



CONTACT
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SPRING 2023

Florida Legislative Internship Program

The Florida Atlantic University Florida Legislative Internship Program provides an opportunity for students to experience first-hand how public policy is developed and participate in the legislative process while gaining full-time internship experience and course credit hours. Interns will work for an assigned Senator or Representative in the Florida State Legislature, and learn about the role and responsibilities of elected officials and the broader environment in which they work.

During their time at the State Capitol, interns will gain knowledge of how state government works, how the legislative process works, while making lifelong career contacts and friendships.



Applications will be accepted from October 7th - November 7th, 2022.

Applications submitted after November 7, 2022 will not be accepted.

FLORIDA ATLANTIC UNIVERSITY

Department Partnerships: Career Center, Government Relations, and College of Arts & Letters

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APPLICATION REQUIREMENTS

- All majors are welcome to apply. No government experience necessary.
- Application completed and submitted in Handshake
- Two reference rating forms must be completed; one must be from a faculty member.
- Resume in PDF format uploaded in Handshake
- Current unofficial transcript
- Personal Statement in PDF format uploaded in Handshake
 - Please address the following questions in your personal statement (500 words) and include any other additional information that you feel would be beneficial in considering your application.
 - i. Why would you like to serve as a Legislative Intern?
 - ii. What government/legislative related experience do you have?
 - iii. How will the Florida Legislature help advance your career goals?
 - iv. What qualities do you possess that make you capable of working in a high stress environment?

REQUIRED QUALIFICATIONS

- Enrollment as a full-time degree-seeking student at FAU
- You must be 20 years old by January 1, 2023
- Minimum required cumulative GPA is 3.25
- Completion of 30 credit hours required at time of application (Completion of 60 credit hours preferred)

REQUIRED QUALIFICATIONS

- At least one previous internship experience (does not need to be government-related)
- Interest in, or knowledge of, the legislative process
- Ability to operate a personal computer with proficiency in Microsoft Office
- Ability to pay attention to detail without losing sight of the big picture
- Strong interpersonal skills and the ability to effectively communicate both orally and in writing in a professional and collegial manner with a wide range of individuals and constituents
- Ability to operate independently in a fast paced and highly visible environment

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COMPENSATION

- **Accommodations:** The Internship Program will provide interns with furnished housing, including the payment of rent and utilities while they are interning in their assigned Legislator's Capitol Office for the Legislative Session in Tallahassee. Housing will be at a location with interns from other state universities.
- **Stipend:** Interns are eligible to receive a \$3,000 living stipend.
- **Transportation:** The Internship Program will cover transportation costs for students to travel to and from Tallahassee at the beginning and end of their internship experience in Tallahassee, as well as for two separate trips home during the Legislative Session. Any other transportation or travel expenses is the responsibility of the intern.

COURSE CREDITS

Interns who successfully complete the Florida Legislative Internship Program will be required to register for the following courses as part of a cohort model:

- IDS 3949 Professional Internship (Tallahassee Internship Skill Experience, 3 credit hours)

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COURSE CREDITS

- POS 4905 Directed Independent Study (Tallahassee Internship Research Project, 3 credit hours)
- POS 4941 Internship (Tallahassee Internship Field Work, 3 credit hours)
- POS 3033 Issues in American Politics (Florida State Politics, 3 credit hours)

Interns will not be allowed to take more than the 12 credits listed above for the Spring 2023 semester. Students applying for this internship program should plan their courses accordingly and discuss any concerns with their academic advisor.

ACADEMIC ASSIGNMENTS

Interns are assigned to a professor in the Department of Political Science who will be responsible for the academic portion of the internship and final grade. The assigned professor will provide the intern with a syllabus outlining the academic course assignments, which are in addition to the hours worked in the Legislator's office.

LEARNING OUTCOMES

Students who successfully complete the Internship program will:

- Develop a deeper understanding of the state legislative process.
- Read, understand and interpret policy and constituent related research.
- Understand the daily activities and functions of a state legislative office.
- Develop professional competencies in life skills, such as time-management, prioritizing tasks, and organizational networking.
- Work during the entire legislative session both in the office and committees and witness first-hand how legislation is passed in Tallahassee.
- Develop written and oral communication skills while interacting with legislators, professional staff, constituents and lobbyists.
- Develop abilities to time-manage projects, network and provide leadership on issues important to Florida communities.

Job Tasks/Activities

Interns will function as support staff to legislators, performing a wide range of tasks, such as, researching issues, analyzing bills, tracking legislation, attending committee meetings, responding to constituent letters, answering phones and more.

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ACADEMIC ASSIGNMENTS

- A panel consisting of members from various departments at Florida Atlantic University will review the applications and select semi-finalists to advance to the interview stage of the selection process.
- Semi-finalists will then be invited to an in-person interview. Finalists will be notified shortly after the interview process has concluded, and paired with their Legislator shortly after. Selected candidates will not have the option of selecting their own Legislator.

WHAT TO EXPECT

- Legislative Interns represent Florida Atlantic University, and therefore, the highest conduct, professionalism and maturity is expected at all times.
- Interns must adapt to a rigorous work schedule and develop an effective working relationship with legislators
- The internship offers a shared experience in Tallahassee for our interns:
 - Florida Atlantic University interns will be paired as roommates (2/room).
 - Interns will get to share the legislative experience with interns from other Florida public universities.
- Interns will be required to attend an orientation which will cover topics such as the legislative process, bill research and drafting, bill analysis and tracking, legislative etiquette, communication and social media and House and Senate rules. This orientation will take place prior to the start of the internship and is a mandatory component of the program.
- Additional programming and professional development opportunities will be provided to interns in Tallahassee on a regular and ongoing basis.
- Interns will have on-site contact and mentorship in Tallahassee with Florida Atlantic University's Governmental Relations team, as well as support from the Career Center and Student Affairs via remote meetings. Interns will also work with a faculty administrator to ensure successful course completion throughout the semester.
- Students must register for a prescribed 12-credit course schedule, to be taken alongside other legislative interns in a cohort model.
- Given the unique schedule for legislative interns, selected interns will be required to limit their Spring 2023 schedule to 12 credit hours.
- Interns are expected to follow the holiday and work schedule of their assigned Legislator's office, therefore selected interns will not follow Florida Atlantic University's spring break schedule

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WORKING HOURS

- Interns are assigned to a Southeast Florida Legislator and are expected to report to their District Office and Capitol Office.
- Interns will work in the Legislator's Southeastern Florida District Office in January 2023.
- Interns will work in the Legislator's Capitol Office in Tallahassee, Florida from February. 1-May 7th, 2023 (to include committee weeks and the sixty-day Legislative Session).

HOURS LOGGED

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

