



COLLEGE *of*
CHARLESTON

DCSP Checklist

Before acceptance

- **Contact to the DCSP Director or Associate Director** to see if the program is right for you.
- **Talk to your advisor** to make TWO schedules.
 1. A **schedule** assuming you are **accepted** into the program **and into an internship**
 2. A **backup schedule** in case you are **not able to land an internship**
- **Search for internships** that you think would be a good fit for you. **Make a list** of internships you would be interested in applying to if accepted to the program that you will submit with your letter of interest.
- **Fill out and submit the application**
 1. Ask at least one professor to write a **letter of reference**. The strongest letters will be at least a one-page testimony from professors who know your academic skills, as well as qualities such as responsibility, analytic ability, leadership, maturity and your ability to work well with others. (A second recommendation is optional and may come from a professor, an employer or university administrator.) Letters of reference should be sent **by the referee** to the DCSP Director, Jonathan Neufeld, at neufeldja@cofc.edu.
 2. Put together an excellent **resume** (consult the [Career Center's website](#) for pointers)
 3. Write your **letter of interest** answering the question, "Why is the DC Semester Program for Democracy, Culture and the Arts suited for your course of study or personal interests and how do you hope to benefit from it?"
 4. Compile a **list of internships** in Washington, DC that you are interested in applying to.
 5. **Email** the application form, resume, letter of interest, and list of internships to the DCSP director, Jonathan Neufeld at neufeldja@cofc.edu with the subject line "**DCSP Application**" by the deadline in September of 2023.
- **Short interview with the admissions committee.**

After acceptance to the DCSP Program

- **Find a variety of internships in DC** by searching online databases and in consultation with DCSP director.
- **Visit the Career Center** for advice on writing a good application.
- If you secure an interview with an organization in DC, schedule a **mock interview** with the career center to prepare.

DCSP Application

Name: _____

College or University: _____

Email Address: _____

Student ID (if you are a CofC student) _____

Major(s): _____

Reference 1: _____

Reference 2 (recommended, but optional): _____

Ask your letter writers **WELL IN ADVANCE** of the deadline to email their letters of reference to the director at neufeldja@cofc.edu

Please attach the following in a separate document:

1. **A current resume.**
2. **A letter of interest** (not more than 2 pages long) that answers the following question: "Why is the DC Semester Program for Democracy, Culture and the Arts suited for your course of study or personal interests and how do you hope to benefit from it?"
3. **A list of internships** in Washington DC that you are interested in applying to.

Email your application by the deadline (listed on the website) to the DCSP Director, Jonathan Neufeld at neufeldja@cofc.edu with a subject line "DCSP Application."

If you have any questions, please don't hesitate to contact Professor Neufeld or Professor Cressler.