

**M-E-M-O-R-A-N-D-U-M**

**TO: Director of International Student Services**

**FROM: DIRECTOR, Hamilton College Semester in Washington**

**RE: Documentation for CPT**

**DATE:**

This memorandum documents an agreement between the Hamilton College Semester in Washington Program and a \_\_\_\_\_ concentrator, STUDENT NAME, who will partially complete requirements for the courses Government 321 and Government 323, described below, while engaging in work constituting an off-site internship. These courses and the internship are required components of the Hamilton College Semester in Washington Program. Students may not participate in or receive credit for the program without completing two successive required internships for Government 321.

STUDENT NAME will be an intern at (name of employer) from (dates) and will be working on projects that (describe relationship to program).

I will supervise STUDENT NAME in Government 321 and Government 323. In addition to engaging in the internship, the student will engage in group discussions and present a series of papers focused on placing the internship in an academic context.

**321F, S Term in Washington: Congressional and Executive Internships.**

Two consecutive six-week internships - first, in either the office of a member of Congress or with the staff of a congressional committee; second, in a federal administrative office. Interns assume some operational responsibility in each office and gain a perspective on legislative and executive roles in the public policy process. For prerequisites, see p. 155. Does not count toward the concentration. Offered credit/no credit only.

**323F, S Term in Washington: Intern Participant-Observation.**

Participants in the program are asked to evaluate their experience in government offices through a series of group discussions and papers focused on particular aspects of the internships. Does not count toward the concentration.