

UNIVERSITY OF  
**ILLINOIS**  
SPRINGFIELD

## Graduate Public Service Internship Program

<http://gpsi.uis.edu>

We'll help  
pay for your  
graduate  
degree



LEADERSHIP  
**lived**

*“Always bear in  
mind that your own  
resolution to succeed  
is more important  
than any one thing.”*

*Abraham Lincoln*



Katie Hollenbeck,  
GPSI Intern at the  
Illinois Environmental  
Protection Agency



## UIS ~ A Smart Investment in Your Future

Located within the Center for State Policy and Leadership at the University of Illinois Springfield (UIS), the Graduate Public Service Internship Program (GPSI) offers you the opportunity to be immersed in a rare graduate educational environment – one that celebrates its diversity with a campus comprised of students and faculty of various ages, backgrounds, and ethnicity. You will enjoy a dynamic academic environment, which gives you access to the resources of the University of Illinois, a world-renowned research institution, and an environment where academic excellence is paramount. The University's history and reputation are inextricably tied to its quality graduate programs and opportunities for professional development.

For over 39 years, the GPSI program has been ranked as one of Illinois' premier governmental internship programs, providing interns with the opportunity to simultaneously begin a professional career in Illinois government while earning a master's degree from the University of Illinois Springfield. Regardless of your academic background, you are welcome to apply.

Located in the city where Abraham Lincoln took his first professional steps, the GPSI program offers you unparalleled opportunities for a graduate educational experience that integrates the classroom with the world of work – invaluable professional level experience in state government. Former GPSI interns report that they were attracted to UIS' graduate programs for several reasons, including small class size, a talented and committed faculty, a close student-professor relationship, and the reasonable cost of graduate education.

*"The tasks assigned to me in this position have been directly related to my field of study and allowed me to apply my education in 'real world' scenarios. The tasks were challenging and helped me gain a great deal of professional experience. I gained further communication skills while coordinating projects and information with state and federal employees, private companies, engineering and environmental consulting firms, and the general public."*

Nathan Grider, Former GPSI Intern  
Illinois Department of Natural Resources



*"It is difficult to choose among the many positive aspects of this internship experience. I think the most positive experience as a whole has been the fact that the GPSI internship has helped me to better understand and realize my professional potential. Coming into the GPSI internship, I was unfamiliar with and lacked confidence in the professional, policy, administrative, and political environments. Working in planning has been a great fit for the current stage of my career, because I have had broad exposure to many aspects of local, state, and federal funding and decision-making. This has helped me to broaden my horizons considerably."*

Amy Uden, Former GPSI Intern  
Associate Planner, Policy Research and Analysis, SSCRPC



# Tomorrow's Leaders Today



Former GPSI Intern, Jason Thrash completed internship at Illinois Department of Transportation.

## Graduate Public Service Internship FAQ's

### **What are the academic program admission requirements?**

Since you must be admitted to graduate studies at UIS in order to be eligible for the GPSI applicant pool, it is important that you contact the academic program to determine specific admission requirements and application deadlines for the program. Some academic programs have additional admission and pre-requisite requirements that may impact your GPSI file. For academic program information, please visit the Office of Graduate Education website at [www.uis.edu/graduateeducation](http://www.uis.edu/graduateeducation). For GPSI pre-requisite information, please visit the FAQs on the GPSI website at <http://gpsi.uis.edu>.

### **What does a GPSI intern do?**

As a GPSI intern, you will have the opportunity for a professional experience that is compatible with your academic background, graduate program, and skills. Historically, GPSI interns have completed challenging work in the areas of economic forecasting, grant writing, research, writing press releases, preparing television public service announcements, marketing, statewide conference management, newsletter production, environmental research on endangered species, website development, computer programming, database development and management, state-wide audits, and public health research. GPSI represents a continuum of opportunities for top-flight interns.

### **When does the internship begin?**

GPSI is a 21-month internship program. Placements commence annually on August 16.

### **How are interns selected?**

GPSI is a *competitive* internship program. Participating agencies will consider the strength of your GPA, resume, letters of recommendation, undergraduate areas of study, previous work experience, career goals as defined on your personal goal statement, honors and awards, and any other special skills that might enhance your internship performance. If you have computer skills, such as Microsoft Office products, you are strongly encouraged to list the skills and your proficiency level on your resume.

Your GPSI file will be sent to participating state agencies for interview consideration. Interviews and final hiring decisions are made solely by the agencies with no input from the GPSI office.

If you are selected for a first round interview(s), we will send you the interview schedule and position descriptions by e-mail. Interviews are scheduled by the GPSI office and conducted by agency representatives in late April. Decisions are announced by May 15. You are responsible for your own travel arrangements and expenses to participate in the interview process. We do not schedule telephone interviews.

### **Is there a minimum grade point average required to be eligible for GPSI?**

Yes. To be eligible for the GPSI applicant pool, you must be admitted to a UIS graduate degree program by the application deadline, and your undergraduate GPA must be at least 2.50 cumulative, with preference given to those with 3.00 or better. If you have already earned an advanced degree, you are still welcome to apply.

Current UIS students must be in good academic and financial standing to be eligible for GPSI consideration.

### **Can online students apply for a GPSI position?**

Yes. Online students can apply for a GPSI position; however, all GPSI positions are located in Springfield, Illinois. As an online student, you must live within a commutable distance to Springfield, Illinois as you will be required to work 20 hours per week at your GPSI placement in Springfield during the fall and spring semesters of your first and second year of graduate school. GPSI interns are required to work the full-time equivalent at their placement agency during the summer between their first and second year of graduate school.

Please note, as an online student at UIS, there may be a tuition and fee differential for online classes. The GPSI tuition waiver will cover only the on-ground rate of tuition for up to 40 hours of graduate tuition. The student fee waiver is currently covered at

the rate of \$250 in the fall and spring semesters of both the intern's first and second year of study.

### **Do interns receive academic credit for the internship experience?**

No. You will, however, receive one hour of academic credit for PAD 561, Organizational Environment in Public Service, the mandatory GPSI Seminar. Some academic programs will allow you to apply the seminar credit toward degree requirements. GPSI Seminar is a means to help you integrate academic knowledge and work experience.

### **Are textbooks and mandatory fees covered by this program?**

No. Textbooks are your responsibility. The GPSI office will provide a partial fee waiver of \$500 per year (\$250 for the fall semester and \$250 for the spring semester.) The remaining fees are your responsibility each semester.

### **Do interns receive health insurance benefits?**

No. You may be eligible to purchase UIS student accident and health insurance. Insurance is handled through the UIS Human Resources Department ([www.uis.edu/humanresources/](http://www.uis.edu/humanresources/)).

### **Does the GPSI program guarantee interns a job after graduation?**

No. You may, however, have the opportunity to continue working in state government or in the private sector through contacts established during the internship experience. As a result of the GPSI experience, many interns have advanced to careers in state government. Many of the agency supervisors working with current interns had their start as a GPSI intern.

### **Are GPSI interns eligible for additional financial assistance?**

Yes. To determine if you are eligible for additional financial assistance, please visit the UIS Office of Financial Assistance at [www.uis.edu/financialaid/](http://www.uis.edu/financialaid/).

Please contact the financial aid office at UIS to discuss the ramifications of a GPSI tuition waiver if you have applied for any student loans. The amount of financial aid awarded may be impacted by the GPSI tuition waiver. The e-mail address is [finaid@uis.edu](mailto:finaid@uis.edu) and the telephone number is (217) 206-6724. It is also important that GPSI students register for classes prior to the start of each semester.

### **Can international students apply for a GPSI position?**

Yes. If you are an international student – you are welcome to apply to the GPSI program; however, **F-1 visa status is required to be eligible for the program.** Proof of F-1 visa status must be on file with the GPSI office before any GPSI interviews are scheduled.

If you currently live abroad, we encourage you to complete your GPSI application file prior to arriving on the UIS campus for your

first semester of study. Upon arrival on the UIS campus for the fall or spring semester, as a GPSI applicant you must check in with the GPSI office to verify your F-1 status and provide your local address and telephone number.

### **What about housing at UIS?**

For on-campus and off-campus housing information, we encourage you to visit the UIS Housing Office at [www.uis.edu/housing/](http://www.uis.edu/housing/).

### **How do I request additional information?**

We welcome the opportunity to talk with you. Please give us a call today if you have questions or need additional information. The GPSI office is open Monday through Friday from 8:30 am to 5:00 pm (CST). We can be reached by phone at (217) 206-6158, by fax at (217) 206-7508, or by e-mail at [gpsimail@uis.edu](mailto:gpsimail@uis.edu).

## **Education You Can Put to Work**



Linda Robinson, GPSI Intern  
at the Illinois Department of  
Public Health

Data from the U.S. Census Bureau indicate that annual income is strongly related to degree attainment. The annual earnings of graduate degree holders are 33% more than baccalaureate degree recipients.

## **Intern Benefits**

**Monthly Stipend:** During the fall and spring terms your stipend is \$1,175 per month for part-time work (20 hrs. per week). During the summer term it is \$2,350 per month for full-time work (agency full-time equivalent).

**Tuition/Fee Waiver:** For the fall and spring terms of both your first and second year as a GPSI intern, you receive up to a nine credit hour graduate tuition waiver. The summer term between your first and second year of graduate school you receive up to a four credit hour graduate tuition waiver (optional). If you are an out-of-state student, the tuition difference between out-of-state and in-state tuition is waived. NOTE: If you are a late hire, the tuition difference will be pro-rated based on your hire date.



Also, you will receive a partial fee waiver of \$250 for both the fall and spring semesters of your first and second year as a GPSI intern.

**Professional Development:** The placement agency will provide you with \$300 each year for professional development opportunities, such as attending conferences, purchasing scholarly journals, memberships in professional organizations, etc.

**Scholarship Opportunities:** As a GPSI intern you are eligible to apply for scholarships. Please visit the UIS Office of Financial Assistance at [www.uis.edu/financialaid/](http://www.uis.edu/financialaid/).

**Mentoring:** You will have the opportunity to benefit from the mentoring relationship established with your placement supervisor, seasoned professionals, as well as GPSI Alumni.

**Intern Support:** The GPSI office will work closely with you throughout your intern experience.

**Length of the Program:** 21 months



Laura Lovgren, GPSI intern at the Illinois Environmental Protection Agency on site near the Kaskaskia River in Effingham, Illinois. She and her colleagues were conducting intensive surveys, collecting habitat, plant and bug data for sampling sites. Laura is holding a Helgramite – a bug that is found in streams with very little to no pollution. She said *“the bug may look scary... but it is a really great thing to find in a stream. This is my internship position Monday through Friday all summer long and I love it!”*

# Application Process

For first round consideration (April interviews), your GPSI file must be complete by March 15. Files completed after first round consideration, are eligible for late agency requests. Please contact the GPSI office to determine deadlines for file completion for subsequent rounds. Application documents submitted for the GPSI program will not be returned to the applicant. Documents required to complete your file are:

- UIS Graduate Admission Application with paid application fee
- Official transcripts from each college attended must be sent to the UIS Admissions Office
- GPSI Application
- Current resume
- Personal Goal Statement - one of the most important components of your GPSI file. This statement is your opportunity to tell us in your own words why you are pursuing a GPSI internship. To access the **application and required forms**, visit our website at <http://gpsi.uis.edu>, click on "Prospective Interns," and then click on "GPSI Applicant Info & Forms."
- Three letters of recommendation (two from faculty and one from an employer) dated within the past 1.5 years.
- Signed FERPA GPA release form – if you wish to share your GPA with prospective GPSI agency supervisors.

NOTE: A critical component of a completed GPSI applicant file includes full or conditional admission to a specific graduate program at UIS. The GPSI office will request a copy of your graduate admission notice from the UIS Admissions Office on your behalf. We must have the copy of your graduate admission notice in your GPSI applicant file before your file is considered a completed GPSI applicant file. Please keep this in mind when applying to the GPSI program. It may take several weeks to receive a copy of your completed graduate admission notice.

**It is in your best interest to apply at least two months prior to the GPSI file completion deadline.**

*Apply online* ~ Your future at UIS begins with a click at [www.uis.edu/admissions/applyToday/](http://www.uis.edu/admissions/applyToday/). To begin the GPSI application process, you must complete both the UIS Graduate Admission Application and the GPSI application.

**DEADLINE FOR FILE COMPLETION: MARCH 15**

# Imagine the Possibilities

**Accountancy (M.A.)**

**Biology (M.S.)**

**Business Administration  
(MBA)**

**Communication (M.A.)**

**Computer Science (M.S.)**

**Educational Leadership  
(M.A.)**

**English (M.A.)**

**Environmental Sciences  
(M.S.)**

**Environmental Studies  
(M.A.)**

**History (M.A.)**

**Human Development**

**Counseling (M.A.)**

**Human Services (M.A.)**

**Legal Studies (M.A.)**

**Liberal and Integrative  
Studies (M.A.)**

**Management Information  
Systems (M.S.)**

**Political Science (M.A.)**

**Public Administration  
(M.P.A.) (D.P.A.)**

**Public Affairs Reporting  
(M.A.)**

**Public Health (M.P.H.)**

**Teacher Leadership (M.A.)**

## UIS At a Glance

**Enrollment:** About 5,200, including about 2,000 Graduate Students

**Colleges:** Business and Management, Education and Human Services, Liberal Arts and Sciences, Public Affairs and Administration

**Degree Programs:** 23 bachelor's degree programs and 32 minors, 20 master's degree programs, and one doctoral degree

**Sponsored Projects:** Approximately \$9 million annually

**Faculty:** Approximately 210 full-time faculty. Student to faculty ratio is 13:1

**Calendar:** Semester

**Average Class Size:** 17

**History:** Established in 1969 as Sangamon State University by the Illinois General Assembly. On July 1, 1995, became a campus of the University of Illinois, thereafter known as the University of Illinois Springfield.

**Location:** Southeast side of Springfield, Illinois, near Lake Springfield. Approximately 200 miles southwest of Chicago and 100 miles northeast of St. Louis.

**Campus:** 746 acres

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