



**WISCONSIN WOMEN IN GOVERNMENT
GRADUATE SEMINAR 2013**

CONFIDENTIAL APPLICATION

The Graduate Seminar is a program of Wisconsin Women in Government offered in cooperation with the La Follette School of Public Affairs at the University of Wisconsin, Madison. The purpose is to provide management and leadership training to women currently working in state and local government and women working in the private sector who interact with government.

The Wisconsin Women in Government Seminar Program is one hundred percent funded through Wisconsin Women in Government's annual banquet fundraiser.

Deadline for application to this program is **November 30, 2012**.

Notification letters of acceptance will be sent out by January 1, 2013.

The Graduate Seminar will be offered for six (6) weeks in January and February of 2013. (See Section V for program schedule.)

I. WHO SHOULD APPLY?

- Women with management, government or leadership experience who have demonstrated interest, motivation, and commitment in continued careers in Wisconsin government.
- Women who are committed to furthering their education and will attend every session of the seminar.
- Women with private sector management or leadership experience and women with leadership work in or around government who are seeking to enhance their management skills.
- Wisconsin residents currently employed in Wisconsin government, Wisconsin associations, and Wisconsin corporations.
- Women with at least a Bachelor's degree or equivalent experience.
- Women who demonstrate leadership skills, initiative, and excellent verbal and written communication skills and seek advancement in State government.

II. SCHOLARSHIPS AND TUITION

The Graduate Seminar is limited to 20 women. Fifteen places in the seminar will be given as scholarships to women currently working in state or local government. Five spaces will be available to other applicants, including private sector applicants, at a cost of \$400 per person.

III. ATTENDANCE REQUIREMENTS

Attendance at every session is required. Tuition is not refundable. A Certificate of Completion will be provided upon successful completion of the course.

IV. INSTRUCTIONS TO APPLICANT

See Attachment A. Complete applications by:

- Typing or printing legibly
- Providing Résumé
- Sending two letters of recommendation from people who know your work and ability
- Application deadline is **November 30, 2012**
- Applications should be sent or e-mailed to:

Wisconsin Women in Government
Graduate Seminar Committee
P.O. Box 2543
Madison, WI 53701
info@wiscwomeningovernment.org

V. PROGRAM SCHEDULE

Saturday, January 19, 2013	8:30 a.m.-4:30 p.m.
Tuesday, January 22, 2013	5:30 p.m.-9:00 p.m.
Tuesday, January 29, 2013	5:30 p.m.-9:00 p.m.
Tuesday, February 5, 2013	5:30 p.m.-9:00 p.m.
Saturday, February 9, 2013	9:00 a.m.-4:30 p.m.
Tuesday, February 12, 2013	5:30 p.m.-9:00 p.m.

Participants are expected to attend all sessions.



Wisconsin Women In Government

WISCONSIN WOMEN IN GOVERNMENT GRADUATE SEMINAR 2013

APPLICATION FORM Attachment A

Applicant Name

Permanent Address CHECK IF PREFERRED City State Zip

Work Address CHECK IF PREFERRED City State Zip

Preferred Phone Number

Mobile Phone Number

Preferred E-mail Address

1. PLEASE ATTACH A COPY OF YOUR RÉSUMÉ.
2. PLEASE COMPLETE ESSAY QUESTIONS.
3. IF SELECTED, WWIG AND THE LA FOLLETTE SCHOOL OF PUBLIC AFFAIRS HAVE PERMISSION TO SHARE MY PERSONAL INFORMATION WITH OTHER PROGRAM PARTICIPANTS.
CHECK ONE: YES or NO
4. PLEASE SEND COMPLETED APPLICATION BY **NOVEMBER 30, 2012** TO:

Wisconsin Women in Government
Graduate Seminar Committee
P.O. Box 2543
Madison, WI 53701
info@wiscwomeningovernment.org

Signature

Date



WISCONSIN WOMEN IN GOVERNMENT
GRADUATE SEMINAR 2013

CONFIDENTIAL APPLICATION FORM
Essay Questions

Please attach a separate page with your responses to the following questions. Please limit your responses to one or two paragraphs for each question. (Please type or print legibly). Send your responses and this application form to:

Wisconsin Women in Government
Graduate Seminar Committee
P.O. Box 2543
Madison, WI 53701
info@wiscwomeningovernment.org

1. Why are you interested in participating in the Wisconsin Women in Government Graduate Seminar Program?
2. What are your career goals related to state and local government management/leadership?
3. List past and present professional, community and/or business organizations (non-profit and for-profit) in which you have been active. Explain how you have contributed to these groups and what you learned.

Date: _____

Name and Address of Applicant:

Employer's Name and Address



Wisconsin Women In Government

WISCONSIN WOMEN IN GOVERNMENT GRADUATE SEMINAR 2013

CONFIDENTIAL RECOMMENDATION FORM

Applicant Name

Name of Person Making Recommendation

Title

Address

City, State, Zip

Phone Number (H) / (O)

E-Mail Address

Date

The purpose of the Wisconsin Women in Government Graduate Seminar Program is to provide management/leadership training for women currently working in state and local government. Scholarships to attend the Seminar will be offered to women currently working in Wisconsin Government. The scholarships are designed to assist women with careers in public service, public administration, and government affairs.

Thank you for taking time to support this applicant with your recommendation, and for helping Wisconsin Women in Government to make its decision. Please attach your responses to this form. Please limit your responses to one paragraph per question. (Please type or print legibly.)

1. How long have you known the applicant and in what capacity? In what way do you believe management/leadership training will benefit the applicant?
2. Please describe the applicant's success in a public service, public administration, or government affairs career. Especially note her ability to follow through on goals, commitments, and responsibilities.
3. In what ways do the applicant's achievements distinguish her from her peers? (Please give two examples).
4. Please add any additional information you think would be important in evaluating this applicant.

Application deadline is November 30, 2012



WISCONSIN WOMEN IN GOVERNMENT
GRADUATE SEMINAR 2013

FREQUENTLY ASKED QUESTIONS

- *Do attendees have to be in management? I have a graduate degree but am not currently in management.* The Seminar is targeted to women in management and leadership positions, but women in a position to be promoted to management or leadership positions should also apply. Evaluators may give higher consideration to applicants currently in a management position.
- *Must I have a bachelor's degree? What does "equivalent experience" mean?* The Graduate Seminar best meets the needs of women with professional and/or managerial experience in the workplace, who are looking to enhance their abilities in their current position and advance their careers to a higher level. The most-qualified applicants will have career experiences that allow them to maximize this opportunity and contribute to the experience of the other participants in the Graduate Seminar sessions. A bachelor's degree is not required in order to participate; however, because the scholarships are awarded on a competitive basis, a candidate with a bachelor's degree will rank higher than a candidate with similar experience without a bachelor's degree.
- *Can I fax the application? I'm worried it won't make it there before the deadline.* No. We no longer accept fax application material.
- *Do the letters of recommendation have to arrive with the application or can they arrive separately?* We prefer they arrive together because it helps us administratively, but as long as each item is postmarked or arrives via e-mail by the deadline, and recommendations clearly indicate the applicant's name, they may be mailed or e-mailed separately. Mailing materials together or separately will not be considered when evaluating applications, as long as all materials are received by the deadline.
- *Do participants receive graduate credits?* Participants receive a certificate of attendance.
- *Can the application be e-mailed?* Yes. Your applications may be e-mailed to info@wiswomeningovernment.org.

- ***Is there a lot of outside “homework” for this class? I have a full time and part time job and am wondering about additional coursework outside the class.*** Homework is a part of this course. However, past participants have not noted that it is burdensome. Participants are expected to fulfill all aspects of the class, and women with multiple time constraints will need to carefully weigh their commitments.
- ***I work for a non-profit that does not have a big budget. Can I be considered for a scholarship?*** Applicants will be evaluated based on the merits of their application, and employees of nonprofit organizations are welcome to apply. The match between the applicant’s job and goals with the seminar’s goals may be considered in the evaluation process. It should be noted that priority is given to women working in and with government. Please note that the \$400 fee for the course is heavily subsidized and does not reflect the total cost of the program which is over \$1,000 per participant.
- ***Does question number 3 on the application (“list any awards or other recognition of achievement in either work or school) refer to previous employers?*** It is appropriate to include any awards received throughout your career, as well as any awards received in school.
- ***Does the Confidential Applicant Recommendation Form serve the purpose of the recommendation letter or do you have to fill out the form AND provide a letter in addition?*** The form is intended as a guide for those who provide your letters of recommendation. Please have them respond by answering the questions and attaching their response to this form.
- ***Does the tuition go to the University or to WWIG?*** The fee is paid to Wisconsin Women in Government, which then pays the La Follette School of Public Affairs for providing the course.
- ***Can you offer the seminar by Interactive Television Network?*** We realize that travel to Madison to attend the Seminar is prohibitive for some, and we continue to explore the use of distance learning technology. However, it is cost-prohibitive at this time. We are keeping the option in mind for future years.
- ***Is the seminar open to federal employees?*** Women at all levels of government are welcome to apply. Keep in mind that the Seminar is geared towards women in Wisconsin state and local government, and evaluators may give preference to those candidates.
- ***My employer is willing to pay for the tuition, do I have to fill out an application?*** Yes.
- ***Additional questions?*** Please contact Scholarship Chair at info@wiscwomeningovernment.org or at 608-848-2321.