

The *Legislative Fellows* Program

Application Guide

To apply for the Legislative Fellows Program, fill out the online application form at <http://ipaforms.wufoo.com/forms/the-legislative-fellows-program-application-form>.

This guide describes each section of the program application and the required documents. We recommend that you prepare your answers prior to filling out the application form.

Submittal Documents

For your application to be considered complete, the following documents must be submitted.

1. **Recommendation Form** (printable PDF and online form available).
2. **Unofficial Transcript**
Send as a PDF attachment via email to Lisa Moreland Allred (lisamk@udel.edu).

If submitting hard copies, send in a sealed envelope to:

Legislative Fellows Program
c/o Lisa Moreland Allred, Program Director
Institute for Public Administration
180 Graham Hall
University of Delaware
Newark, DE 19716-7380

About the Program

The Legislative Fellows Program, managed by the Institute for Public Administration, provides a link between the research capacities of the partner universities and the research needs of the Delaware General Assembly.

For more information visit www.ipa.udel.edu/legfellows.

The University of Delaware is a non-discriminatory, equal opportunity, and affirmative action institution. See www.udel.edu/aboutus/legalnotices.html for detailed policy information.

Application Sections

A: CANDIDATE

Candidate information, do not refer to your resume.

B: ACADEMIC BACKGROUND

List colleges and/or universities attended, degree(s) earned, and year received (or month and year expected), as well as grade point average (GPA) and base.

C: PROFESSIONAL OR VOLUNTEER EXPERIENCE

List relevant educational, volunteer, or professional experience.

D: CURRENT COURSES

List course titles.

E: COMPLETED COURSES

List course title, final grade, and semester completed.

F: RELEVANCE TO YOUR GOALS

Indicate why you want to participate in the Legislative Fellows Program. Include the relevance of the program to your educational and career goals.

G: COMMUNICATIONS PLACEMENT

Two Legislative Fellows are selected to work with the legislative communications teams in the Senate and House Majority Caucuses. If you are interested in these placements you will be directed to answer a follow-up question.

H: SAMPLE MEMORANDUM

Write a two-page memo to a legislator explaining a significant problem facing state governments and recommend several possible solutions. Upload the memorandum to the application form as a file attachment.

H: REFERENCES

Provide three character references who the Selection Committee may contact to learn more about you. The character references are different from the Recommender. Your recommender is usually an internship/job supervisor or faculty/staff member who is in a position to write you a strong letter of support. Only one letter of recommendation is required.

I: RESUME

Upload to the form as a file attachment.

J: FERPA CONSENT TO RELEASE STUDENT INFORMATION

Read and agree to the consent form.