

# THE PELL INSTITUTE

for the Study of Opportunity in Higher Education

## EDUCATION RESEARCH & POLICY INTERNSHIP

### *About the Pell Institute*

The Pell Institute conducts and disseminates research and policy analysis to encourage policymakers, educators, and the public to improve educational opportunities and outcomes for students who come from low-income backgrounds, are first-generation college-goers, and/or have physical and learning disabilities. The Pell Institute is the research arm of the Council for Opportunity in Education (COE), a non-profit organization dedicated to furthering the expansion of educational opportunities throughout the United States. COE supports and advocates on behalf of the federal TRIO and GEAR UP programs, which help low-income students gain access to and persist through higher education. For more information about the Pell Institute, please visit our website at [www.pellinstitute.org](http://www.pellinstitute.org).

### *The Pell Institute Education Research & Policy Internship*

The Pell Institute Education Research & Policy Internship program is a non-paid research experience that offers graduate students the opportunity to develop or refine research skills and cultivate an understanding of the nexus between education research, public policy, and educational practice. The internship can be 4, 8, or 12 weeks and is open to students who are interested in gaining research experience in the higher education policy arena. Interns should be highly motivated, organized, and able to work well independently. Interns may work closely with researchers at the Pell Institute, and, on occasion, assist COE staff. Primary responsibilities will include conducting research for literature reviews and collecting and analyzing data for current projects. The internship experiences are crafted around interns' skills and interests. The types of education research and policy analysis the Pell Institute is or has engaged include but are not limited to:

- Researching and synthesizing “best practices” for (a) supporting students’ academic achievement, college persistence, and completion; (b) recruiting and enrolling students in college; and (c) transferring students from two-year to four-year postsecondary institutions.
- Developing toolkits to support campus-wide retention initiatives and the evaluation of college access and success programs.
- Identifying and compiling college student funding opportunities in a scholarship directory
- Surveying and assessing the use and impact of college access curricula
- Providing research and analytical support for COE on federal TRIO and GEAR UP programs

### *How to Apply*

*We accept applications throughout the year, but internships are only offered to qualified applicants on an as-needed basis.* To apply, please submit a complete application, resume (curriculum vitae), and the names, titles, addresses, and contact information for 2 professional or academic references. All applications should include a cover letter (not to exceed two pages) describing your interest in the internship, background and experiences, research focus and interests, and future professional goals. All applications should be submitted to Dr. Andrew Howard Nichols via email ([andrew.nichols@pellinstitute.org](mailto:andrew.nichols@pellinstitute.org)) or postal mail (1025 Vermont Avenue NW, Suite 1020, Washington, DC 20005). Applications are reviewed upon submission. Only complete applications will be reviewed.

# APPLICATION

## The Pell Institute Education Research & Policy Internship

### *Personal Information*

First Name	Middle Initial	Last Name
Address		
City	State	Zip Code
Telephone Number	Fax Number	E-mail Address

*Length of internship desired (circle one):*    4 weeks            8 weeks            12 weeks

### *Hours available to work:*

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### *Academic Information*

Current Institution	Degree Sought	Major Field of Study
Grade Point Average	Expected Date of Graduation	

Please list any coursework and/or training related to research methods, higher education policy, and/or college access and success:

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Please list any work experience related to research methods, higher education policy, and/or college access and success:

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Do you intend on seeking academic credit for this research experience (circle one): YES            NO

*\*Obtaining academic credit for this internship experience should be arranged in advance via consultation with the student's academic advisor.*