



**David C. Frederick Public Service Internship Award
and the William J. Keefe Congressional Fellowship
Application Materials and Instructions**

Description:

The David C. Frederick Public Service Internship Award and William J. Keefe Congressional Fellowship support University of Pittsburgh students to pursue unpaid public service internships *outside of Pittsburgh* during the summer. Frederick internships may be with a non-profit organization or government agency located anywhere in the United States (outside of Pittsburgh or the student's hometown); many of these organizations are located in cities such as Washington, D. C. and New York.

Keefe Fellows are supported as they pursue internships within the U.S. Congress, either in the House of Representatives or the Senate in Washington, D.C. Priority is given to high-achieving students with an interest in leadership, policy, governance, public service, and those who possess a strong desire to promote the common good.

Preferably, students should already have selected an office or organization for which to partner or have applied to internships prior to applying for the David C. Frederick Public Service Internship and William J. Keefe Congressional Fellowship.

If a student has not already applied and is selected as a fellow, Frederick Honors College faculty and staff are available to help coach award recipients through the process of preparing for or refining internship applications related to their areas of interest.

Timeframe

The internships should take place approximately from mid-May through early-August.

Applicant Guidelines:

Applicants must be a full-time Pitt undergraduate student in the semester following funded internship. Students are expected to share an interest in leadership, public service, policy, and the common good.

Materials Required for Submission:

In addition to the personal information required in the application, applicants will be asked to attach the following documents:

1.) Statement of Interest:

The Statement of Interest should be an essay of 1000-words or less discussing your area of public policy interest for this internship. Statements of Interest should include the following:

- Policy Interest: Applicants should discuss their particular public policy interests.
- Academic Interest: How will this program further your academic goals and how does public service fit into your broader professional trajectory?
- Organization(s) of Interest: Applicants should provide examples of public service organizations with which they would like to intern.



2.) Civic Engagement Statement:

Include an essay of 300-words or less addressing how your interests in public policy are related to interests in creating a broader impact that contributes to the public good. Applicants could discuss how they bring a unique perspective to their issues, and, if applicable, describe any personal challenges they face in taking an unpaid internship.

3.) Resume and Letter of Recommendation:

Applicants must submit a resume and letter of recommendation.

- Resume: A document that describes your academic progress, employment experience, and co-curricular involvement.
- Letter of Recommendation: A letter from an individual who can speak to either
 - a.) Your academic capacity, success, or potential in a specific academic discipline or
 - b.) A mentor who has awareness of your critical thinking, problem-solving, creativity, and or leadership skills preferably in a professional setting.

4.) Submitting the Application

Submit your application online before the deadline. Please do NOT mail your application or provide hard copies.

Additional Fellowship Requirements

Upon completion of the internship or fellowship, students will be expected to submit one of the following:

1. A 250 word or more reflection related to their experience (What did you do? What did you enjoy? What did you find challenging?)
2. A copy of a larger than 250 word whitepaper/thesis that a student plans on using as foundation for their future career, for a course, or another goal related to their experience.
3. A multimedia message approx. 3-5min in length or 1-2 pages (flyer, video, etc.) to share about their experience.

Students will also be required to complete short, periodic “check-in” response surveys related to their experiences and work.

Please contact Dr. Catherine Cordova, Director of Community Engaged Learning, cgc77@pitt.edu with any questions.

This award is generously funded by David C. Frederick, Honors alum ('83) and Pitt's first Rhodes Scholar. He also earned his PhD at Oxford and his JD at the University of Texas. He is as an appellate attorney in Washington, D.C., and has notably argued more than 50 cases before the U.S. Supreme Court. He has advocated for the public and communities in several high-profile cases and established this award to inspire and enable more undergraduates to enhance their careers in public service.