



APPLICATION KIT

Dear IEEE U.S. Member:

Thank you for your interest in the IEEE-USA Congressional Fellowship.

This one-year fellowship program offers IEEE's US-based members a unique educational experience, while giving you the opportunity to provide Congress with a resource of technical experience and private sector perspectives that we hope will foster effective public policymaking.

This application kit provides you with the essential information required to apply for an IEEE-USA Congressional Fellowship, including:

1. Instructions to Applicants
2. Application Form
3. Required Attachments

For additional information on IEEE-USA's Congressional Fellowship Program, visit our website at <https://ieeusa.org/public-policy/government-fellowships/congressional/>

If you have any questions regarding this application or IEEE-USA's Government Fellowships program, please contact Erica Wissolik at 202-530-8347, or e.wissolik@ieee.org.

IEEE-USA CONGRESSIONAL FELLOWSHIP

INSTRUCTIONS TO APPLICANTS

1. To determine if you are eligible to apply and serve as a Congressional Fellow, please be sure to read:

- a) this application form, and
- b) the IEEE-USA *Congressional Fellowship Program Policies and Procedures*.

All this information is available on our website.

2. Please complete this application form and obtain all required attachments.

3. Send your application electronically to Kayla Henneberry at k.henneberry@ieee.org. **Your application MUST BE RECEIVED ELECTRONICALLY BY 12pm ET ON THE STATED DEADLINE DATE** to be considered valid. Be sure to keep a set of copies for your files.

4. It is the applicant's responsibility to ensure that IEEE-USA receives all your application materials electronically by the stated deadline.

5. **INTERVIEWS** - If selected as a finalist, you will be invited for either a face-to-face interview at IEEE-USA's offices in Washington, DC, or a virtual interview. You must be able to attend the interview on the dates specified on our website. Interviews may not be rescheduled and must occur on one of the two-specified days. You will be notified of which day you are to interview if selected to advance to the interview stage.

IEEE-USA reserves the right to conduct interviews virtually. You must, however, ensure that you are available either in person or virtually on the stated interview dates.

6. **WRITING SAMPLE** - The applicants chosen to advance to the next stage in the selection process will – at the time they are notified of the interview – be asked to also complete an additional writing sample based upon a real-world public policy issue.

NOTE: Return all pages of this application. Please do not submit application materials that have been handwritten. Please type your responses into this document.

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APPLICATION FORM (please type, do not handwrite)

1. Name:
2. Mailing Address:

3. Cell Phone:
4. E-mail Address:
5. IEEE Membership #

Member Status and Years:

_____ to _____
Member

_____ to _____
Senior Member

_____ to _____
Fellow

6. Educational History:

For those applicants basing their eligibility on the Ph.D. degree-only (no professional, full-time work experience), you may apply and interview for the fellowship when you are in the final stages of obtaining a Ph.D. However, a fellow *must* possess the Ph.D. prior to the start of the fellowship. The required degrees must be granted by an accredited program in a subject field that falls within the science, engineering, computer, or allied disciplines eligible for IEEE membership. In exceptional cases, the Government Fellows Committee, at their discretion, may waive the Masters-plus-work-experience, or Ph.D. requirements for candidates with extraordinary compensating experience. Work experience must consist of full-time, relevant professional employment and does not include internships, graduate work, or student-related employment.

Degree(s)			
Institution			
Graduation Date			

7. PE Licenses, Honors, Other Credentials (Describe):

8. Total years of professional experience:

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9. Volunteer service (IEEE or otherwise):

10. Previous public policy experience:

11. Science, technology, engineering background:

12. **U.S. CITIZENSHIP IS REQUIRED** are you a U.S. citizen? Yes No

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13. May we contact your employer to verify your availability and employer financial support?

Yes No (If NO, give reasons on an attached sheet.)

14. Where did you learn of the IEEE-USA Congressional Fellows Program?

I hereby state that I am familiar with the *IEEE-USA Congressional Fellowship Program Policies and Procedures*, that I meet the eligibility criteria for this Fellowship, and that the attached information associated with this application is correct to the best of my knowledge. I give IEEE-USA permission to use this data as required to select a Congressional Fellow. If I am chosen, the application information may be included in publicity releases.

Signature of Applicant

Date

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REQUIRED APPLICATION MATERIALS

Be mindful of the fact that the three types of IEEE-USA Government Fellowships – Congressional, State Department, and USAID – are very different work experiences. Each fellowship requires a separate expression of interest.

If you apply for multiple fellowships, you must submit separate versions of the required application materials – one application set for each fellowship. IEEE-USA will not accept a single application stating that you are interested in all three fellowships. This includes reference letters. The same individual may write you a reference for more than one fellowship application, but they must submit language indicating your suitability for the specific fellowship. In other words, the same letter will not be accepted for multiple applications.

If you are applying for more than one type of fellowship, please be clear about which fellowship for which you feel you are most qualified. Identify where you believe you would have the opportunity to make the most significant contribution.

Prior to beginning the fellowship, applicants must possess a Ph.D.; or a master's degree plus five (5) years of relevant professional experience. The degree must be granted by an accredited program in a subject field that falls within the science, engineering, computer, or allied disciplines. In exceptional cases, the master's or Ph.D. requirement may be waived by the Government Fellowship Committee for candidates with extraordinary compensating experience. Work experience must consist of full-time, relevant professional employment, and does not include internships or student-related employment.

1) COVER LETTER/ STATEMENT OF INTENT (*limited to (3) three pages*) addressing the following points:

a) Your clearly stated objective(s) in seeking a Congressional fellowship.

Clearly state why you are seeking this fellowship and include a statement of how it will impact your future career or professional trajectory. You should also discuss the knowledge and skills you wish to develop or refine during the fellowship year.

You should:

- a) express an understanding of the specific fellowship for which you are applying, as well as illustrate the experiences and qualifications that might benefit you in the fellowship;
- b) express a clear understanding of the role of Congress in public policymaking, and specify those areas of current legislative activity that interest you most; and
- c) discuss your work style and your approach to working in a dynamic and fast-paced environment.
- d) Summarize relevant qualifications and experience that addresses the requirements laid out in the IEEE-USA Congressional Fellowship Program Policies and Procedures. Additional evidence of degrees, licenses and citizenship may be required. Do not submit now.

2) RESUME or Curriculum Vitae (*must be limited to (3) three pages*) including IEEE activities and group/society affiliations, as well as other affiliations. Please do not include extensive publication lists with your CV or submit any materials – such as publications you may have authored, photographs, certificates and diplomas, or PowerPoints of any kind – that are not requested here.

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3) STATEMENT FROM EMPLOYER or UNIVERSITY (*limited to (1) one page*) For those applicants who are eligible based on their degrees plus work experience, and who are currently employed, please provide documentation authorizing the applicant's leave-of-absence if selected and confirming any commitments regarding employment status and/or continued salary and/or benefit support. If an employee statement is not available, the applicant should provide a letter explaining its absence and/or confirming the applicant's ability to accept a fellowship without employer support.

An employer statement is not required if a candidate is self-employed, retired, or willing and able to fulfill the requirements of the Fellowship without employer income (in which case, the candidate should attach a statement to that effect).

NOTE: Employment outside the fellowship is not permitted, even in the case of those who are self-employed.

For those candidates who are applying based on completion of a Ph.D. at the time of application, you will be required to provide a statement from your university or program adviser verifying that you are in good standing and will be awarded the degree by the start of the fellowship, or that the degree has been granted in the last year if there is no employment history. You may be required to provide official copies of your transcripts verifying your stated degree before you start your fellowship. Exceptions must be approved in advance by the Government Fellows Committee.

4) LETTERS OF REFERENCE from three (3) references (*limited to (2) two pages per reference*). Reference letters may come from your fellow IEEE members, as well as colleagues who are not IEEE members. The letters should clearly reflect an understanding of the responsibilities of a Congressional Fellow, the role of policymakers in the legislature, and speak to an applicant's ability to work in a public policy environment. A letter should also reference an applicant's technical qualifications, professional experience, IEEE volunteer activities, other appropriate volunteer activities, prior public policy experience, and overall suitability for the fellowship. Letters of reference may be appended to the application or submitted separately to the IEEE-USA Government Fellows Program by email to Kayla Henneberry at k.henneberry@ieee.org.

It is extremely important to note that if you are applying for more than one type of IEEE-USA Government Fellowship, you must submit *separate* reference letters for each type of fellowship. These letters should be specific, speaking to your abilities, not only as an engineer or scientist, but as someone who can work in the public policy arena. The work of an executive branch fellow is very different from a Congressional fellow. Writing and communication skills are paramount. Your references should come from individuals who have an understanding and an awareness of the differences between Congressional and Executive branch positions, as well as how your qualifications fit the different types of fellowships. You may request that the same person write more than one reference, but you may not submit the same text from the same individual for more than one fellowship. Each letter must reflect a recommendation that addresses your qualifications for the specific type of fellowship. Congressional fellowships are very different from the executive branch fellowships. **Letters that contain the same text for more than one application will be considered duplicates and will not be accepted.**

5) Willingness to abide by the program's governing Policies and Procedures document - Please be sure to read this document. In signing and submitting your application you are agreeing to the policies set forth in the Policies and Procedures document.

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6) CONFLICTS OF INTEREST must be disclosed, including any actual or apparent conflicts of interest (with explanation) for you and your immediate family.

In carrying out the obligation to avoid real or apparent conflicts of interest, IEEE-USA Fellows are encouraged to seek the counsel of the Government Fellows Committee if there is a situation that might raise such issues. Examples of situations to be avoided are:

- a) A situation in which a prospective Fellow's employer attaches, as a condition for approval of the Fellowship application, a requirement restricting the prospective Fellow's freedom of choice in his assignment suggesting an intent to curry favor with a Congressional office through the Fellow's assignment.
- b) A situation in which a Fellow uses an assignment to advocate or otherwise promote policies which are of direct, specific benefit to himself, IEEE-USA, or a company in which he has a substantial personal interest.

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