



**FLORIDA ATLANTIC
UNIVERSITY**



OWLS ON THE HILL

**Washington, DC
Legislative Internship Program**

OFFERED EVERY SEMESTER

Owls on the Hill is Florida Atlantic University's national internship initiative that places students in high-impact public service roles across Washington, D.C. The program provides an opportunity for students to experience first-hand how public policy is developed and to participate in the legislative process in Washington, D.C., while gaining full-time internship experience and course credit hours. This program—available during Fall, Spring and Summer semesters—connects Owls with congressional offices, federal agencies, nonprofit organizations, and national policy think tanks.

Admitted interns are assigned to a member of Congress, agency, or alternative placement for one semester (Fall, Spring or Summer). During their semester-long experience, students will learn about the role and responsibilities within their assigned office the broader environment in which they work, while supporting the office with administrative and customer service-related tasks and projects.

Students selected for the internship will reside in Washington, D.C., for the semester in which they are admitted and are expected to report to their assigned office in the Capitol.

ROLLING ADMISSION

Prospective interns must submit their applications through Handshake and must include all required documents to be considered. Students are admitted to either the Fall, Spring or Summer semester based on the date they complete their application and based on the student's preference.

Suggested deadlines:

Apply by October 15
for SPRING 2027 semester

Apply by February 1
for SUMMER 2027 semester

Apply by March 15
for FALL 2027 semester

Apply by October 15
for SPRING 2028 semester

To learn more about
the program and
required qualifications,
please visit



fau.edu/owl-advocates/owls-on-the-hill/

FLORIDA ATLANTIC UNIVERSITY
Department Partnerships: Division of Student Affairs, Career Center,
Office of Government Relations, Dorothy F. Schmidt College of Arts
and Letters, Department of Political Science

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APPLICATION REQUIREMENTS

- All majors are welcome to apply.
- Application completed and submitted in Handshake with all supporting documents by the deadline for the semester in which they are applying.
- Two reference rating forms are required; one reference must be from an FAU faculty member.
- Resume uploaded in Handshake in PDF format.
- Current unofficial transcript uploaded in Handshake.
- Personal statement (~500 words) addressing interest in national policy, career goals, and readiness.
- Copy of Photo ID must be submitted with application.

REQUIRED QUALIFICATIONS

- Enrollment as a full-time undergraduate student at Florida Atlantic .
- Students must be enrolled at Florida Atlantic as a full-time undergraduate or graduate student for one semester **after** the internship experience.
- Minimum required cumulative GPA is 3.25.
- 60+ completed credits.
- One previous internship experience, or the equivalent such as employment or volunteering.
- Interest in, or knowledge of, the legislative process.
- Ability to operate a personal computer with proficiency in Microsoft Office.
- Ability to be detail oriented without losing sight of the big picture.
- Strong interpersonal skills and effective communicator orally and in writing.
- Professional and collegial manner with a wide range of individuals.
- Ability to accomplish goals independently in fast paced and highly visible environment.
- Ability to travel to and from Washington, D.C.

COMPENSATION

Accommodations:

Furnished housing in Washington, D.C.

Stipend:

Interns are eligible to receive a \$4,500 living stipend for the Spring and Fall semesters and \$3,500 for the Summer semester.

Transportation:

Roundtrip travel coverage (for move in and move out).

COURSE CREDITS

Interns participate in a full-time, credit-bearing experience while living and working in Washington, D.C. Each student completes 270 hours of internship work and enrolls in a 12-credit academic package:

- IDS 3949: Professional Internship (3 credits)
- POS 4905: Congressional Research Project (3 credits)
- One online POS elective (3 credits)
- Online elective with approval of the program

Students admitted to the program will work with their academic advisor and internship team to create a flexible schedule that allows students to maximize the internship experience and live in Washington, DC without delaying their graduation plans.

SELECTION PROCESS

A panel consisting of members representing various units at Florida Atlantic University review and score submitted applications. Semi-finalists are invited to an interview. Finalists are notified after the interview process has concluded and must undergo a site placement process in collaboration with the Office of Government Relations and Economic Development. Interns will not have the option of selecting their office placement but can share their preferences after admission to the program.

LEARNING OUTCOMES

Students who successfully complete the internship will:

- Develop a deeper understanding of the federal legislative process.
- Read, understand and interpret policy and constituent related research.
- Understand the daily activities and functions of a congressional office.
- Develop professional competencies in life skills, such as time management, task prioritization and organizational networking.
- Understand federal institutions and policymaking.
- Build professional and civic leadership skills.
- Gain experience in real-world public service environments.
- Create lasting networks in national policy fields
- Develop written and oral communication skills while interacting with legislators, professional staff, constituents and lobbyists.
- Gain knowledge of how federal government and the legislative process works, while making lifelong career contacts and friendships.

WORKING HOURS

Interns are expected to follow the schedule of their assigned congressperson's office, therefore selected interns will not follow the University's academic schedule.

A minimum of 270 working hours, including transit to and from the work site location, within the relevant academic semester is required to receive full academic credit for the internship. All hours must be logged and submitted to the Office of Government Relations. Working hours are in addition to the hours spent on academic assignments required for successful completion of course credits.

WHAT TO EXPECT

Legislative interns function as support staff perform a wide range of tasks, such as researching policy issues, analyzing bills, tracking legislation, attending meetings, responding to constituent letters, answering phones and more. During the semester, legislative interns are also encouraged to participate in supplemental learning and networking experiences outside of their legislator's office.

Legislative Interns represent Florida Atlantic University and the highest conduct, professionalism and maturity is always expected. Owls on the Hill represent Florida Atlantic University and the highest conduct, professionalism and maturity is always expected.

Interns must adapt to a rigorous work schedule and develop effective working relationships with legislators and their staff.

Interns will have the opportunity to share the legislative experience with interns from other Florida universities in the State University System and across the country.

Interns are required to attend an orientation prior to the start of the internship as a mandatory component of the program.

Interns will have on-site contact and mentorship in Washington, D.C., as well as support from on-campus services such as the Career Center and Student Affairs. Interns will also work with a faculty administrator to ensure successful course completion and continued academic success throughout the semester.

The University reserves the right to remove a student from the program at any time based on feedback from the internship supervisor, university officials, or other relevant stakeholders, or if the student's conduct, performance, or professionalism does not meet program expectations. Participation in the program is at-will, meaning a student's placement may be terminated at any time, with or without cause or prior notice, at the discretion of the University.