Please review this document before applying

Class of 2016
Eagleton Fellowship Program in Politics and Government

APPLICATION INFORMATION

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What is the Eagleton Fellowship program?

The Eagleton Institute of Politics at Rutgers University offers interdisciplinary fellowships that provide select Rutgers graduate students the opportunity to further their understanding of government, public affairs, and the practice of politics, and connect the fellowship experience to their chosen fields of study. Eagleton fellowships expose students to the art and politics of governing and to multiple aspects of public policymaking while providing meaningful assistance to government.

Eagleton fellows work toward their graduate degrees without interruption; the one-year fellowship awards are designed to complement academic study. In recent years, fellows have come from diverse departments and schools on all New Brunswick, Newark and Camden campuses, representing more than a dozen departments in the social sciences, humanities and natural sciences and nine different graduate and professional schools reflecting a wide variety of interests and perspectives.

During the fall, fellows enroll in a weekly, three-credit seminar in applied politics. The seminar is designed to help prepare fellows for the spring semester when they are placed with an office in the New Jersey legislature, the Governor’s Office, an executive agency, or other government-related office for 15-hours a week. In the spring, fellows also register for three credits of independent study to work with faculty members in their schools or disciplines, making the connection between their field of academic
study and hands-on practical experience in government and politics.

Throughout the year, Eagleton gives students direct access to practitioners in state and national politics and government. These contacts serve to bridge the gap between the academic training of a graduate student and the everyday challenges of a life in politics and public affairs.

Graduate fellowships at the Eagleton Institute of Politics have been offered since 1956. Many of Eagleton’s more than 1,900 education program alumni maintain strong contacts with the Institute, assisting in professional development and placement and providing an informal support system for new classes of fellows.

At what point in my graduate studies can I apply to the Eagleton Fellowship program?
All applicants must already be accepted into a graduate program at Rutgers University to be eligible. Transfer students are also encouraged to apply. You can apply at any point during your graduate studies as long as you are admitted to a graduate program at Rutgers University and you will be a registered graduate student (full-time or part-time) at Rutgers from September 2015 through May 2016. Eagleton fellows work toward their graduate degrees without interruption; the one-year fellowships are designed to complement academic study. Preference is generally given to applicants who are further advanced in their graduate program. Students in the first year of graduate study are generally not accepted. However, students in one-year graduate programs may be considered.

What majors are eligible for Eagleton Fellowships?
The Eagleton Fellowship program is interdisciplinary; all majors at Rutgers University are eligible from the New Brunswick, Camden and Newark campuses. Previous Fellows have represented a wide variety of graduate majors including: agricultural and food resource economics, anthropology, art history, atmospheric science, business, chemistry, communications, childhood studies, city and regional planning, criminal justice, cultural heritage preservation, ecology and evolution, economics, education, educational psychology, environmental science, exposure assessment, food science, geography, global affairs, history, journalism and media studies, landscape architecture, law, liberal studies, library and information science, management, media, microbiology and molecular genetics, music, neuroscience, plant biology, political science, psychology, public administration, public affairs, public health, public policy, social work, sociology, toxicology, urban education/systems, urban planning, and women’s and gender studies.

What are the requirements of the program?
Students must maintain a B/3.0 average during the fellowship year and remain in good academic standing in their disciplinary program. Additional requirements include:

FALL SEMESTER
- Three-credit course at Eagleton
  - Raimondo Fellows: Legislative Policymaking (Mondays 1:10-3:50 pm)
  - Governor’s/Martin/Alumni Fellows: Eagleton Seminar in American Politics (Fridays 12:00-3:00 pm)
- Opening program (September-first/second Friday afternoon at Eagleton)
• Monthly group seminars (one Friday morning/month at Eagleton)
• Placement orientation (December-first/second Friday all day at State House, Trenton)
• At least one Eagleton public program or sponsored event (times/locations vary)

SPRING SEMESTER
• Internship placement in government office
  o Minimum of 15 hours/week (total of 210 hours)
  o Shadow a legislator/commissioner/high-level official for a day
  o Credit: Fellows can receive 3-credits for time spent in placement through independent study course from their school/department/program
• Monthly placement journal (submitted electronically the end of each month)
• Monthly group seminars (one Friday morning/month at State House)
• Maryland Legislature trip (late February/early March: Thursday & Friday)
• At least one Eagleton public program or sponsored event (times/locations vary)
• Closing program (May-second/third Thursday evening at Eagleton)

Upon successful completion of these requirements, fellows are awarded a certificate from the Institute and receive notation on their Rutgers transcript.

What are the fellowship types/classes/internship opportunities?

The Eagleton Fellowship Program in Politics and Government is made possible by four funding sources. Fellowship types include Henry J. Raimondo Legislative, Governor’s Executive, Harold and Reba Martin and Eagleton Alumni (see below). All Eagleton Fellows have the same basic requirements (fall class and spring internship). The levels of support Eagleton provides (stipend and tuition) and internship placement options differ according to the fellowship type awarded. There are diverse internship opportunities available at all levels of government.

All students are encouraged to apply for more then one fellowship type depending on their interests. Note: you will need to list preferences for your fellowship type and spring placement offices on the application form.

− Henry J. Raimondo Legislative Fellowship Award:
  • Eight Raimondo fellowships are awarded annually. Raimondo fellows are required to take the three-credit Legislative Policy Making class in the fall.
  • These fellows are placed in the NJ State Legislature during the spring semester. Four fellows are placed with the New Jersey Senate and Assembly Democratic and Republican offices and four are placed with the non-partisan Office of Legislative Services.
  • Raimondo fellowships offer a stipend of $8,625 and an equivalent amount of tuition credit. (Awards are contingent on funding in the FY16 New Jersey State Budget.)
  • This award was initiated by the New Jersey Legislature and Rutgers University to honor the memory of Henry J. Raimondo (1947-1999), who served as associate director and professor at Eagleton.
Governor’s Executive Fellowship Award:
- Twelve Governor’s Executive fellowships are awarded annually. Governor’s Fellows take the three-credit Eagles Semai Seminar in American Politics class in the fall.
- During the spring semester these fellows are placed in state government departments/agencies, including the Governor’s office and administration.
- Governor’s fellowships provide a stipend of $6,000. (Awards are contingent on funding in the FY16 New Jersey State Budget.)
- This award is supported by the New Jersey Office of the Governor.

Harold and Reba Martin Fellowship and Eagleton Alumni Fellowship Awards:
- Six Harold and Reba Martin fellowships are awarded annually along with one Eagleton Alumni fellowship. Martin and Alumni fellows are required to take the Eagles Semai Seminar in American Politics class in the fall.
- Spring placements are determined by the students’ interests in politics, public affairs and/or government and can be in an office or agency at the municipal, county, state, regional or federal level.
- Martin and Alumni fellowships provide stipends of $6,000 plus full remission for tuition and fees for the academic year.
- Eagleton has been awarding Harold and Reba Martin Fellowships since 1981, when the former Bergen County Assemblyman and his wife made their first generous donation to the Institute. The Alumni fellowship is made possible by contributions from Eagleton’s alumni and other friends.

How do I apply for a fellowship? When is the application deadline?
Apply to the fellowship program online at the Eagleton website (http://eagleton.rutgers.edu/students/fellowships.php). No paper applications will be accepted. Eagleton must receive ALL components of your fellowship application packet by 5:00 pm on March 27, 2015 in order to be reviewed. Incomplete packets will not be considered. Please submit your application early! Packets submitted close to the application deadline may have confirmation delayed due to processing time.

Please review the instructions and fields below before you start application process. You must have all application information and supporting packet files ready to be able to submit your application. Once you start the application you will not be able to save and continue at a later time. Submitting your application for the Eagleton Fellowship Program is a three-step process:
1. Attach application packet files
2. Fill out online application
3. Click “submit application” to finalize

All applicants must attach essay, resume and unofficial transcript files to online application. You will receive an email confirmation when your packet is processed at Eagleton. Packets also must include three (3) letters of recommendation which are sent from recommender directly to Eagleton via email.
Receipt of recommendation letters will be confirmed with applicants via email. All letters must be received by March 27 to be considered.

**What should my essay focus on?**
In 300-500 words, your essay/statement should answer the following questions:
- Why you want to participate in the fellowship program?
- What makes you a strong candidate?
- What has prepared you for this fellowship?
- What are your professional goals?
- How do you think this program will help you meet those goals?
*Your essay must be attached to your online application. File must be in MS Word or Adobe PDF.*

**I completed the online application, now what?**
Once you submit your application you will receive email confirmation when your packet is processed at Eagleton.
Three letters of recommendation must be submitted in support of your application. After you submit your application follow up with your recommenders to make sure they submit your letters of support on time. Letters should be addressed to “Fellowship Selection Committee” and emailed as Word document or Adobe pdf directly from the recommender to fellows@eagleton.rutgers.edu. All recommendations must be received by 5:00 pm on March 27 in order to be considered. You will be notified by email when your recommendation letters have been processed.

The selection committee will decide on candidates to interview who will be contacted via email. Henry Raimondo Legislative fellowship candidates will also be required to complete a second interview in potential placement office before fellowship awards are made.

**Who should I ask to write my letters of recommendation?**
- Three (3) letters of recommendation must be submitted in support of your application. Letters should be written by those who can speak to your academic qualifications and/or relevant experience for the Eagleton Fellowship program.
- At least one letter should come from a faculty member, preferably at Rutgers. If you are a transfer or new graduate student then you can use professors from your previous college/institution.
- Letters should be addressed to “Fellowship Selection Committee” and emailed as MS Word document or Adobe pdf directly from the recommender to fellows@eagleton.rutgers.edu. If you send the letter instead of your recommender, the submission will be delayed until contents of the letter can be verified.
- All recommendations must be received by 5:00 pm on March 27 in order to be considered. You will be notified by email when your recommendation letters have been received.
- Three (3) letters of recommendation must be submitted in support of your application. At least one letter must come from a faculty member, preferably at Rutgers (transfer and new graduate students can use professors from previous college). Letters should be written by those who can speak to your academic qualifications and/or relevant experience for the program.
Letters must be addressed to “Fellowship Selection Committee” and emailed as Word document or Adobe pdf directly from the recommender to fellows@eagleton.rutgers.edu.

All recommendations must be received by 5:00 pm on March 27 in order to be considered. You will be notified by email when letters of recommendation are processed at Eagleton.

You will need to list the names of your three recommenders on your application.

What criteria are used by the selection committee? Is there a minimum GPA?
The selection committee judges applications using the following criteria: demonstrated interest in government, politics and/or public affairs; academic performance; the quality of the essay and the applicant’s purpose for applying to the fellowship; and letters of recommendation. Overall GPA is considered as part of academic performance. There is no “minimum GPA” in order to apply, but Fellows selected usually have a cumulative GPA of 3.2 or higher. All applicants must already be accepted into a graduate program at Rutgers University to be eligible. Preference is generally given to applicants who are further advanced in their graduate program. Students in the first year of graduate study are generally not accepted. However, students in one-year graduate programs may be considered.

When are the fellowships decisions announced?
Students will receive preliminary notification by email on or before May 8, 2015. Henry Raimondo Legislative and Governor’s Executive fellows will receive final confirmation of fellowship award once the New Jersey state budget is approved in early July.

I have more questions, who can I talk to?
If you have questions contact Sarah Kozak, senior administrative assistant at (848) 932-8760 or e-mail fellows@eagleton.rutgers.edu.