



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

February 2011

Urban Education Leaders Internship Program

2011-2012 Program Handbook and Application Manual

Introduction



The Chancellor's Urban Education Leaders Internship

Program (UELIP) is an intensive multidisciplinary internship program that runs semester-long throughout the year. The Office of the Chancellor accepts associates throughout the year, with open application periods held at the beginning of the Fall and Spring Semesters and throughout the summer months. The program offers a unique blend of organized professional development training and upper-level independent and collaborative internship projects with concrete deliverables.

Mission Statement

We recruit, develop, and connect emerging leaders to effect change in DC Public Schools. Through hands-on projects and collaboration with Central Office staff, associates work with urgency to make real impact on student achievement.

What UELIP Offers

Associates conduct research and work on substantive policy projects with the direction of members of the Chancellor's team. As part of this team, they share the responsibility of creating innovative and out-of-the-box solutions to systemic urban education challenges.

Ultimately, the goal of the program is to expose associates to current critical educational reform issues, introduce them to exciting issues around managing an urban school system, and provide networking opportunities with education leaders and agency heads in local government.

Training

Leadership development is a critical component of the program. UELIP Associates:

- Participate in leadership, management and presentation skills workshops
- Attend power briefings with members of the Chancellor's leadership team
- Conduct site visits to schools, local agencies, and educational nonprofits in Washington, DC

Eligibility

Undergraduates

The Office of the Chancellor is looking for top undergraduate students from all disciplines. Recent graduates (within 6 months) are also encouraged to apply.

Graduate Students

The Office of the Chancellor is looking for top graduate students from a variety of professional disciplines including: business, organizational management, public policy, law, and education policy. Recent graduates (within 6 months) are also encouraged to apply.

Postgraduate Students

The Office of the Chancellor is looking for postgraduate candidates admitted to fellowship programs who are interested in interning with us as part of their fellowship program.

The Associate Experience

Associates at DCPS are given meaningful, important projects that contribute to the success of departments across the organization.

Examples of Previous Associates' Projects:

- Create a stakeholder database for DC-area partners that includes parents, teachers, principals and public-private sponsors
- Collect and synthesize best practices of data use currently implemented by DCPS
- Assist critical response team in addressing constituent issues around facilities, special education, school security, parent-teacher-principal relations
- Execute recruitment strategies for teachers, principals and central office staff
- Analyze opportunities for leveraging programs and partnerships to drive student success
- Develop communication materials to support the department's goals of increasing student attendance, improving student behavior, enhancing positive school culture, ensuring student health and wellness, and providing intensive support for disengaged youth
- Assist with design and roll-out of curriculum models and schools programming
- Coordinate performance evaluation processes of school and central office staff
- Manage tutoring-mentoring program including volunteer intake, connecting with after-school coordinators and interacting with the school scheduling system
- Legal research and policy work around the impact of charter (public and non-public) schools on public education (funding and operations)
- Work on early childhood special education issues
- Assist with professional development programming and designing DCPS teaching programs with international language teachers from China and Spain
- Assist with coordinating school operations including food, security, procurement, and realty
- Develop standard operation procedure to train staff on policies related to mitigating waste, fraud, and abuse within the agency

Offices That Host Associates:

- Office of Family and Public Engagement (OFPE)
- Data Accountability and Assessment (ODA)
- Critical Response Team (CRT)
- Human Resources and Human Capital Development (HR/HCAP)
- Office of Community Partnerships (OCP)
- Office of Youth Engagement (OYE)
- Office of the Chief Academic Officer (OCAO)
- Office of Transformation Management (TMO)
- Office of the General Counsel (OGC)
- Office of Special Education (OSE)
- Office of Out of School Time (OST)
- Office of Chief Operating Officer (OCOO)
- Office of Compliance (COS)
- DC Public Education Fund (DCPEF)
- Office of Legislative Affairs (OLA)

Why UELIP?

You want a program that gives you real responsibility and work that matters.

Whether you are looking for an internship concurrent with your studies or a summer experience, UELIP is your opportunity to be given ownership for important projects that contribute to the overall success of the organization. And you can be sure that with our focus on student achievement, your work will have a tangible impact.

You want to work with like-minded, change-oriented people.

UELIP associates and our full-time DCPS colleagues are all motivated to do one thing: impact student achievement in our schools. You'll work everyday with people, like you, who want to help the children of DC.

You want to be a part of public education's greatest turnaround story.

Here's your chance to make a real contribution in a district on the cutting edge of education reform—you'll work hard, challenge yourself and learn a tremendous amount in the process.

You are looking for an organized program that invests in its interns.

UELIP invites between 50 and 75 junior and senior associates to join DCPS each semester. This enables us to provide a wide variety of development opportunities that add layers upon layers to the associate experience. We value you and your development, and we believe that it is our responsibility to help you along that path.

You are the ideal applicant.

The ideal applicant:

- Exemplifies our core values: innovation, possibility, initiative, adaptability, and tenacity.
- Is interested in education reform.
- Executes work with a "whatever it takes" mentality.
- Demonstrates experience or interest in education.
- Has a strong academic record.
- Exhibits excellent communication skills and strong interpersonal skills.
- Exhibits organizational skills that promote working independently and creatively to solve problems.
- Is comfortable working under ambiguous or quickly changing parameters.

You're ready to take on the challenge and apply!

2011-2012 Program Details

2011-2012 Program Dates

Summer Semester

Program Dates: June 6, 2011 – August 19, 2011

Round 1 deadline: December 31, 2010

Round 2 deadline: March 31, 2011

Time Requirement: Full Time, 40 hours per week during the program dates.

Fall Semester

Program Dates: September 12, 2011 – December 16, 2011

Applications reviewed on a rolling basis up until September 23, 2011.

Time Requirement: At least 15 hours per week with a minimum commitment of 10 weeks.

Spring Semester

Program Dates: January 16, 2012 – May 18, 2012

Applications reviewed on a rolling basis up until January 23, 2012

Time Requirement: At least 15 hours per week with a minimum commitment of 10 weeks.

Compensation

All Associate internships are unpaid. However, we reserve the right to award a limited number of economic hardship stipends of up to \$2,500 per semester on an individual case basis. *Applicants must apply for the stipend at the time they apply to UELIP.* Please see page 6 of this document for instructions on applying for the economic hardship stipend.

Academic credit is also supported. Students are responsible for finding their own housing. We encourage students to secure funding through their schools if possible and aggressively work to secure school funds.

Questions?

For more information on the program, please visit the [UELIP facebook page](#) or visit our program's blog at: <http://uelip.blogspot.com>.

If you have questions, please contact:

Maggie Raible

UELIP Coordinator

District of Columbia Public Schools

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How to Apply

Application Materials

Applications are due by the previously stated deadlines.

Required materials for the application include:

1. Résumé (most updated version)
2. 1-page cover letter
3. A writing sample highlighting your writing skills. It can be from a school term paper or work-related paper. Ideally, it should be related to education policy but this is not required. The sample should be 300-500 words.
4. Answers to the following 2 essay questions (each essay should be 300-500 words):
 - A) Why do you want to be an associate? What skills/expertise do you bring to this internship?
 - B) In your opinion, what is the Chancellor's greatest challenge in leading the DC Public Schools and what advice do you have for her to resolve it?

To apply, students must submit all materials through the online application form. Incomplete applications will not be considered. Applications must be completed in one sitting—we recommend preparing your application in advance.

If your paper application is selected, you will be contacted for a phone interview within approximately two weeks time.

[CLICK HERE TO APPLY.](#)

DCPS Economic Hardship Stipend Application

On a limited basis, the Office of the Chancellor awards economic hardship stipends for students who are interested in interning in our office but are prevented from doing so because of financial limitations. Although our internships are all unpaid, we award these stipends on a case-by-case basis. DCPS may award up to \$2,500 per associate.

Requirements:

1. By stated deadline, mail an official university transcript and letter of recommendation to:
Maggie Raible
1200 First St NE, 10th floor
Washington, DC 20002
2. Answer the following 3 additional essays (300-500 words each):
 - A) Why do you believe you need this scholarship?
 - B) What other scholarship avenues have you already explored? Are you exploring any currently?
 - C) How will this internship advance your career goals?

Essays must be submitted at the time student applies to UELIP.