the program's housing whose conduct, in the opinion of the Program Director, is harmful or potentially harmful to the student in our Program or others.
- You are required to have health insurance and to provide proof of such insurance upon request.
- Smoking is not allowed in Washington Center housing units.

ROOMMATE PREFERENCES

- () I am a day person (prefer to get up and go to the bed early).
() I am a "night" person (prefer to get up and go to the bed late).
() I do () I do not need silence to study.
() I would () I would not mind if my roommate had occasional overnight guest.

Please indicate any special needs or requirements _____

Preferred roommate (if any) _____

Signature of Applicant _____

SPECIAL CONDITIONS

Please inform us of any physical or mental health conditions, TWC should be aware of in order for you to fully participate in our programs. Please identify any special medication you are taking. Use a separate sheet if necessary.

The Washington Center actively strives for equal access to its programs for all regardless of race, religion, national origin, gender, sexual orientation, age, physical challenge or veteran status. All Washington Center programs attempt to include a diversity of students in order to enhance the educational experience for all participants.

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ABOUT THE PROGRAM

The Córdova Congressional Internship Program was created to enable Puerto Rico college students to participate in congressional internships in Washington, DC through The Washington Center (TWC).

Participants in the Córdova Program take part in 15-week semester in Washington, DC as interns. TWC provides quality placement and supervision, relevant course work and programming, and comprehensive evaluation. Students receive academic credits from their home institutions. The Program exposes participants to a wide array of ideas, cultures, people and professions, and politics and public policies for which the nation's capital is known.

TWC provides shared housing in professional-style apartments. Student life activities allow Córdova Program interns to meet participants from other states and countries around the world, providing an enriching cultural and social experience.

The Córdova Program is offered every Fall and Spring to up to 20 students each semester. To date, there are more than 500 alumni in the Program.

The knowledge and experience participants take with them when they return to Puerto Rico are important tools for success and leadership when enter the professional world.

Many alumni are currently employed in congressional offices, at the Puerto Rico Federal Affairs Administration, the Office of the Resident Commissioner and the private sector. As Puerto Rico's young ambassadors of goodwill, Córdova Program alumni are poised to advance the interest of Puerto Rico as its future leaders.

Funding from the Puerto Rico Legislative Assembly covers approximately 80 percent of the program's housing, transportation and living expenses. Scholarships from the private sector cover the rest of the costs. Through this public-private partnership, college students from Puerto Rico receive full funding for their participation in the Program.

Córdova Program participants are among the 400-450 college students who participate in TWC internship programs during the Spring and Fall semesters each year.

Programs Components

- Program orientation in San Juan, Puerto Rico
- General orientation in Washington, DC
- Full-time internship
- Academic coursework
- Verizon Congressional Speaker Series
- Presidential Lectures Series
- Embassy Visit Program
- Site visits and tours
- Small group discussions and seminars
- Portfolio system evaluation
- Full-time supervision by TWC staff
- Residential life services
- Student activities
- Leadership Program Steering Committee

Sample Placements

- Rep. José Serrano (D-NY)
- Rep. Jared Polis (D-CO)
- Rep. Raúl Labrador (R-ID)
- Sen. Harry Reid (D-NV)
- Sen. Kirsten Gillibrand (D-NY)
- Puerto Rico Resident Commissioner
- Puerto Rico Federal Affairs Administration
- National Hispanic Caucus of State Legislators
- National Council of La Raza
- City of San Juan Federal Affairs Office
- TELEMUNDO
- UNIVISION